

Warren Township Volunteer Fire Department

SOP's / SOG's



Table of Contents

WTVFD.001	- Safety/Health & Training Officer
WTVFD.002	- Health & Safety Program
WTVFD.003	- Respiratory Protection
WTVFD.004	- Exposure Control Plan
WTVFD.005	- Two IN / Two OUT
WTVFD.006	- Fire
WTVFD.007	- Rt. 78 Response to Vehicle Fire
WTVFD.007a	- Rt. 78 Response for Squad Blocking
WTVFD.008	- Incident Command
WTVFD.009	- Mutual Aid
WTVFD.010	- Operations Officer
WTVFD.011	- Lock Out/Tag Out (To be written.)
WTVFD.012	- Hazardous Materials Emergency Response
WTVFD.013	- Hazard Communications/Right To Know
WTVFD.014	- Eye & Face Protection
WTVFD.015	- Accountability Tags
WTVFD.016	- Records Management
WTVFD.017	- Hose Maintenance and Testing
WTVFD.018	- Pump and Ladder Testing.
WTVFD.019	- Radio Operations.
WTVFD.020	- Extrication Team
WTVFD.021	- PPE Standards (To be written.)
WTVFD.022	- Fire Police Operations
WTVFD.023	- Levels of response to calls (Apparatus & Personal vehicle)
WTVFD.024	- Red/Blue Light Permits & Personal Vehicle Lighting.
WTVFD.025	- Code of Discipline
WTVFD.026	- Fire Department Clerical/Secretarial Duties
WTVFD.027	- Fire Department Vehicle Maintenance
WTVFD.028	- Fire Department Dispatch
WTVFD.029	- Fire Department Membership Requirements
WTVFD.030	- Truck Response Group (To be written.)
WTVFD.031	- Seat Belt Policy
WTVFD.032	- RIC Operations
WTVFD.033	- Incident Time Keeping
WTVFD.034	- Personnel Accountability Report
WTVFD.035	- Natural Gas & LPG Emergencies
WTVFD.036	- Response to Power Lines and Energized Electrical Equipment
WTVFD.037	- Firefighter Requirements for Approval of Interior Emergency Scene Operations

WTVFD.001 - Health/Safety & Training Officer

PURPOSE:

The purpose of this standard operating procedure is to specify the duties and responsibilities of the Warren Township Volunteer Fire Department Health/Safety Officer.

ASSIGNMENT:

The Fire Chief shall make the assignment of fire department Health/Safety Officer.

The Fire Chief shall have the ultimate responsibility for the fire department safety, health, and training programs. The Health/Safety Officer shall assist the Fire Chief in this responsibility and shall report directly to the Fire Chief.

The Fire Chief shall define the role of the Health/Safety Officer in the enforcement of the rules, regulations, and standard operating procedures.

The Health/Safety Officer shall be assigned the rank of Assistant Chief of Department.

The Health/Safety Officer will be required to maintain the following:

- knowledge of current federal, state, and local laws regulating occupational safety and health applicable to the fire service work environment.
- knowledge of current potential safety and health hazards involved in fire fighting and other related activities.
- knowledge of the current principles and techniques of management of a safety and health program.

DUTIES:

The Health/Safety & Training Officer shall identify and analyze health and safety hazards and shall develop corrective actions to deal with these hazards, shall coordinate the development of Department SOP's and their maintenance, and shall:

- Ensure that records are maintained on:
 - (a) Fire department safety and health policies
 - (b) Periodic inspection and service testing of apparatus and equipment
 - (c) Periodic inspection and service testing of personal safety equipment, including protective clothing
 - (d) Periodic inspection of fire department buildings and facilities
 - (e) All recommendations made and action taken to implement or correct safety and health hazards or unsafe practices.
 - (f) All measures taken to implement safety and health procedures and accident prevention methods.
- Cause safety supervision to be provided for training activities, including all live burn exercises.
- Develop and distribute safety and health related materials for the education of fire department members.
- Routinely observe operations at the scene of emergency incidents to ensure that safety regulations are being followed. *When necessary, the safety officer shall recommend corrective actions to the Fire Chief.*
- Be involved in the process of post incident critiques in order to review the safety factors involved in emergency incidents.
- Provide information and assistance to officers and fire fighters in surveying the district to identify and report safety and health hazards that could have adverse effects on fire department operations.
- Maintain a liaison with other officers regarding recommended changes in equipment, procedures, and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions.
- Provide for the periodic inspection and service testing of all safety equipment, apparatus and equipment to determine its suitability for continued service.

Note: In the absence of the Health/Safety & Training Officer, either he or the Chief will delegate said duties to one of the other line officer. This includes duties and responsibilities at the scene of incidents.

AUTHORITY:

The Health/Safety Officer shall have the responsibility to identify and cause correction of health and safety hazards. The Health/Safety Officer shall have the authority to cause immediate correction of situations that create an imminent hazard to personnel. At an emergency incident, when activities are judged by the Health/Safety Officer to be unsafe and to involve an imminent hazard, the Health/Safety Officer shall have the authority to alter, suspend, or terminate those activities and shall immediately inform the incident commander of any actions taken to correct imminent hazards at an emergency scene. When non-imminent hazards are identified, the Health/Safety Officer shall develop actions to correct the situation within the administrative process of the fire department. The Health/Safety Officer shall have the authority to bring notice of such hazards to whoever in the fire department has the ability to cause correction.

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.002 - Safety and Health Program

It is the intent of the Warren Township Volunteer Fire Department, and the goal of this program, to place the safety of our officers and firefighters as a priority and provide, to our utmost ability, for the safety of our personnel. This will be done by developing, implementing, monitoring, and evaluating a safety and health program.

1. ORGANIZATIONAL STATEMENT

The Warren Township Volunteer Fire Department (henceforth referred to as the department) is located in the County of Somerset, Township of Warren and was duly formed by Township Ordinance ADD ORD #.

The department, is organized to preserve and protect property, prevent and extinguish all fires, to foster interest in all matters pertaining to volunteer fire services, and provide other services as deemed in the best interest of the fire department or the citizens of our community. Membership in the department shall be comprised of Active Interior, Active Exterior, Fire Police, and Junior Member and as defined by the Department By-Laws.

It is the responsibility of each member to cooperate, participate, and comply with the provisions of this safety and health program, and to perform their assigned duties in a safe manner that does not present a hazard to themselves or others. A training program will be developed as a minimum guideline, under section two of this program, in the following categories:

- Interior Structural Firefighters
- Entry Level Training
- In-Service Training
- Non-Interior Structural Firefighters
- Fire Officers

Additional training will be provided throughout the year by County training courses. The specific training shall be posted at the fire station. It is the commitment of this department to provide to the best of our ability, safe operations; prevent accidents, illnesses and fatalities; comply with all applicable laws and regulations; establish safe work habits; and establish

guidelines to help meet these objectives. Guidelines and standard operating procedures (S.O.P.s), for dealing with specific hazardous situations, will be developed, implemented and used by the members of this department. The chief of the department shall appoint a safety committee and members shall continue in that position until relieved of those responsibilities. The committee will be comprised of one member from each Fire Company (4) and the Health & Safety Officer. The committee shall serve in an advisory capacity to conduct research and develop recommendations regarding safety and health issues for the review of the Chief and Board of Fire Officers. This committee shall meet at least four (4) times a year. A minimum of one Safety Officer per Company shall be appointed by the Company and will as required report to the Health/Safety Officer and shall continue in that position until relieved of those responsibilities. Each safety officer shall be trained in emergency scene safety. If a safety officer is not available at emergencies when the incident commander deems that this staff position should be activated, an appropriate officer or firefighter shall be assigned to this position until relieved by one of the safety officers.

The chief of the department or his designee shall establish a record collection system for such records as injuries, illnesses, deaths, exposure to toxic products and infectious diseases, membership training, maintenance/inspection of equipment, apparatus, facilities, and other areas as deemed appropriate.

2. TRAINING AND EDUCATION

The following training guidelines are the minimum requirements to maintain active membership in the department and additional training courses may be developed and/or implemented by the chief or his designee.

All training provided to members shall be developed and delivered with consideration for the members' safety as a priority, and where appropriate, specific safety information shall be incorporated into the curriculum.

INTERIOR STRUCTURAL FIREFIGHTERS

Newly appointed members shall be trained for all anticipated assignments prior to being assigned to perform them. Prior to performing the fire fighting duties of a Interior Firefighter, the newly appointed member shall at a minimum complete Firefighter 1 training, Hazmat Awareness, Hazmat operations, Right to Know and Blood Borne Pathogens, ICS 100. To maintain active membership he/she must attend an annual review of Right to Know, Blood Borne Pathogens, SCBA Operation, and any other training as required by the Fire Chief.

NON-INTERIOR FIREFIGHTERS

All newly appointed members shall be trained in tasks that they will be expected to perform prior to being permitted to perform them. Examples of these activities could be setting up lights, connecting to a water source, placing ladders, assisting with tools and equipment and other such duties as deemed appropriate

by the chief of the department. All newly appointed members shall complete at a minimum Firefighter 1, Hazmat Awareness, Right to Know and Blood Borne Pathogens, and ICS 100. To maintain active membership he/she must attend an annual review of Right to Know, Blood Borne Pathogens, and any other training as required by the Fire Chief.

3. VEHICLES & EQUIPMENT

Drivers and operators shall be physically able to operate the apparatus to which they are assigned. Vehicles shall always be operated in a safe and prudent manner and in accordance with all department guidelines, in compliance with the NJS Vehicle and Traffic Law and any other applicable ordinances or regulations. All passengers shall be seated and passenger restraint devices shall be used. All passengers are to be in full protective clothing before the operator moves the vehicle. All apparatus shall be equipped with back-up alarm devices and in addition, two or more firefighters will be positioned at the rear and side of the apparatus to assist in backing it up. All apparatus shall be examined on a regular basis for routine maintenance items and the evaluation checklist, as approved by the chief, shall be completed.

The Chief or his designee shall also arrange for a maintenance program for each piece of apparatus, as per manufacturers recommendation. Persons capable of doing such maintenance should complete the work. Unsafe or non-serviceable equipment shall be removed from service until it is repaired. The chief or his/her designee shall arrange for the testing of equipment such as pumps, hose, self contained breathing apparatus, extinguishers, ladders, etc. according to manufacturers specifications, after its' repair, or if it appears damaged.

As new apparatus is ordered, it will incorporate enclosed seating areas for all firefighters and in addition may incorporate other safety features as recommended by the NFPA 1900 series standards, the chief or the apparatus committee. **No member will operate any vehicle having ingested any type of alcohol or drugs.**

4. PROTECTIVE CLOTHING AND EQUIPMENT

Protective clothing for all firefighters shall be provided commensurate with their responsibilities. The personal protective clothing shall be OSHA and/or NFPA approved and include a coat, helmet, eye protection, gloves, bunker pants, hood and appropriate boots. The equipment shall be used when firefighters are exposed to the hazards it was designed for and as required by standard operating procedures. Each member shall be trained in the maintenance and use of their personal protective clothing and shall have the responsibility to see that it is maintained. Self-contained breathing apparatus (SCBA) shall be of the positive pressure type. SCBA shall be used in accordance with Dept. S.O.P.'s. All breathing apparatus shall be maintained and tested according to the manufacturers recommendations. Each member expected to use SCBA shall complete training in its use, prior to using the equipment at an emergency incident. Persons trained to do so will only do repairs.

Personal alert safety devices shall be provided and will be used at all times the breathing apparatus is in use and tested prior to their use. Life safety rope, harnesses, and hardware for rescue operations shall be purchased and maintained for that purpose, with an examination of same for deterioration on a regular basis. It shall be the policy that if the rescue rope is used it shall be examined and, if necessary, downgraded or destroyed. The department shall develop a face, eye, and hearing protection program. Members, who operate power driven tools and equipment, shall wear eye, face and hearing protection appropriate for the tool or equipment they are using. Safety standards applicable to the operation of tools and equipment will be adhered to at all times.

5. EMERGENCY OPERATIONS

All training evolutions and emergency operations shall be conducted in as safe manner as is practical and in a manner to recognize and prevent accidents and injuries. Live fire training shall be conducted using NFPA 1403 as a guideline. A safety officer position shall be activated when, in the opinion of the senior safety officer on-scene, the emergency has reached a level that requires additional safety precautions. In the absence of a safety officer, the incident commander shall assign a trained officer or firefighter to fulfill this responsibility. A safety officer may have additional duties at the emergency scene if personnel are limited. A personnel accountability system will be developed and utilized at all incidents, such as structure fires, hazardous materials incidents, multi-vehicle accidents, grass/brush fires, where personnel may have to be quickly accounted for. Special hazards may require special safety precautions. The special hazards shall be described along with the special precautions to be taken in S.O.P.'s. In addition, the S.O.P.'s should be distributed to each member for inclusion in their book. The development of these S.O.P.'s shall be an on-going process and be reviewed annually for additions and changes. EMS personnel and/or an ambulance will be dispatched automatically to all emergencies where their services may be needed. An adequate number of personnel will be available at the scene of any incident to safely conduct emergency operations. If an insufficient number of Department personnel respond then Mutual Aid will be requested to provide additional personnel.

The fire department shall provide an adequate number of personnel to safely conduct emergency scene operations. So as to allow for at least a team of two to enter interior structural fires, it is recommended that an operational company be staffed with at least four firefighters within 5 minutes after arrival at an emergency. The departments' Incident

Command System shall be established and used at all alarms to which the Fire Department responds. All members shall be trained in the use of the system. The incident commander shall be responsible for overall safety of the firefighters.

6. FACILITY SAFETY

Fire stations shall comply with all applicable codes and be inspected annually for code compliance. In addition, a safety evaluation should be conducted at least quarterly for items that affect member's safety and the person performing the safety evaluation should use a checklist.

7. MEDICAL

All new members shall have a medical examination by a licensed physician, as determined by the Board of Fire Officers, as soon as practicable. The components of the examination shall include any identified by the physician that may restrict the candidate's ability to perform the functions of a firefighter. The Board of Fire Officers shall identify any additional physical requirements that the candidate shall meet. Existing members that develop heart disease, epilepsy, or emphysema shall have certification to perform as an Active Interior or Exterior firefighter by a physician and in addition a medical evaluation of the individual shall be conducted on an annual basis. If the firefighter's physical condition has changed, a medical reevaluation by a physician may be requested. Any other forms of physicals that may require additional medical follow up may also be utilized. The safety committee shall assist the chief in the development of medical guidelines for firefighters after consultation with a physician and commensurate with OSHA 1910.156 requirements. Costs for physicals shall be borne by the Township of Warren. While it is the member's responsibility to stay physically fit to perform the duties of a firefighter, the Fire Department will strongly encourage each member to stay physically fit, through a variety of methods.

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.003 - RESPIRATORY PROTECTION

PURPOSE: To establish a Respiratory Protection Program, in compliance with 29 CFR 1910.134 (g) (3),

for the department to coordinate the use and maintenance of respiratory protection equipment, which is used to reduce member exposure to air contaminants.

SCOPE: This program applies to all work operations of the department where you may be exposed to potentially hazardous environments.

The Chief of the Department or his / her designee will be responsible for this program.

Administrative Responsibilities Include:

- A. Identification and location of hazardous exposures.
- B. Supervision of respirator selection.
- C. Supervision of medical screening for potential respirator users.
- D. Supervision of member training and qualitative respirator fit testing.
- E. Supervision of cleaning, maintenance and storage of respirators.
- F. Evaluation of overall respirator program.

IDENTIFICATION and LOCATION of AIR CONTAMINATE EXPOSURES.

1. Fire/EMS responding to incidents with potential air borne contamination where a respirator must be

worn.

2. Fire fighters performing interior structural fire fighting.
3. Fire fighters responding to a hazardous materials incident where a possible inhalation hazards exist.
4. Any other situation determined by the incident commander to require the use of a respirator or department SOP's and / Policies.

RESPIRATOR SELECTION.

1. Firefighters will wear Self-contained Breathing Apparatus (SCBA) of the positive pressure type.
 2. Respirators will provide a minimum 30 minutes of service.
 3. Respirators selected for EMS operations will meet the appropriate standards.
 4. The department currently uses Scott and MSA SCBA's
- Changes to this list will be updated as necessary. All replacement parts must be approved for the correct respirator. The Fire Chief or his/her designee will be responsible for ordering all replacement parts.

MEDICAL EVALUATION FOR USERS OF RESPIRATORS.

Prior to assignment to any position requiring respirator use, a medical evaluation of the member's physical ability to work while wearing a respirator will be necessary. A periodic evaluation identical to the pre-placement evaluation will be done based on the recommendation of the examining physician or department physician, when a change in the member's medical condition occurs. The physician will

WTVFD.004 - Exposure Control Plan

The Fire Department is committed to provide a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with OSHA Blood borne Pathogens Standard, Title 29 Code of Federal Regulations 1910.1030. The ECP is a key document to assist the Fire Department in implementing and ensuring compliance with the standard, thereby protecting our firefighters. This ECP includes:

I. Firefighter exposure determination

II The procedures for evaluating the circumstances surrounding an exposure incident, and

III. The schedule and method for implementing the specific sections of the standard, including:

- Methods of compliance
- Hepatitis B vaccination and post-exposure follow-up
- Training and communication of hazards to firefighters
- Recordkeeping

INTRODUCTION

Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B (HBV), and Hepatitis C (HCV) warrant serious concerns for workers occupationally exposed to blood and certain other body fluids that contain blood borne pathogens. In recognition of these potential hazards, the

Occupational Safety and Health Administration (OSHA) has implemented a regulation [Blood borne Pathogens 29 Code of Federal Regulations (CFR) 1910.1030] to help protect workers from these health hazards. The major intent of this regulation is to prevent the transmission of blood borne diseases within potentially exposed workplace occupations. Each employer must determine the application of universal precautions by performing an member exposure evaluation. If member exposure is recognized, as defined by the standard, then the standard mandates of a number of requirements. One of the major requirements is the development of an Exposure Control Plan, which mandates engineering controls, work practices, personal protective equipment, HBV vaccinations and training.

DETERMINATION OF EXPOSURE:

The following is a list of job classifications in which all members in these capacities are in a position to have an incidence of occupational exposure to blood or other potentially infectious body fluids.

Firefighter:

- Responsible for the extrication of a victim of a motor vehicle accident.
- Responsible for primary patient care until arrival of EMS personnel.
- Cleaning of contaminated equipment.

Firefighter/EMT

- Responsible for assisting Warren Township Rescue Squad in patient care.
- Contact with any wounds
- Cleaning of contaminated equipment.

It should be noted that occasionally other agencies are summoned to provide Advanced Life Support measures, which, due to their nature, may involve the initiation of IV's and administration of drugs intravenously. As a result, it is possible that a firefighter may come into contact with a contaminated sharp or needle.

Hepatitis B Vaccination:

It is the policy of the Fire Department to offer the hepatitis B vaccine free of charge. The vaccination shall be made available after the fire department member has received training as required by OSHA law 1910.1030. All members will be encouraged to receive the vaccination unless previously vaccinated, previous antibody testing has indicated the individual is immune, or the vaccine is contraindicated for medical reasons.

Any member who declines to accept the hepatitis B vaccination must sign a statement acknowledging their intent not to receive the vaccination. The Fire Department shall establish and maintain an accurate record of all such statements. These statements shall be kept as long as the member is on the active roster of the organization and a minimum of five (5) years thereafter. If a member initially declines the hepatitis B vaccination, but at a later date, while still on the active roster, would like to be vaccinated, the Fire Department shall make available the hepatitis B vaccine to the member at that time.

If the U.S. Public Health Service recommends routine booster dose(s) of the hepatitis B vaccine at a future date, such booster dose(s) shall be made available free of charge to the member while they are still active members.

Post Exposure Evaluation and Follow-Up:

In the event of an accidental or other exposure to blood or other potentially contaminated body fluids by a member, procedures are in place to minimize/eliminate the chances of HBV, HIV, or other infections for our members. The member involved in the incident is to immediately notify the Fire Chief or Assistant Fire Chief of the Fire Department and should report to the hospital.

The source individual's blood shall be tested to determine infectivity as soon as possible following consent. If consent is not obtained the hospital shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law the individual's blood, if available, shall be tested and the results documented.

1. When the source individual is already known to be infected with HBV or HIV, testing for the individual's known status need not be repeated.

2. Results of the source individual's testing shall be made available to the exposed member and the member shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious state of the source individual.

The Health Care Provider shall provide the member with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation. This opinion shall include the following information:

- The member has been informed of the results of the evaluation
- The member has been told about any medical conditions resulting from exposure to potentially infectious material that require further evaluation or treatment.

Testing the Exposed Member:

1. The exposed member's blood shall be collected as soon as possible and tested after consent is given.

2. If the member consents to baseline blood collection, but does not give consent at that time for HIV serologic testing, the sample shall be preserved for at least 90 days. If, within 90 days of the exposure incident, the member elects to have the baseline sample tested, such testing shall be done as soon as possible. The Health Care Provider will assist the exposed member whenever possible with any counseling needed surrounding the exposure incident and any follow-up or treatment deemed necessary by a medical professional. Complete cooperation will be given to any health professional caring for the exposed member by providing the following information:

1. A copy of the exposed member's hepatitis B vaccination record, if any.
2. A description of the member's duties as they relate to the exposure incident.
3. Documentation of the routes of exposure.
4. Results of the source individual's blood testing.
5. A copy of the member's physical exam, if any.

Record Keeping:

The Fire Chief will establish and maintain an accurate record for each member who has an occupational exposure incident. The Fire Chief will ensure that this record is kept confidential, and will not be disclosed or reported without express written consent from the member involved. The Fire Chief or his/her designee will keep these records for as long as the member is on the active rolls and for 30 years thereafter.

Engineering Controls:

Engineering controls shall be all controls used to eliminate or minimize the member's exposure to potentially infectious body fluids.

Note: Universal precautions all human blood and certain human body fluids are treated as if KNOWN to be infectious for HIV, HBV, and other blood borne pathogens.

1. It shall be the responsibility of the Fire Chief or his/her designee to maintain or replace the controls used by the Fire Department to ensure their effectiveness.

2. Hand washing facilities are provided at the Fire Station, running water, soap from a hand pump dispenser, and paper towels are provided. Appropriate hand washing facilities are also available at all the hospitals. Other acceptable methods of hand washing include microbial wipes, alcohol wipes, alcohol foam, or other commercially available antiseptic products.

3. All members shall wash their hands immediately or as soon as possible after the removal of gloves or other personal protective equipment. Members shall also flush mucous membranes with water following contact of said body areas with blood or other potentially infectious body fluid.

4. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses are prohibited in the patient care areas.

Personal Protective Equipment:

Provided by the Fire Department, at not cost to the member, are gloves, masks eye protection, bag-valve masks (BVM) and pocket masks.

1. Gloves shall be worn for all patient contact. Mask and eye protection shall be worn in conjunction with one another. Both shall be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated.
2. The BVM shall be used to provide artificial ventilations. Members at their own discretion may use a pocket facemask with a one-way valve. It is important to note that the pocket facemask used must contain a one-way valve to prevent the exchange of blood or other body fluid between the patient and patient care provider. It is highly recommended that the member utilize the BVM in lieu of the pocket facemask.
3. Appropriate protective clothing including, but not limited to turnout coats or similar outer garments shall be worn in occupational exposure situations. The type and characteristic will depend upon the task and degree of exposure anticipated. When the member does not use the proper personal protective equipment provided, the circumstances shall be investigated by the Fire Chief or his/her designee and documented to determine whether changes can be instituted to prevent such occurrences in the future. Any member who fails to utilize provided protective equipment as described shall relieve the Fire Department/Fire District and Health Care Provider of any and all liability resulting in an exposure/contamination or infections that would have been prevented by adhering to the policy. Failure to follow procedures will result in disciplinary action.

Disposal and Cleaning of Personal Protective Equipment:

Gloves and masks used shall be disposed of in red bags designed for disposal of regulated wastes at the Health Care Providers facility. Masks and gloves are not to be reused and are to be disposed of as indicated above as soon as possible after removal. Bag-valve masks shall be cleaned using a bleach and water solution which is provided by the Health Care Provider or Fire Department in a spray bottle and labeled "Bleach Solution". Bleach solution shall be a solution of one part bleach to ten parts water. While cleaning the bag-valve mask, the member cleaning these items shall utilize the same precautions as used for dealing with a patient with blood or possibly infectious body fluid as outlined previously in this document. The gloves or mask used to clean the equipment shall be disposed of in a red biohazard bag as with any other regulated waste. It shall be the responsibility of the Fire Chief or his/her designee to maintain the personal protective equipment for its effectiveness and immediately report to the Fire Chief or his/her designee those items needed repair or replacement.

Training:

All members of the Fire Department must participate in a training program regarding blood borne pathogens, at no cost to them. The training will be provided at the time of initial assignments to the Fire Department. All members who join the Fire Department must have this training prior to becoming an active member. All members who actively participate shall require annual training on this subject.

Training Records:

The Fire Chief or his/her designee will maintain all annual training records for blood borne pathogens. It shall be the responsibility of the Fire Chief or his/her designee to maintain these records and to update them in a timely manner. The records shall be kept for a minimum of three years from the date of the training and shall include:

1. The dates of the sessions
2. A summary of the session
3. Name(s) and qualifications of persons conducting the training
4. Names and job titles of all persons attending the training session.

These records should be made available upon request to the Director of Health Services.

This exposure plan shall be reviewed annually by the Fire Chief and whenever necessary to reflect new or modified tasks. All members are required to read and become familiar with the plan and the material contained therein. The plan and any material contained within will be available to any member at any time thereafter if they wish to review it.

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.005 - Two IN – Two Out

PURPOSE: To establish a “2 IN – 2 OUT” Standard Operating Policy in compliance with OSHA 29 CFR 1910.134, thus improving the safety of members operating at emergency scenes where IDLH atmospheres may exist.

SCOPE: This program applies to all work operations of the department where the member may be exposed to potentially hazardous environments.

The Chief of the Department or his / her designee will be responsible for this program. In accordance with 29 CFR 1910.134 g(4) (1998) the department has adopted the following SOP to be followed in all circumstances where it is possible that there is an **IDLH** (immediately dangerous to life and health) atmosphere. For those calls where it is reasonably expected that the atmosphere is IDLH, (any fire past the incipient stage, those which can not be controlled by a fire extinguisher) at least two stand by Interior structural fire fighters / rescuers will be standing by (with appropriate tools) prior to initiating operations in the IDLH atmosphere. Interior operations will be conducted by at least two properly equipped Interior structural fire fighters. *One exception to this policy is: in the professional judgment of the fire fighters present, immediate action must be taken to save life or prevent serious injury.*

This exception is in place to allow fire fighters that are present to affect a safe rescue if it can be accomplished prior to assembling at least four Interior structural fire fighters. This exception **MAY NOT** be used to conduct primary searches or for property protection activities. Any exception taken to this policy must be proceeded with a radio report of the situation, with a follow up written report detailing actions taken and why to the Chief.

Interior crewmembers must be in visual or voice contact. **Radio contact only between interior crewmembers is not acceptable.** The Incident Commander, if properly equipped and certified, may be one member of the 2 IN 2 OUT or FAST Team as long as their participation does not jeopardize the safety of fire fighters on the scene. Qualified vehicle operators can not be considered part of the 2 OUT crew if there vehicle is being used in the operations. The Incident Commander on any mutual aid response from Warren to a neighboring department must insure that appropriate 2 in 2 out procedures are utilized, with appropriately qualified and equipped personnel, if any Warren fire fighter will participate in operations in an IDLH atmosphere.

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.006 – Fire**DISPATCH**

All personnel will endeavor to report directly to their respective Fire Station. (The Chief may designate certain individuals to respond to the scene).

RESPONSE

Minimum crews/equipment will be established in the following order:

* Drivers must be qualified to drive and operate fire apparatus.

a. Pumper

Driver/Operator &

(1) Interior Firefighter

b. Truck

Driver/Operator

(1) Interior Firefighters

c. Tanker

Driver/Operator

HELMET, COAT, BUNKERS, & BOOTS WILL BE DONNED PRIOR TO BOARDING ANY APPARATUS!

*Exception - apparatus operators must wear protective clothing which affords protection commensurate with the duties to be performed.

All passengers shall be seated and passenger restraint devices shall be used.

THE INCIDENT COMMANDER SHOULD BE CONTACTED WHEN/IF:

a. FIRST DUE UNITS ARE ONE MINUTE AWAY.

b. PRIOR TO DISPATCHING ADDITIONAL PERSONNEL/EQUIPMENT

c. MINIMUM CREWS/EQUIPMENT DO NOT RESPOND.

ON SCENE

Upon arrival ALL (Officers included) personnel should be in full personal protective clothing. Determine Incident Commander and establish Command Post (follow Incident Command SOP).

All personnel will report (via radio or face-to-face) to the Incident Commander or their Company Officer upon arrival. All personnel shall follow accountability procedures as stated in WTVFD.016.

TERMINATION

Follow Incident Command SOP

Drivers must account for personnel and equipment prior to leaving the scene. In addition, drivers will fuel all equipment before returning to the Fire Station (unless fuel tank(s) are at or above 1/2 full).

IN QUARTERS

Drivers will inventory apparatus and perform vehicle inspection.

All personnel shall return apparatus and equipment to "IN SERVICE" status prior to being released.

Complete required paperwork.

ADOPTION:

This STANDARD OPERATING GUIDELINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.007 – Rt. 78 RESPONSE (for vehicle fire)

PURPOSE:

To provide for the safety of all first responders to an incident on Interstate Rt. 78.

RESPONSE:

Two (2) engines and one (1) utility vehicle will be dispatched on all reported vehicle fires on Rt. 78. **The first arriving Officer or apparatus MUST activate the INCIDENT COMMAND SYSTEM.** Placement of the apparatus will be at the discretion of the Officer

in charge. He/She should take into consideration topography, time of day, volume of traffic, weather and the magnitude of the incident. A good rule of thumb is the first in engine will locate at a distance to allow for the extinguishment of the fire, and the safety of the crew and engine. The second in engine will locate so that it can act as a barrier that will protect the personnel working at the scene from oncoming traffic. The utility vehicle will locate a distance from the second in engine to start to move traffic over to the open lanes. When possible two (2) personnel (one member is to act solely as a safety, he is to watch the traffic as the other places the equipment) will place a traffic advisory sign, safety cones or flares shall be placed behind the engine to create a traffic flow that will allow oncoming traffic to merge to an adjacent lane. All emergency lights including work and ally lights are to remain on along with an amber arrow stick if so equipped. Once the cone or flares are in place all personal should stand by in the vehicle, and passenger restraint devices shall be used. Personnel should not move up to the scene unless requested by Command. If the blocking vehicle becomes committed to the incident an additional vehicle must be dispatched to the scene. **Any time personnel exit the vehicle it shall be done from the side facing away from traffic, the driver will exit at a time he deems safe never taking his eyes off oncoming traffic. All personnel involved in the incident are required to where a reflective traffic safety vest at all time while on the highway. Any personnel required to move up to the scene should wherever possible walk behind the guardrail and keep a watch on traffic.**

RESPONSE IN PERSONAL VEHICLES:

Every firefighter should respond to their fire station, if it is absolutely necessary to respond in a personal vehicle, when arriving on scene they should park on the same side of the incident, and as far off the highway as possible. **AT NO TIME SHOULD ANYONE CROSS THE HIGHWAY ON FOOT.**

TERMINATION:

Any apparatus used to block or act as a barrier to protect personnel on scene shall not be moved until all personnel have left the scene.

WTVFD.007a – Rt. 78 RESPONSE (blocking for the WTRS)

PURPOSE:

To provide for the safety of all first responders to an incident on Interstate Rt. 78.

RESPONSE:

Two engines will be dispatched for blocking for the Warren Township Rescue Squad. **The first arriving Officer or apparatus MUST activate the INCIDENT COMMAND SYSTEM.** Placement of the apparatus will be at the discretion of the Officer in charge. He/She should take into consideration topography, time of day, volume of traffic, weather and the magnitude of the incident. The first in engine will locate at a distance from the scene that will provide the incoming Squad with a safe working zone. The second in engine will locate at a distance to start to move traffic to the open lanes. When possible two (2) personnel (one member is to act solely as a safety, he is to watch the traffic as the other places the equipment) will place a traffic advisory sign, safety cones or flares shall be placed behind the engine to create a traffic flow that will allow oncoming traffic to merge to an adjacent lane. All emergency lights including work and ally lights are to remain on along with an amber arrow stick if so equipped. Once the cone or flares are in place all personal should stand by in the engine, and passenger restraint devices shall be used. Personnel should not move up to the scene unless requested by Command. If the blocking vehicle becomes committed to the accident an additional vehicle must be dispatched to the scene. **Any time personnel exit the vehicle it shall be done from the side facing away from traffic; the driver will exit at a time he deems safe never taking his eyes off oncoming traffic. All personnel involved in the incident are required to where a reflective traffic safety vest at all time while on the**

highway. Any personnel required to move up to the scene should wherever possible walk behind the guardrail and keep a watch on traffic.

RESPONSE IN PERSONAL VEHICLES:

Every firefighter shall respond to their fire station, there **will be no response** in a personal vehicle. **AT NO TIME SHOULD ANYONE CROSS THE HIGHWAY ON FOOT.**

TERMINATION:

Any apparatus used to block or act as a barrier to protect personnel on scene shall not be moved until all personnel have left the scene.

ADOPTION:

This STANDARD OPERATING GUIDELINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.008 - Incident Command

INCIDENT COMMAND PROCEDURES

The effective functioning of the Department units and personnel at incidents requires clear decisive action on the part of an Incident Commander (IC). This procedure identifies the standard operating procedures to be employed in establishing command and operating a Command Post. It also fixes responsibility for the command function and its associated duties on one individual at any time during the operations.

The Incident Commander is responsible for the command functions at all times. As the identity of the Incident Commander changes, through transfers of command, this responsibility shifts with the title. The term "Command" in this procedure refers jointly to both the person and the function. Identity of the Incident Commander will be as per Chain of Command.

CHAIN OF COMMAND

1. The **first arriving Assistant Chief** will be the Incident Commander until such time as the Chief arrives.
2. The first arriving **Captain** will be the Incident Commander until such time as any of the above arrives.
3. The first arriving **Lieutenant** will be the Incident Commander until such time as any of the above arrives.
4. The **first arriving qualified Firefighter (with communications)** will be the Incident Commander until such time as any of the above arrives.

The following numbers will be assigned to the Chief Officers:

A20 - Fire Chief

A21 - Assistant Chief Mount Bethel

A22 - Assistant Chief Mount Horab

A23 - Assistant Chief Mount Community

A24 – Assistant Chief Washington Valley

PASSING COMMAND

In certain situations it may be advantageous for the first arriving Incident Commander to "Pass Command" to the next arriving fire Person or officer. This is indicated when the initial commitment of the first arriving resources requires their involvement in operations (i.e. an immediate rescue situation), and the next arriving Incident Commander is on the scene or close behind. The initial arriving Incident Commander will give an initial on scene radio report and advise that Command will be passed. The initial arriving driver or

officer retains responsibility for Command until the next unit arrives and acknowledges the transfer. Dispatcher should confirm that the next unit assumes Command.

TRANSFERS OF COMMAND

The first firefighter (with communications) or officer to arrive on the scene shall assume and retain command until relieved within the following guidelines:

Within the chain of command indicated above, the actual transfer of command will be regulated by the following procedures:

1. The Incident Commander assuming Command will communicate with the person being relieved by radio or preferably face-to-face on arrival.
2. The person being relieved will brief the Incident Commander assuming Command indicating the following:

- a. General situation status
 - Fire/incident location, extent, conditions
 - Effectiveness of control efforts
 - Safety considerations
- b. Deployment and assignments of operating resources.
- c. Appraisal of needs for additional resources at that time.

The Incident Commander should eliminate all unnecessary radio traffic while responding unless such communications are required to insure that Command functions are initiated and completed. This requires the person initially in command to give a clear on-scene report and continue to give updated progress reports as needed. The arrival of a ranking Incident Commander on the scene does not necessarily mean Command has been transferred to that officer. Command is transferred only when the outlined communication functions have been completed. The response and arrival of additional officers on the scene strengthens the overall command function. All officers will exercise their Command prerogative in a supportive manner that will insure a smooth transition and the effective on-going function of Command. The officer assuming Command will utilize the person relieved of Command to best advantage. In cases where an individual is effectively commanding a tactical situation and is completely aware of the location and function of operating companies and the general status of the situation, it may be desirable for that person to continue as Incident Commander. In these cases, the arriving ranking Incident Commander may assume supportive roles in the overall command function. Command Procedures are designed to accomplish the following:

1. Fix the responsibility for Command on a certain individual through a standard identification system depending on the arrival sequence of members, and officers.
2. Insure that strong, direct, and visible Command will be established as early as possible in the operation.
3. Establish an effective framework outlining the activities and responsibilities assigned to Command.
4. Provide a system for the orderly transfer of Command to subsequent arriving officers.
5. Command is responsible for four basic objectives:
 - Provide for the safety and welfare of personnel.
 - Remove endangered occupants.
 - Confine and extinguish the fire.
 - Conserve property after fire control is achieved.

Command is responsible for the following functions as required by the circumstances of the situation. Assume and confirm Command and take an effective position.

- Rapidly evaluate the situation (size-up).
- Initiate, maintain, and control the communications process.
- Identify the overall strategy, develop an attack plan, and assign units.
- Develop an effective fire ground organization.

- Provide continuing Command within the framework of standard operating procedures.
- Coordinate the transfer of Command as required. \$Request and assign additional resources as required.
- Return companies to service and terminate Command.

All of these functions are responsibilities of Command, whether or not Command is transferred from one individual to another.

1. ESTABLISHING COMMAND

The first Incident Commander (see Chain of Command) to arrive at the scene SHALL assume Command and remain in command until relieved by a ranking Incident Commander or until the incident is terminated.

Exception: See PASSING COMMAND

Command Options

In cases when the initial arriving Incident Commander is an officer, efforts should automatically be directed towards establishing a Command Post and fulfilling the listed Command functions. The establishment of a Command Post is a priority at all working incidents. The location of the Incident Commander in a vehicle that provides lighting, communications, equipment, reference items, and limited isolation from distractions will make Command more effective. When Command is initially assumed by an Incident Commander that Incident commander must decide on an appropriate commitment for responding resources, which will usually fall into one of three general modes listed below.

1. Nothing Showing Mode: These situations generally require investigation by the first arriving engine while holding staged units at a distance. Normally the Incident Commander should go to check while utilizing a portable radio to command the incident.

2. Fast Action Mode: Situations, which require action to stabilize the situation, such as interior fires in residences, motor vehicle accidents, or life threatening medical emergencies, require that the Incident Commander quickly decide how to commit resources. Where a fast interior attack is critical, utilization of the portable radio will permit the necessary involvement in the attack without neglecting Command responsibilities.

This mode should not last more than a few moments and will end with one of the following:

- Situation is stabilized.
- Command is passed to next arriving Incident Commander.
- A chief officer arrives and Command is transferred.
- Situation is not stabilized and the Incident Commander must withdraw to the exterior and establish a Command Post.

3. Command Mode: Situations that require a strong command by virtue of the size of the fire/incident, the complexity or type of occupancy, or the possibility of extension require strong, direct, overall Command from the outset. In such cases, the Incident Commander will initially assume a Command position and maintain that position until relieved via the Chain of Command. The Incident Commander assuming Command has a choice of modes and degrees of personal involvement in the incident but continues to be fully responsible for the identified tasks assigned to the command function. In all cases, the initiative and judgment of the Incident Commander are of great importance. The modes identified are not strict rules but general guidelines to assist the Incident Commander in planning appropriate actions.

2. INITIAL REPORT

The person assuming Command shall transmit a brief initial radio report including:

1. Unit identification on the scene, confirming assumption of Command and location.

The radio designation "COMMAND" will be used. (i.e. "Rt78 COMMAND"). This designation will not change through the duration of the incident.

2. Incident description or fire conditions.
3. Action taken (brief description).
4. Any obvious safety concerns.

Command Post

COMMAND FUNCTION

It is the responsibility of the Incident Commander to develop an organizational structure, using standard operation procedures to effectively manage operations. The development of the organizational structure should begin with the implementation of the initial tactical control measures and may continue through a number of phases, depending on the size and complexity of the particular situation. The objective must be to develop the command organization at a pace, which stays ahead of or even with the tactical development of resources.

The basic configuration of a Command structure includes three levels:

- * STRATEGIC LEVEL - overall incident command
- * TACTICAL LEVEL - direction of divisions and groups
- * TASK LEVEL - unit activities

The Strategic Level involves the overall command of the incident and includes establishing major objectives, setting priorities, allocating resources, predicting outcomes, determining the appropriate mode of operations (offensive or defensive) and assigning specific objectives to Tactical Level Units.

The Tactical Level includes intermediate level officers directing activities toward specific objectives. Tactical Level officers include officers, in charge of grouped resources operating in assigned areas or providing special function at the scene of an incident. The accumulated achievement of tactical objectives should accomplish strategic level objectives. The Task Level refers to those activities normally accomplished by individual units or specific personnel. Task Level activities are routinely supervised by company officers. The accumulated achievement of Task Level activities should accomplish tactical objectives. The most basic structure for a routine incident involves only two levels. The role of Command combines the Strategic and Tactical levels. Units report directly to Command and operate at the Task Level. In more complex situations, Command should group units to work in sectors. The sector officers operate at the Tactical Levels, directing the work of several groups and units or performing specialized functions as requested by Command. Command continues to operate at the Strategic Level, determining and directing the overall strategy to deal with the incident.

Command Post

ORGANIZATION

The responsibilities assigned to Command often require the involvement of more than one individual to manage Command functions. The officer in Command of a working incident is routinely assisted by Field Incident Technicians and other assigned personnel in managing information at the Command Post, gathering information by reconnaissance, assisting with communications and providing liaison. The Command Post organization may be expanded through the involvement of other officers and staff personnel to provide Incident Planning and/or Technical Support at the Command Post. The roles of the individuals performing these functions may vary, depending on the situation.

As the organization grows in complexity, the Incident Commander may implement an additional intermediate level within the Command Post. The Control Level involves Operations Officers who provide direct supervision over Division/Group Officers and handle radio communications for the Incident Commander. This allows the Incident Commander to be removed from the immediate pressures of radio traffic and to focus on the strategic aspects of the overall situation and management of the organization.

STRATEGIC LEVEL - Incident Commander

CONTROL LEVEL - Operations Officers

Operations Officers function internally within the Command Post and assume responsibility for major segments of the fire ground organization. Operations Officers should be physically located at the Command Post and communicate with the Incident Commander on a face-to-face basis. The function of Operations Officer is frequently initiated when a ranking officer assumes responsibility for overall Incident Command and elects to have the relieved officer continue to communicate to the Division/Group Chiefs. The relieved officer becomes the Operations officer. Additional Operations Officers may be assigned to subdivide responsibilities within the Command Post. The Incident Commander may assign any available individuals to function as Operations Officers. OPERATIONS OFFICER ASSIGNMENTS Each Operations Officer is responsible for the direction of Divisions/Groups and functions. These should normally be grouped according to their similarities and related natures to provide the most effective organization.

TACTICAL LEVEL - Sectors / Divisions / Groups

TASK LEVEL - Groups / Crews

ADOPTION:

This STANDARD OPERATING GUIDELINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.009 - Mutual Aid

All members, with the exception of a Chief, responding to a Mutual Aid call will go directly to their Fire Station for assignment.

The responding unit from Warren should include (one) 1 Officer and only the equipment specified by the requesting Company. Upon arrival on the mutual aid scene, the Officer in Charge may request a Chief and additional necessary equipment.

- 1.) If the Mutual Aid call request is that Warren goes directly to the fire scene, a **minimum of four (4) and maximum of six (6) interior qualified firefighters** will ride the apparatus if the vehicle is equipped to safely carry them. **No additional firefighters are allowed unless specified by the requesting department.** No personnel vehicles or apparatus not requested are allowed to respond.
- 2.) If the call requests a Warren tanker either at the scene or for stand-by, two (2) firefighters are to respond.
- 3.) **No more** than one (1) pumper, one (1) truck/support vehicle and one (1) tanker is to leave the Township of Warren at any one time on a Mutual Aid call, unless authorized by the Chief or his/her designee.

Protocol:

- When a request is made for a pumper or RIT team is received from a Fire Company/Department on the East end of the Township then Community's pumper will be dispatched.
- When a request is made for a pumper or RIT team is received from a Fire Company/Department on the West end of the Township then Mt. Horeb's pumper will be dispatched.
- When a request is made for a pumper or RIT team is received from a Fire Company/Department on South end of the Township then Washington Valley's pumper will be dispatched.
- When a request is made for a pumper or RIT team is received from a Fire Company/Department on the North end of the Township then Mt. Bethel's pumper will be dispatched.
- When a request for a pumper or RIT team is received from a Fire Company/Department on the North end of the Township then Mt. Bethel's pumper will be dispatched.
- Only when a driver is at the firehouse can a piece of apparatus sign-on the air "awaiting crew".
- When a request for the ladder truck is made then it will be dispatched.
- When a request for the air truck (A8) is made then it will be dispatched.

- When a request for a specific tanker is made then that tanker will be dispatched otherwise the first tanker signing on the air will respond.
- **In all cases the first qualified firefighters responding to the station will be the ones riding the apparatus regardless of Company affiliation. If no officer responds the senior most firefighter will assume the role of officer until relieved.**
- In the event a fire company is unable to sign-on the air with a driver in "a reasonable amount of time"; the next closest fire company will be dispatched.
 - If the next closest fire company is also unable to muster a sufficient crew, the mutual aid request will go unfulfilled.
- In addition to notifying Warren Twp. Dispatch, the responding fire company will contact Somerset County Communications on the Somerset County trunking radio on FIRE REGION 3 when responding, arriving, and clearing the mutual aid scene.
- Unless otherwise directed, Personal Vehicles are not permitted on mutual aid responses unless;
 - The assignment is a "step-up assignment" and the (POV) MUST respond in a non-emergency response mode.

ADOPTION:

This STANDARD OPERATING GUIDELINE is hereby adopted and shall remain in effect until revoked.

Signed: Chief, Tim McGowan

Warren Township VFD Dated: 6/14/2009

WTVFD.010 - Operations Officer

- 1) In the case of a large incident (structure fire, large-scale rescue, multiple MVA). The Incident Commander shall appoint an Operations Officer who shall have the responsibility of maintaining communications with those members working inside of the structure to assure their safety. Such communications may be voice, visual or signal line. (i.e. Radio is acceptable voice communication)
- 2) Members working inside the structure shall work in a mutually supporting team of at least two. These individuals shall maintain close contact with each other such that if one individual suffers some difficulty the other will be immediately aware and be able to render assistance. The contact between these individuals may not be by radio. The contact must be by voice, visual or touch.
- 3) The Operations Officer shall have command of an adequate number of suitably equipped personnel to perform rescue duties should the need arise. Rescue teams shall consist of a minimum of two (2) firefighters who shall be located in the nearest safe area so as not to be affected by any likely incident, which would precipitate the need for their services. Members of the rescue team shall not be assigned duties, which cannot be abandoned without jeopardizing the safety of others on the fire ground. ***Pump operators may not be utilized as part of the rescue team if the apparatus they are operating are being utilized in the operations being conducted.***

4) The Operations Officer shall dispatch the rescue team whenever he/she receives a request for assistance from those inside or whenever he/she is unable to determine their status. The Operations Officer shall communicate with those inside frequently enough to assure their safety.

5) The Incident Commander shall assure that a minimum of Four (4) fire fighters are assembled prior to implementing operations inside the structure involved unless, in his professional judgment, immediate action must be taken to prevent the loss of life or serious injury. Rescue operations shall be conducted in teams of at least two and rescue teams set up as manpower becomes available to the incident commander.

ADOPTION:

This STANDARD OPERATING GUIDELINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.011 – Lock Out/Tag Out

OBJECTIVE:

This program establishes the minimum requirements for the lockout or tag-out of energy isolating devices. It shall be used to ensure that all equipment is isolated from all potentially hazardous energy, and locked out or tagged out before personnel perform extinguishment, rescue or extrication duties where the unexpected energization, start-up or release of stored energy could cause injury.

POLICY:

WTVFD.012 - Hazardous Materials Plan

INTRODUCTION

This emergency plan is meant to be in compliance with OSHA 29 CFR 1910.120(q). "An emergency response plan shall be developed and implemented to handle anticipated emergencies prior to the commencement of emergency response operations. The plan shall be in writing and available for inspection and copying by employees, their representatives and OSHA personnel."

PER-EMERGENCY PLANNING AND COORDINATION

The Fire Department will maintain a file of all reports received under State Law concerning the presence of hazardous materials at various locations within the Township. The Fire Department will do an initial size up of the situation using all necessary precautions and contact the Somerset County Hazardous Materials Response Team for anything other than a minor incident.

LINE OF AUTHORITY and Personnel Roles

The Chief of the Fire Department, or in his absence the ranking Department Officer, shall serve as incident commander for hazardous materials emergencies unless relieved of command by the Somerset County Hazardous Materials Response Team or other State Official under a declared state of emergency. Control of the incident scene will be passed to other agencies (e.g. En Con) as appropriate when the immediate threat to life and property

has ceased, and the Fire Department has returned to service. Fire fighters responding to a hazardous materials emergency will perform their routine emergency response duties, **and perform only those specialized hazardous materials response functions for which they have received training as prescribed by OSHA regulations.**

ACTIVATION OF THE PLAN

A hazardous materials incident shall be declared in the event that the Fire Department responds to an incident where the material(s) involved is one of the nine (9) hazard classes as per CFR, Title 49, requiring placards and/or labels, and the quantity or material involved cannot be safely mitigated with the structural fire fighting turnout gear and standard training provided to its members.

FIRE DEPARTMENT OPERATIONS

Any Fire Department incident commander (officer in charge) is authorized to declare a hazardous materials incident and proceed with the proper notifications and notify the Somerset County Hazardous Materials Response Team and other Agencies as required.

INCIDENT CLASSIFICATION

1. Criteria for Level I: (Controlled Emergency Condition)
 - Incident that can be controlled by the primary first response agencies of a local jurisdiction Fire Department.
 - Single jurisdiction and limited agency involvement.
 - Does not require evacuation, except for the structure or affected facility.
 - Confined geographic area.
 - No immediate threat to life, health, or property.
 - Involves material of known properties.

Level I trained fire fighters shall handle such incidents.

2. Criteria for Level II: (Limited Emergency Condition)
 - Potential threat to life, health, or property.
 - Expanded geographic scope.
 - Limited evacuation of nearby residents or facilities.
 - Involvement of two or three jurisdictions.
 - Limited participation or mutual aid from agencies that do not routinely respond to emergency incidents in the area.
 - Specialists or technical team called to the scene (State DEP Hazmat Spill Team.)
 - Combined emergency operations such as fire fighting and evacuation, or containment and emergency medical care.

Level II incidents will be handled by the Somerset County Hazardous Materials Response Team or State DEP.

3. Criteria for Level III: (Full Emergency Condition)
 - Serious hazard or severe threat to life, health, and property.
 - Large geographic impact.
 - Major community evacuation.
 - Multi-jurisdictional involvement.
 - State and Federal involvement.
 - Specialists and technical teams deployed.
 - Extensive resource management and allocation.
 - Multiple emergency operations.

Level III incidents will be handled by the Somerset County Hazardous Materials Response Team or State DEP.

SCENE MANAGEMENT

A. The incident commander will implement all aspects of the incident command system.

1. A command post shall be established.

2. The command post shall be located upwind at a safe distance from the incident. This distance shall be determined by the nature of the incident, including type of hazardous material, quantity involved, and weather conditions.
3. All appropriate personnel shall be advised of the command location, and radio communications shall be maintained between Incident Command and field units.
4. A Safety Officer shall be appointed.
5. A public information officer (PIO) shall be appointed.
- B. A "safe" zone shall be established in concert with local police. This safe zone will include a place of refuge to which emergency Personnel can retreat in the event that control of the incident is lost.

FIRST RESPONDER ACTIONS

1. All responders shall wear full structural fire fighting protective clothing, including positive pressure SCBA. Specialized protective clothing and tools will be used only by responders who are trained at the appropriate level as prescribed by OSHA regulations.
2. Approach of a possible HazMat incident shall be from a safe distance, uphill and upwind.
3. Contact with spilled, leaking, or burning materials shall be avoided pending identification of such materials.
4. Materials shall be identified as soon as possible using generally accepted methods:
 - Placards
 - Labels
 - Verbal Information
 - Shipping Documents
 - Appearance of the Material
 - Reference Materials or Agencies
5. Strategic objectives shall be:
 - Life Safety
 - Isolation
 - Evacuation
 - Control
 - Rescue
6. Avoid dangerous commitment
 - AVOID aggressive action - NO ACTION may be the most prudent action.
 - DO NOT experiment with techniques and tactics.
7. Incident termination
 - Fire Department's involvement shall end when immediate danger to the public has been eliminated.
 - Scene restoration is the responsibility of the carrier or the owner of the product(s) involved.
 - Decontamination procedures at a hazardous materials incident shall be the responsibility of the incident commander(officer in charge) or an individual so appointed. Decontamination shall be conducted for all personnel, their personal protective equipment, apparatus and any equipment other than disposable items. The disposable items will be handled through a third party certified in their respective field and general accepted public health practices. All decontamination procedures will be carried out under controlled conditions to ensure that no other additional personnel, equipment or environmental contamination occurs. All residue from containments, and runoff from agents used for decontamination purposes shall be contained for proper disposal.

SPECIFIC ON-SCENE ACTIONS - LEVEL I INCIDENT

- No action until materials have been identified.
- The degree of danger will be identified by command.

- Use generally accepted practices to accomplish strategic objectives.
- Command shall maintain an incident site log to include: material descriptions, name and job assignments of personnel, entry/exit times, chronological records, and exposure records.

SPECIFIC ON-SCENE ACTIONS - LEVEL II AND LEVEL III INCIDENT

1. Effect only those actions that can be carried out by the Department's capabilities. This is in accordance with strategic objective number 1.
2. Notify **Somerset County Hazardous Materials Response Team or State DEP** that a Level II or Level III incident has been declared.
3. Hold until arrival of **Somerset County Hazardous Materials Response Team or State DEP**

EMERGENCY MEDICAL TREATMENT

1. A minimum of one ambulance shall be on standby at the scene of a hazardous materials emergency. Available medical personnel shall include at least one EMT.
2. In the event that emergency response personnel require first aid to exposure to hazardous materials, such treatment will follow standard medical protocols and information from Material Safety Data Sheets.
3. In the event that emergency personnel receive treatment at a hospital, information on the nature of the hazardous material involved will be provided to hospital personnel.

EVACUATION

In the event that the evacuation of residents of the area surrounding the emergency scene is necessary, the Incident Commander will issue the evacuation order unless a State of Emergency has been declared, in which case the Local Chief Executive shall issue the order. Notification to the public will be made using radio and television broadcasts, mobile public address systems, and door-to-door canvassing as appropriate. Evacuation routes shall be selected to avoid exposure to the hazardous material. In the event that large numbers of individuals must be evacuated, notification will be made to the American Red Cross and any additional guidelines set forth under the County or State Hazardous Materials Response Plan.

TRAINING

The incident commander shall not permit any member of the Fire Department to perform any job function that he has not been adequately trained to perform. All members of the Fire Department shall be trained in the First Responder Awareness and First Responder Operations. Training shall be based on the duties and functions to be performed by each responder in the following response levels as set forth in OSHA 1910.120.

RESOURCE INVENTORY

HAZARDOUS MATERIAL EMERGENCY ASSISTANCE TELEPHONE NUMBERS

(24 Hour Monitoring)

1. Chemtrec (Chemical Transportation Emergency Center) Manufacturing Chemists Association Washington, D.C. (800) 424-9300
2. HELP (Hazardous Emergency Leak Procedures) Union Carbide Corporation South Charleston, West Virginia (304) 744-3487
3. American Association of Railroads Bureau of Explosives Washington, D.C. (202) 835-9500
4. CHRIS (Chemical Hazardous Response Information System) United States Coast Guard National Response Center (800) 424-8802
5. Energy Research and Development Administration Emergency Radiological Assistance Upton, Long Island, New York 11973 (516) 282-2200
6. Office of Fire Prevention and Control Albany Office (518) 474-6746 (24 hour coverage)
7. National Pesticide Telecommunication Network Texas Tech University Health Science Center Lubbock, Texas 79430 (800) 858-7378 (24 hours, information & emergencies)
8. Federal Highway Administration (315)473-2794
8. Federal Railroad Administration (315)473-2804

ADOPTION:

This STANDARD OPERATING GUIDELINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.013 – Hazard Communication / Right To Know

GENERAL

The purpose of this policy is to ensure that the Warren township Volunteer Fire Departments in compliance with the OSHA Hazard Communication Standard (HCS) 29 CFR 1910.1200. The Assistant Chief of each Fire Company is the overall coordinator of their Fire Station acting as the representative of the Fire Chief who has overall responsibility. In general, each member will be apprised of the substance of the HCS, the hazardous properties of chemicals they work with, and measures to take to protect themselves from these chemicals.

LIST OF HAZARDOUS CHEMICALS

The Assistant Chief of each Company will maintain a list of all hazardous chemicals used in the Station, and update the list as necessary. The hazardous chemical list will be updated upon receipt of hazardous chemicals at the Station. A copy of the list of hazardous chemicals will also be kept in the Warren Township Fire Chief's office.

MATERIAL SAFETY DATA SHEETS (MSDS's)

The Assistant Chief of each Company will maintain a Material Safety Data Sheet library on every substance on the list of hazardous chemicals in the Fire Station. A copy of all sheets will be maintained in the Warren Township Fire Chief's office.

LABELS AND OTHER FORMS OF WARNING

The Assistant Chief of each Company is designated to ensure that all hazardous chemicals in the facility are properly labeled. Labels should list at least the chemical identity, appropriate hazard warnings, and the name and address of the manufacturer, importer or other responsible party.

TRAINING

Each member will be required to attend an annual Hazardous Materials/Right To Know review training.

ADOPTION:

This STANDARD OPERATING GUIDELINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.014 – Eye & Face Protection

Personal Protective Equipment (PPE) including eye and face equipment is required where there is a reasonable probability of injury that can be prevented by such equipment. In such cases, the department must make conveniently available a type of protection suitable for the work to be performed, and employees must use such protection. No unprotected person knowingly will be subjected to a hazardous environmental condition. Suitable eye protection must be provided where machines or operations present the hazard of flying objects, glare, liquids, or a combination of these hazards.

Eye protection areas

Eye protection areas mean essentially whenever the Fire Department is “on-duty”, especially when activities are occurring that is potentially hazardous to the eye.

Acceptable eye protection includes:

Industrial safety glasses with side shields, standard goggles or face shields, whichever are appropriate or a combination of these items. Your regular prescription glasses **WITH PLASTIC LENSES**. When performing especially hazardous tasks, use either standard goggles or face shields, whichever are appropriate or both. Personnel who wear contact lenses are required to wear additional eye protection.

All eye protection devices must meet the requirements of American National Standards Institute (ANSI) Z87.1-1989. The approved devices will be stamped with Z87 on appropriate components. Wearing of contact lenses in contaminated atmosphere with a respirator **is not allowed**, 29 CFR 1910.134(e)(5)(ii). **ANSI Z87.1-1989 Standard.**

Eye protection devices, which shall include safety spectacles (with side shields), face shields or goggles, must comply with the ANSI Z87.1-1989 Standard.

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.015 – Accountability Tags

PURPOSE:

To provide accountability of all personnel while at the scene of an emergency or at other times as may be necessary. It shall meet the New Jersey Department of Community Affairs regulations requiring the use of the New Jersey Incident Management System.

SAFETY:

Non-fire service personnel, such as police and first aid personnel may enter the perimeter of the fire ground without being part of our accountability system. Because this situation is often unavoidable, or difficult to control, all such personnel shall be restricted from entering any hazard area until cleared by the Incident Commander.

Requirement:

The Department accountability plan is mandatory in the following situations:

- Operating in an atmosphere immediately dangerous to life or health.
- Any incident that exceeds a span of control of 5 to 1.
- Any incident where there is a risk of personnel becoming lost or trapped.
- Any other incident or activities where personnel accountability will improve Firefighter safety.

Note: This includes drills and or training exercises.

TAGS:

A two (2) tag system is to be used one tag will be used to indicate the firefighter arrived on scene. The other is to identify the level of access he/she is allowed.

Tags shall be issued as follows:

- 1). All firefighters will be issued a BLUE tag.
- 2). Interior firefighters will also be issued a GREEN tag.
- 3). Exterior firefighters will also be issued a YELLOW tag.
- 4). Junior firefighters will also be issued a RED tag.

- RED Level 3 (No Hazard Area Access)
- YELLOW Level 2 (limited Access)
- GREEN Level 1 (Unlimited Access)

USE:

Upon arrival at the scene of an incident/emergency, the BLUE tag will be left with the Operator of the first in engine, he/she will attach it to the BLUE Accountability Ring that all apparatus will carry and keep it at the pump panel. Once a firefighter is assigned a hazard area task, whether immediately or from staging those individuals shall turn in their colored access tag. That will be attached to the colored access ring that all apparatus will carry. Once the Accountability Officer is on scene he will take responsibility for maintaining the tags in a manner that presents a visual representation of the command structure on the incident status clip board or similar tracking system.

TERMINATION OF TASK OR INCIDENT:

Upon completion/termination of a hazard area task each firefighter will retrieve their COLORED tag and return to the Rehab Area.

Upon completion/termination of the incident all firefighters shall retrieve both of their TAGS at which time the Accountability Officer will perform a final roll call to be sure everyone is accounted for.

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.016 – Records Management

PURPOSE:

The purpose of this policy is assure proper management and oversight of Official Department records, reports, and data collection procedures/systems.

The Secretary to the Fire Chief will correlate, maintain all Official Department records, reports, and/or other such documents as may be required by the Fire Chief and/or Board of Fire Officers. The Secretary shall have complete control over Official Department records keeping procedures and systems. In addition, shall assure that only those records, reports, and/or methods of data collection, as approved by the Fire Chief are being utilized within the Department.

RESPONSIBILITIES:

The Secretary shall maintain the following records and reports:

Personnel (include classifications, training, medical information, and participation statistics); Equipment; Apparatus; Incident; Training; and additional as directed by the Fire Chief. The Secretary shall produce any and all Official Department records and reports upon request by the Fire Chief and as specified by law. Under no circumstances will any Official Department record, report, or information contain within be disclosed without written authorization from the Fire Chief or as specified by law.

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.017 - Hose Maintenance and Testing

PURPOSE

To establish standard guidelines for fire hose testing, maintenance, and documentation.

POLICY

The Department will contract with a qualified Contractor to test all hose used by the Department at least once a year. The contractor will perform all testing will be in accordance with the recommendations of NFPA 1962. The contractor will record all test results and inventory information and provide a copy to be kept on file in the Fire Chief's office. Hose that fails any part of the test shall be tagged, supplying all pertinent information, and held in a separate location from "passed" hose until processed by the Fire Chief or his/her designee.

GENERAL HOSE CARE

1. Dirty fire hose shall be hosed down with water and swept with a broom to clean.
2. Use a mild detergent solution and scrub brush on fire hose that is oily or greasy. Do not use solvents or hydrocarbons.
3. Cleaned hose should be thoroughly rinsed and air-dried as appropriate.

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.018 – Pump and Ladder Testing

PURPOSE

To establish standard guidelines for pump and ladder testing, maintenance, and documentation.

POLICY

The Department will contract with a qualified Contractor to test all pumps and ladders used by the Department at least once a year. The contractor will perform all testing in accordance with the recommendations of the NFPA. The contractor will record all test results and inventory information and provide a copy to be kept on file in the Fire Chief's office. The contractor will provide all pertinent information on any pump or ladder that fails any part of the testing. The Fire Chief or his designee will make the determination as to when any failed equipment will be taken out of service.

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.019 – Radio Operations.

PURPOSE:

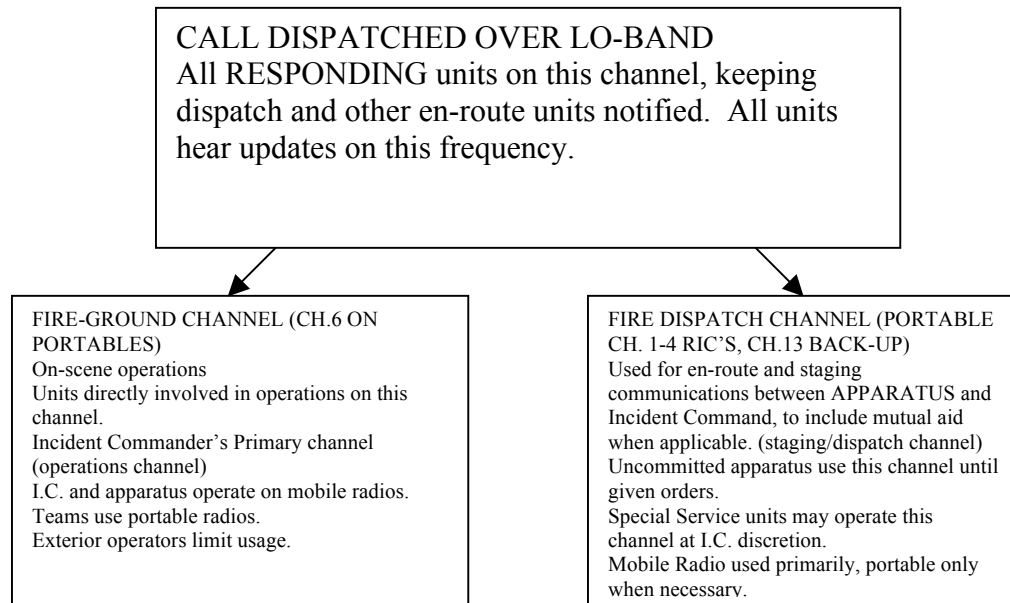
To establish radio procedures that will insure safe and effective communications while prioritizing usage within the resources available. This document will serve as a baseline for most operations but is not intended to replace directives given by Officers on scene.

POLICY:

The dispatch frequency is to be used by the Incident Commander and in-bound or uncommitted apparatus. The fire-ground channel(s) shall be used for coordinating on-scene efforts. Only apparatus or personnel DIRECTLY involved (i.e. flowing water, ladder deployed, etc) in support of on-scene efforts--shall utilize this channel. All radio traffic SHALL be kept to a minimum.

- 4.) ALL portable radios on apparatus shall be set for channel six (6), a.k.a. "fire-ground", unless otherwise directed by an on-scene Officer. All fire-ground activities which take place after responding apparatus has arrived on scene, such as investigation, suppression, ventilation, etc. will be coordinated on this channel by the Incident Commander.
- 5.) Each engine has been equipped with a Lo-Band to UHF repeater system (RIC)—ALL RIC's shall be on and operating as apparatus are responding to the scene. The "RIC" channel for the appropriate responding vehicle (1st due/first arrival) shall be the channel used by the Incident Commander or Designee to coordinate efforts with dispatch and responding apparatus. For example, if A-2 is arriving on scene, the Incident Commander switches his/her portable radio to channel 2 to use A-2's RIC, which allows transmission and the reception of dispatch (Lo-Band) communication. The operation of the in vehicle repeater system (RIC) does not or is not affected by the channel selection of any other mobile radio in the apparatus. This unit operates independently.
- 6.) Channel 13, which is the stationary (Township) UHF to Lo-Band repeater channel shall only be used on scene by the Incident Commander, or Designee to communicate with dispatch and responding apparatus prior to their arrival to the scene, and should ONLY be used when the On Scene RIC system(s) fail to function properly.
- 7.) The Incident Commander or Designee shall utilize fix-mounted (Vehicle radios) whenever possible, which provides improved transmission and reception abilities. Due to their limited size and thus inherently, limited transmission power/capabilities portable radios should ONLY be used by the Incident Commander or designee to communicate with dispatch and other responding apparatus-when a mobile radio is not available.
- 8.) Apparatus not committed to a specific duty, i.e. a pumper being used for manpower or on stand-by for further instructions shall remain on the dispatch frequency. Apparatus which are being used for a specific duty, i.e. the same pumper is now being used to supply the ladder, shall switch to fire-ground immediately after the order is issued by the incident commander. Example: "Command to A-1, tap the hydrant and supply A-4 and A-5." "10-4, switching to fire-ground." This could potentially help the incident commander in managing many resources in that any units not being used for a given task will be monitoring Dispatch Frequency (call it the "staging frequency") awaiting orders, so if the need arises for another unit to be used, I.C. simply needs to ask any units on that channel to identify themselves. This keeps unnecessary traffic off the fire-ground frequency.
- 9.) All interior teams including the RIT team shall remain on the fire-ground channel at all times, and radio traffic should be kept to a minimum. The channel is a direct link from Interior to Exterior.

- 10.) Exterior units should communicate as little as possible on radio. In many cases voice will work just as well, and won't hinder communications from Interior to Exterior; try your voice first then the radio. In cases where coordination is needed between units being used to aid in extinguishment, then as logic suggests, use the portable. For operations that don't require such coordination, first attempt communicating by voice, then utilize radio if voice communication is not effective.
- 11.) Special services units, such as A-8, A-9, or in some cases A-5, which are involved in the scene but not necessarily in a direct manner, (air refill, lighting, or other support services) may remain on the Dispatch channel at the Incident Commander's discretion. If the IC wishes for these units to remain on Dispatch, he/she must state it during the same radio transmission he/she issues orders on. Example: "Command to A-8, park on the A-side of the building and deploy your light tower, remain on this channel." "10-4".
- 12.) All apparatus upon arrival shall notify dispatch of their arrival and change of frequency. Example: "A-4 is arriving, switching to fire-ground."
- 13.) An operator of each apparatus shall remain with the apparatus and monitor (at least be tuned to) both fire-ground and dispatch channels at all times unless otherwise directed by the Incident Commander or his/her designee. This action is taken in anticipation of communications failure so that units can hear messages for Incident Command and get his or her attention should they not hear it. All apparatus will still be operating on the fire-ground channel unless uncommitted or told by Incident Command to remain on the dispatch frequency.



ADOPTION:

This STANDARD OPERATING GUIDELINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

PURPOSE

To establish a policy for the safe and efficient operation of the Warren Township Volunteer Fire Department Extrication Team.

Membership:

1. Person must be at least 18 years of age at time of application as well as a member of the fire department or rescue squad with at least 1 year of active membership.
2. Within 6 months of joining the team the applicant must complete a certified basic extrication course. Additionally EMT's must take a Pre Hospital Trauma Life Support class.
3. Membership will be maintained by a "have we seen you lately" basis.
4. By the end of the year each member must have completed at least 10 hours of documented tool time. Ex: Drills, Extrications, Classes etc.
5. In order to maintain status each member is required to attend a minimum of 50% of the drills held in the year.

Response Guidelines:

1. When the extrication team is toned out all members will respond to Mt. Bethel Firehouse due to its central location and availability of apparatus.
2. Rescue 1 and 61-151 are the main apparatus responding to incidents requiring extrication. Additional manpower will respond on 61-152.
3. Rescue 1 will respond to all accidents on the highway until it is confirmed that there is no entrapment. Rescue 1 will only respond if there is an available qualified driver.
4. Rescue 1 will respond to all accidents involving entrapments as soon as it has a crew, it will not wait for other apparatus to be staffed.
 - a. In order to respond in Rescue 1 you must be an active member of the E-Team, NO EXCEPTIONS
5. There will be no personal vehicles allowed on scene unless a member must first pass the scene or unless the Incident Commander requires additional manpower and there are no available apparatus or qualified drivers for those apparatus.
 - a. If you are taking a personal vehicle try to limit the number of vehicles on scene and park off the road away from the incident where you are not in the way of incoming apparatus.

Operating on Scene:

1. First arriving member who has the qualifications to assume command will do so.
2. Command will then be transferred to the senior officer or member of the extrication team at the discretion of the Fire Chief or highest-ranking officer.
3. Upon arrival members should report to staging for assignment. Members will not crowd around the car.
4. Before any tool touches the vehicle the vehicle must:
 - a. Be cribbed

- b. Car Battery must be cut
 - c. The car must be checked for airbags
 - d. A precautionary line stretched (at least 1" ½)
 - e. A safety officer in place.
5. Proper PPE must be worn at all times which include:
 - a. Proper turnout gear
 - b. Protective eye wear
 - c. Blue extrication helmet
 - d. Extrication gloves
 6. At no time are cell phones to be out taking pictures of the scene. There is no need for members to take pictures for their own personal use. If this becomes an issue then the incident commander will take it up with that firefighters Assistant Chief.

Mutual Aid Response:

1. In the event of a mutual aid call Rescue 1 will respond along with 61-151. No other apparatus will respond unless instructed to do so by the IC or police dispatch
2. Extrication Team members have priority over other firefighters on the trucks, if told to get off the truck to make room for an E-Team member because the person riding is not one, said person must get off the truck.
3. Rescue 1 will always respond before 61-151. If there is no qualified driver for Rescue 1 then the team must wait until a qualified driver arrives. 61-151 will not roll by itself unless directed to do so by the IC.

Signed: Tim McGowan

Chief, Warren Township VFD Dated: 11/30/2009

WTVFD.022 – Fire Police Operations

PURPOSE

To establish a policy to ensure safety and protocols for operations of Fire Police Service for the Township of Warren under the command of the Warren Township Fire Department in order to assist the Fire Department and the Warren Township Police Department with traffic and crowd control at incidents.

CLASSIFICATION

- The Fire Police Service shall be under the command of the Fire Chief
- The Fire Police Service shall become a separate classification (or division?) within the Fire Department, and will become members in good standing within the Fire Department.
- The Fire Police Service may attend general meetings of the Fire Department, but hold no voting status.
- The Fire Police Service will hold their own meetings, elect officers, and meet in available rooms within the Fire Department houses.
- The Fire Police Service may take part in drills of the Fire Department and are encouraged to do so.

- Fire Police Members are certified under the Department of Community Affairs and receive a firefighter number. Copies of their certifications shall be kept on file in the Fire Chiefs Office.

APPOINTMENT OF MEMBERS, OATH

- Each year, the Fire Chief will submit a list of Fire Police members in good standing to the Mayor for appointment.
- A Fire Police member shall be appointed for a term of office for no longer than one year from the date of appointment.
- Such members shall before entering their duties, qualify by taking and subscribing an oath that they will justly, impartially and faithfully discharge their duties according to the best of their ability and understanding.
- Infringement of this oath, or a member engaging in unbecoming conduct that brings disrepute to the organization will be dismissed from the Service or not reappointed the following year.
- Said oath shall be administered by the municipal clerk and subscribed to in duplicate. The original copy of said oath shall be filed with the municipal clerk and a copy filed in the Fire Chiefs office.
- Fire police candidates will be required to submit to a background check.

DUTIES OF FIRE POLICE

- Members will perform their duties under the supervision of the Fire Chief, Incident Commander or Fire Officer in charge of the fire or fire drill.
- Perform such traffic duties as necessary, from the fire station to and at the vicinity of the fire, fire drill or other emergency call until the arrival of a duly authorized police officer.
- Upon arrival at the scene, if an authorized Police Officer is present, the Fire Police member will report to the Incident Commander or highest ranking officer for assignment. Otherwise he will direct traffic until relieved or reassigned.
- Fire Police Service members **do not** have the right to supersede a duly authorized Police Officer.
- When confronted with unruly civilians or in a possible “arrest” situation, it is **mandatory** that the Fire Police member enlist the **immediate assistance** from the on-scene Police authority, and then notify the Incident Commander.
- Fire Police members will cooperate and work in conjunction with other Public Safety entities on scene.
- Fire Police members will utilize appropriate safety equipment (reflective clothing, flash lights, etc.) at all times.
- Fire Police Members will protect property and contents, including equipment belonging to the Fire Department and the Firefighters.
- Establish and maintain fire lines.
- In case of questionable fires, Fire Police Members will help investigating authorities preserve any evidence.
- Fire Police Members will wear the authorized Fire Police badge on the left breast of the outermost garment while on duty.
- Fire Police members will respond to incident scenes in their own vehicles.
- Fire Police Members will not respond to incidents on Route 78 unless specifically called for by the State Police.
- When requested, Fire Police Members will assist the Police Department with traffic and crowd control at public events within the Township.

ACTIVATION

Fire Police could be activated for the following:

- Confirmed structure fire.
- Multi vehicle traffic accidents (not on Rt. 78).
- At request of Fire Chief, Fire Commanders, Incident Commander, OEM or Police Officers on scene needing assistance
- To assist Police in blocking streets after storm damage, flooding, down wires, etc.
- To assist with traffic and crowd control at public events in town.

EQUIPMENT ISSUED

- Reflective vest
- Badge
- Whistle
- Flash light
- Hard hat
- Safety goggles
- Traffic gloves
- Pager (low band)
- Town identification badge/Accountability tag
- Stop/Slow sign

Signed: Tim McGowan

Chief, Warren Township VFD Dated:11/25/2007

WTVFD.023 – Levels of response to calls (Apparatus & Personal vehicles)

PURPOSE

To establish standard guidelines for levels of response to calls.

POLICY

The response to all calls will be as follows:

Lights and sirens can be used as necessary when responding to any call where a known or unknown condition exists that may jeopardize life and/or property. This will be classified as an emergency response.

For responses to non-critical calls where it is known that no condition exists which jeopardize life and/or property; personnel and apparatus shall respond in a nonemergency manner with no emergency lights or sirens and obeying all traffic signs and signals. This will be classified as a nonemergency response.

The following diagram was provided in an USFA/FEMA publication, which outlines what has been described above.

**TABLE 6-1.
VIRGINIA BEACH FIRE DISPATCH RESPONSE PRIORITIES**

Emergency	Nonemergency
Structures, commercial or residential	Lockin or lockout (weather conditions and patient location may require upgraded response)
Vehicle fires on the interstate	Public service call and/or assisting police
Brush	Unauthorized burning
Boat(s)	Controlled burning
Rubbish or dumpster	Vicinity alarms
Aircraft	Citizen's complaint
Commercial and residential fire alarm(s)	Fuel spills where the product is not an immediate threat to life or environment
Electrical wires down	Carbon monoxide detector activation (without signs of CO poisoning)
Residential/Commercial flammables	Water leaks
	Move-ups
	Manpower assistance
	Salvage truck, unless upgraded by command
	Bomb threats
	Wires hanging -- not on fire
	Any incident downgraded by the on-scene resource

Source: <http://www.usfa.fema.gov/downloads/pdf/publications/fa-272.pdf>

All department officers have the authority to change the level of response and are **encouraged to err on the side of caution and firefighter safety.**

If the apparatus is equipped with yellow caution lights or beacons they should remain on for both Emergency and Nonemergency responses.

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.024 – Red/Blue Light Permits & Personal Vehicle Lighting

PURPOSE

To establish standard guidelines for Red/Blue permits and Personal vehicle lights.

POLICY

All personnel using either red or blue lights in their personal vehicle for emergency response are required to have a valid permit issued by the Division of Motor Vehicles of the State of

New Jersey. The permit will be issued to any member with a valid operators license with less than 8 points against their license.

This privilege will be revoked if a driver obtains an excess of 8 points, and will be reinstated only after the point total drops below 8 points. It can also be revoked if in the opinion of the Board of Fire Officers the privilege is being abused.

Personal Vehicle Lights

All lights will be mounted per the specifications set out by the State of New Jersey Division of Motor Vehicles. The only Officers allowed to use red lights are Chief and Assistant Chiefs. **Sirens** are not allowed on any personal vehicle other than Chief Officers.

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.025 – Code of Discipline

PURPOSE:

To set fourth Fire Department standards of conduct applicable to all firefighters in Warren Township; to establish the jurisdiction of the Board of Fire Officers to exercise disciplinary authority over all such firefighters; to establish procedures relative to the above.

POLICY:

It is the duty of each individual Fire Company in Warren to supervise its membership in accordance with its own constitution and/or by-laws and to impose discipline in appropriate situations. This rule of company control is an integral part of the fabric of the volunteer fire service. However, it is the duty of the Board of Fire Officers to provide for the proper and efficient operation of the Fire Department; therefore, the Board finds it necessary to delineate certain offenses as Fire Department offenses, and to assume jurisdiction for the disciplining of firefighters who are so charged, in convicted.

APPLICABILITY:

This Code applies to all firefighters in Warren Township, regardless of Fire Company affiliation, except that no discipline of a Department Officer shall become effective until reviewed and affirmed by the Township Committee. This Code governs conduct during Department fire service related activities, as well as conduct involving certain criminal convictions. Department activities are defined as:

- Department drills
- Operating of fire apparatus
- Response to and participation at, emergency service dispatches of any kind.
- Any activity done in the name of the Department.

OFFENSES:

The following acts constitute Fire Department violations over which the Board of Fire Officers may elect to exercise disciplinary jurisdiction:

- Failure to wear protective clothing and equipment in accordance with existing Fire Department policies at all dispatches and, where appropriate, at Department drills.
- Willful failure to carry out the orders of a superior officer.
- Insubordination and disrespect toward a superior officer.
- The verbal assault of any fire officer which has the likely result of holding that officer up to ridicule, and which thereby diminishes that officer's ability to properly exercise authority and control.
- Physical assault and/or battery of any person.
- Operation of fire apparatus when not properly licensed, or certified, or in a careless or unsafe manner, or while under the influence of alcohol or a controlled dangerous substance, or riding the apparatus while under the influence of same.
- Consumption or use of alcoholic beverages in violation of existing Fire Department policy.
- Conviction of a crime, where the underlying offense has some relationship to the individual's fitness to function as a firefighter (a guilty plea is the equivalent of a conviction).
- Any conduct which takes place on a fire ground or at the scene of an emergency dispatch, when the intent of such conduct is to willfully disrupt the orderly progress of the operation, or where the conduct has that effect.
- Any action that may jeopardize the integrity of the Department

In addition to the above, the Board of Fire Officers may elect to exercise disciplinary jurisdiction over any charges lodged against the Department Chief or a Department Assistant Chief.

COMPLAINT AND FORMAL CHARGE:

The Board may file charges against a firefighter on its own motion, or upon the complaint of any other person. Any person who wishes to file a complaint with the Fire Department against a firefighter must submit that complaint in writing to the Board of Fire Officers. The Board will consider the complaint at its next regular meeting, and the person filing the complaint may appear at that meeting to provide additional information if he/she so desires. If, upon a review of the complaint, the Board determines that:

- A Fire Department offense is being alleged, and if the Board believes that an exercise of its jurisdiction is appropriate, it will prepare a concise, formal, written charge, specifying the nature of the offense and the essential details. This charge must contain sufficient facts to put the person against whom the charge is brought on notice of precisely what he/she is accused of. The written charge will then be delivered to the accused firefighter, and a hearing will take place on the charge at a time to be fixed by the Board, but no later than 60 days from the day of service of the charge upon the accused, unless the parties agree otherwise. Subsequent to all proof being presented, the Board shall determine guilt or innocence by majority vote, and, if necessary, impose a penalty, which may include probation, suspension, or expulsion from the Fire Department.
- If a Fire Department offense is not being alleged, or if it determines that an exercise of Board jurisdiction is not appropriate or warranted, the Board will advise the complainant that no Fire Department charges will be lodged, and that the complainant should present his/her complaint to the firefighters own Company for appropriate action.

The decision to file, or not file, formal Fire Department charges rests solely with the Board of Fire Officers, and the Board's decision is final.

IMMEDIATE SUSPENSION PRIOR TO FORMAL CHARGES:

The Department Chief may suspend any firefighter for any of the above infractions if in his opinion by not doing so it would jeopardize the safety or integrity of the Department. The Department Officer in charge of any operation, or in the absence of a Department Officer, the most senior Company Officer in charge of the fire ground or other activity, in his capacity as Incident Commander, may immediately suspend a firefighter, and cause that firefighters removal from the fire ground, if the firefighter has willfully failed to carry out the orders of a superior officer. The fire ground commander who has imposed the suspension will, as soon as reasonable possible, inform the Board of Fire Officers of his action. He will also deliver to the Board a written statement setting forth the facts relied upon in support of the disciplinary action. The suspension will remain in effect until the next regular meeting of the Board immediately following the suspension. The suspended firefighter and the charging officer shall appear at that meeting and give testimony on the issue of the continuation of the suspension. The Board shall render a decision on that issue within 5 days of that meeting.

- If the suspension is continued, the Board shall prepare and deliver to the accused firefighter a formal written charge within 14 days of that meeting. A hearing on the charge will be conducted no later than the next regular Board meeting, unless the parties agree to a different date.
- If the Board determines that the suspension should not be continued it will notify the suspended firefighter in writing.
- If the Board finds that the suspension was not justified all charges will be dropped, reinstatement will be immediate and all records of the incident will be expunged from the files. The suspended firefighter will also be notified in writing.

RIGHT TO HEARING:

Except for the immediate suspension procedure set forth above, no Department disciplinary action may be taken against a firefighter until that firefighter has been served with a written statement of formal charges, and has been afforded the opportunity of a full and fair hearing before the Board of Fire Officers, At that hearing the firefighter being charged has the right to question those offering evidence against him/her, and to present his/her own evidence, including witnesses, on his/her behalf. Formal rules of evidence shall not apply at this hearing, but the hearing shall be conducted in such a way as to allow for an orderly presentation of all evidence.

Signed: Jim Herlich

Chief, Warren Township VFD Dated: 4/6/92

Reviewed: Tim McGowan

Chief, Warren Township VFD Dated: 1/10/2008

WTVFD.026 –Fire Department Clerical/Secretarial Duties.

PURPOSE

To establish standard guidelines for clerical and secretarial duties in the Fire Department.

POLICY

This position working under the guidance of the Fire Chief, is responsible for coordinating requests for equipment maintenance, obtaining purchase quotations, preparing fire reports, maintaining fire fighter personnel records.

Duties:

- Coordinate and arrange for smoke detector inspections for resale of residential dwellings.
- Obtain quotations from vendors for Fire Department purchases.

- Maintain Firefighter personnel files.
- Compile data for monthly and quarterly reports.
- Tracks and follows up on vehicle and equipment maintenance requests.
- Maintains Fire Department equipment inventories, asset tags and new purchases.
- Coordinates Fire Fighter membership and blue light applications with other Township departments.
- Maintains Fire Department files. (ex. Hose testing, ladder testing, training)
- Inputs and maintains all Fire Department computer data.
- Records and distributes minutes of the monthly Board of Fire Officers meeting.
- Types and distributes Fire Department responses to the Township Planning Board.
- Performs other duties as may be assigned by the Fire Chief.

ADOPTION:

This STANDARD OPERATING GUIDELINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

Signed:

Administrator, Warren Township Dated:

WTVFD.027 –Fire Department Truck Maintenance.

PURPOSE

To establish a policy for maintenance of Fire Department apparatus that ensures that all vehicles are maintained in a safe and reliable condition.

POLICY

All Fire Department vehicles will be checked monthly for the following:

- All fluids (oil, steering, break, transmission etc).
- For worn belts, tires
- Air leaks in those vehicles having air brakes.
- Tire air pressure.
- Lights.

Township Mechanics will do this check at the Township Garage.

All Pumpers (A1-4) will be sent out to an approved Vendor twice a year for a full inspection of motor, drive train, brakes, pump and other equipment as specified by the Chief or his designee.

The Ladder Truck (A5) will be sent out to an approved Vendor twice a year for a full inspection of motor, drive train, brakes, ladder and hydraulics and other equipment as specified by the Chief or his designee.

The Utility/Rescue(A8) truck will be sent out to an approved Vendor twice a year for a full inspection of motor, drive train, brakes, light tower, air compressor and other equipment as specified by the Chief or his designee.

The Tanker (A7) will be sent out to an approved Vendor twice a year for a full inspection of motor, drive train, brakes, dump valves and other equipment as specified by the Chief or his designee.

The Chiefs vehicle (A20) will be maintained by the Township Mechanics according to their maintenance schedule.

Any maintenance needed between Vendor inspections will be emailed to the Public Works Superintendent with copies to the Fire Chief, Fire Department Truck Maintenance Officer, Fire Department Secretary & Township Administrator. The Superintendent or his designee will schedule the repair or the problem with the appropriate vendor.

Signed:

Chief, Warren Township VFD Dated:

Signed:

Superintendent Public Works Dept. Dated:

Signed:

Administrator, Warren Township Dated:

WTVFD.028 –Fire Department Dispatch

PURPOSE

To establish standard guidelines for dispatching the Fire Department and the testing of sirens radios and pagers.

POLICY

The Warren Township Police Department Dispatchers will do all dispatching of Fire Department calls and related incidents. They will follow these guidelines:

General Calls

A general call is one that all four (4) fire companies are called.

- All Fire calls between the hours of 06:00 and 18:00 Monday through Friday will be considered a general call.
- All Fire calls such as: structure fire, smell of smoke, visible smoke, etc will be dispatched as a general call no matter what time or day.

Zone Calls

A zone call is one that either an individual Fire Co. or two (2) Fire Co's are called.

- All Fire calls reported as fire alarm activations and CO2 alarms between the hours of 18:00 and 06:00 Monday through Friday will be dispatched as a 2 Company Zone call.
- All Brush Fires reported between the hours of 18:00 and 06:00 Monday through Friday will be dispatched as a 2 Company Zone call.

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.029 – Fire Department Membership Requirements.

PURPOSE & APPLICABILITY:

To establish requirements for gaining membership as an active firefighter in the Warren Township Volunteer Fire Department. And to ensure that all necessary records and documentation is completed and filed by the prospective member or his/her sponsoring Fire Company.

Requirements:

1. All prospective members must submit to a criminal background and drivers license check.
2. All prospective members must be a member of a member Company.
3. All members accepted into the Department must sign for all equipment/gear issued to them.

Documentation:

1. Township FD Membership Application
2. N.J. State Fireman's Association application form must be completed and notarized.
3. Physical Exam – Must be completed by the Medi-Center of Warren (Using the Fire Department criteria for physical exams)
4. Hepatitis "B" Vaccine Form – (Consent or Refusal)
5. Beneficiary Card
6. Protective clothing requisition form – This form must be completed and signed by the Dept. Chief before gear will be issued.
7. Pager request form – This form must be completed and signed by the Dept. Chief before a pager will be issued.
8. Receipt of Fire Department Equipment form.
9. Parental consent form. (Junior membership only 16-18 years of age)

Maintaining Active Status:

1. The Interior member must attend six Department Drills each year.
 - Two of the six **must** be SCBA recertification and Blood Borne Pathogens/Right to Know.
 - Two can be make up drills (where a drill has been held and a test can be used for credit).
 - Two must be attended and participated in full by the member.
2. The Exterior or Junior member must attend six Department Drills each year.
 - One of the six **must** be Blood Borne Pathogens/Right to Know.
 - Two can be make up drills (where a drill has been held and a test can be used for credit).
 - Three must be attended and participated in full by the member

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.031 – Seat Belt Policy

PURPOSE & APPLICABILITY:

This SOG is to ensure all staff wear their seatbelt **at all times** given the health and safety consequences. Furthermore, this SOG is to outline the dangers of donning structural fire fighting gear as well as SCBA while riding in a moving apparatus.

This SOG will also outline the procedure that must be adhered to if an emergency call is received when fire fighters are on a moving apparatus without their bunker gear donned.

INTRODUCTION

Dressing while riding on a moving apparatus may result in serious injuries or death should the apparatus make a sudden stop or collide with another vehicle(s) or stationary object(s).

RESPONSIBILITY

Every Officer is responsible to ensure that they are familiar with and follow this SOG. They are also responsible to ensure that their staff is familiar with and follow this SOG. Every member of the department is responsible to ensure that they are familiar with and follow this SOG.

Every member of the Department is responsible to work in a safe manner while using or wearing the applicable equipment and/or protective devices or clothing supplied or approved by the department.

PROCEDURE

All members shall don the appropriate PPE **prior** to mounting their assigned emergency apparatus (there is an exception for the driver he/she is not required to be in full PPE while driving). **All members are required** to use seat belts at all times when operating a vehicle equipped with seat belts.

SCBA packs shall be left secured to the SCBA brackets until the apparatus comes to a complete stop. In the event the firefighter cannot don their SCBA without unbuckling their seat belt, the SCBA shall be donned after the apparatus has come to a complete stop.

It is not necessary that firefighters wear their bunker gear when returning from an emergency or carrying out other duties that do not require the use of bunker gear. If crews are required to respond to an emergency incident while returning from an incident or other duties, one of the following shall be adhered to:

- Safely pull over to the side of the road to allow firefighters to don their personnel protective equipment before proceeding to the emergency; or
- Respond to the incident, dismount the apparatus and then fully don their personnel protective equipment.

COMPANY OFFICER RESPONSIBILITY

It is the Company Officers (or member riding in the officer's seat) responsibility to ensure everyone on the apparatus has their seatbelt fastened any time the apparatus is in motion. This will be accomplished by the Company Officer asking **"is everyone buckled" or "does everyone have their seatbelt on"**. Once it is confirmed that everyone has their seat belt buckled, the Company Officer will instruct the driver to release the brake and proceed. The officer will also sign on the air stating the number of firefighters aboard and that all are buckled in.

For example a radio transmission may sound like;

"61-101 to Warren"

"Go ahead 61 - 101"

"61-101 is in service with 6 **and everyone is buckled**"

"Warren receive"

OR

"61 -101 to Warren"

"Go ahead 61-101"

"61-101 is on the air for driver training **and everyone is buckled**"

"Warren receive"

APPARATUS DRIVER

It is the apparatus driver's responsibility to ensure that the apparatus does not move until the Officer has a confirmation of all seat belts buckled.

PASSENGER RESPONSIBILITY

All passengers are responsible to ensure their seatbelts are fastened and report as much to the Company Officer.

FAILURE TO COMPLY

Disciplinary action will be taken with any officer or member who fails to comply with this SOG.

ADOPTION:

This STANDARD OPERATING GUIDELINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.32-Formation of a R.I.C. Team

PURPOSE & APPLICABILITY:

To Establish a R.I.C. Team within the WTVFD and to delineate the requirements for membership and the duties of the Team.

Member Requirements:

Any member of the Department can participate after the below requirements are met.

1. All participants must be members in good standing of the Department, having met and maintained all necessary percentages and certifications of the Department.
2. A Department member cannot apply for R.I.C. Team training until they have served a minimum of two (2) years on the Department. This time starts from the date this member completes their required NJ State Firefighter 1 course. The member will be expected to show proof of completion of this course.

Training Requirements:

1. Attend formal R.I.C. Training. The Department Chief will do everything possible to provide this training "IN HOUSE" (when applicable)
2. Successfully completed a Rescue Harness course after January 1, 2005. The member will be expected to show proof of completion of a state approved/certified course.
3. Must be CPR certified.
4. The R.I.C Team shall document all in house and out of house training for this group.
5. All members shall complete annual proficiency training.

Annual Training:

The annual proficiency training shall

1. Contain a minimum of four (4) hours of lecture.
2. Contain a minimum of twelve (12) hours of hands-on.
3. Consist of Operational skill proficiency review.
4. Shall contain "Scenario", Team based proficiency training.

Mutual Aid Response:

1. Response to a Mutual Aid R.I.C. call shall consist of 61-151 with 4-6 qualified R.I.C. members.

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

WTVFD.033 – Incident Time Keeping

PURPOSE: To provide the Incident Commander with a standardized interval to reassess growing incidents and conduct routine Personnel Accountability Reports (PAR).

SCOPE: This procedure will be used at all incidents where time keeping is critical in nature. This can be generalized as all confirmed smoke and/or fire conditions, rescue operations, and other critical incidents lasting more than 20 minutes. It is the intent that this procedure be implicit and be activated automatically.

PROCEDURE:

1. The Dispatcher maintaining direct radio communication with the Incident Commander will begin a 15-minute timer once Incident Command has been established.

2. Once 15-minutes has expired, the Dispatcher will notify (via radio) that they have reached the 15-minute mark of the incident.

"Warren to Command, you have reached the 15-minute mark."

3. Once notifying the Incident Commander, the Dispatcher will then reset the 15-minute timer. After it's expiration, the Dispatcher will again notify (via radio) that another 15-minute interval has expired.

"Warren to Command, you have reached the (30, 45, 60..)-minute mark."

4. This cycle will continue until the Incident Commander advises Dispatch that time keeping is no longer needed.

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

Revisions:

Rev1 – 3/4/12

WTVFD.034 – Personnel Accountability Report (PAR)

PURPOSE: To identify a method to confirm that all personnel are accounted for within the “hot zone” of an incident. Use of this procedure will enhance personal safety, by providing the Incident Commander (IC) with an updated account of all personnel at regular intervals or a change in the incident.

DEFINITIONS

Positive communications: Contact maintained by visual, verbal, physical or electronic means.

Emergency Traffic: The phrase “emergency traffic” is the code word used in radio communications to indicate a critical, life safety related message. Emergency traffic has priority over all other radio communications **WITH THE EXCEPTION OF A MAYDAY MESSAGE.**

Hot Zone: The immediate area surrounding the incident that poses a threat to life, causes adverse health effects or would interfere with one’s ability to escape due to fire, hazardous materials, structural collapse, confined space, explosions, environmental features, etc. The zone extends far enough to prevent adverse effects from weather conditions or spontaneous releases.

Personnel Accountability Report (PAR): A term used to confirm that all personnel assigned to a group, division, unit or incident have been identified and located.
Example: *"61-23 to Command, I have a PAR"* (all members accounted for).

Standby: The term “standby” is a code word indicating that a leader is requesting more time (normally 2 minutes) to account for their personnel.

PROCEDURE

1. A roll call will be conducted in an orderly fashion by radio or face-to-face between the IC and each unit or command function/division, after each leader has had positive communication with the persons/crews within their direct span of control. Whenever possible, each division or group should account for personnel within their span without the use of radio in order to keep the operational channels open for emergency traffic.
2. The I.C. may choose to conduct an emergency roll call when crews are missing, injured, or trapped in order to expedite the rescue. This emergency roll call may only involve certain areas of the incident where catastrophic change has occurred; therefore it is important for all leaders/commanders to listen for an emergency roll call and be ready to answer; only if they are asked.
3. A Roll Call is recommended for the following situations:

- Any report of a missing or trapped fire fighter.
- Any time a mayday is called.
- Any change from offensive to defensive.
- Any sudden hazardous event at the incident – flashover, back draft, collapse, etc..
- At every 15 minutes of elapsed time.
- At a report of fire under control.
- Any time an “evacuation” order is given.
- Any time Command deems it necessary.

3. Each company/division will answer in one of the following manners when called by the I.C.

- *“Search Team Alpha has PAR”* This response will mean all members assigned as Search Team Alpha is safe.

- *“Hose Team Bravo – Standby”* This response means that Hose Team Bravo needs more time to insure personnel are safe. In this case, the IC will pass over Hose Team Bravo. All companies, divisions or groups are called before returning to those that have requested more time.

- *“Search Team Charlie has Emergency Traffic”* This response indicates there is no PAR and the Incident Commander must initiate a firefighter rescue plan.

ADOPTION:

This STANDARD OPERATING GUIDLINE is hereby adopted and shall remain in effect until revoked.

Signed:

Chief, Warren Township VFD Dated:

*Revisions:
Rev1 – 3/4/12*

**TOWNSHIP OF WARREN
VOLUNTEER FIRE DEPARTMENT**

OPERATING GUIDELINE

WTVFD.035

**NATURAL GAS &
LPG (PROPANE)
EMERGENCIES**

PURPOSE

- To establish a standard approach to monitoring the environments we enter on in emergency responses involving natural gas or propane (LPG).
- To assure firefighter safety from exposure to hazardous environments that could be encountered during the course of operating at an emergency scene involving natural gas and propane
- The following guidelines present an approach which will be applicable in the majority of situations, but do not replace good judgment and experience in dealing with any particular incident.

SCOPE

This operating guideline is for all Fire Department personnel

RESPONSIBILITY

The Fire Chief and the Assistant Chief's should assure that all members of their company are familiar with and understand this operating guideline.

DEFINITIONS and BACKGROUND INFO

Natural gas is much lighter than air and will usually dissipate rapidly in the outside environment. Inside buildings, however, it tends to pocket, particularly in attics and dead air spaces. The Flammable limits are approximately 4% to 15% in air. Natural gas itself is nontoxic; however, it displaces oxygen and can result in asphyxiation if in a confined space. Flammable gas ranges can only be determined by using a combustible gas detection instrument.

Propane gas is heavier than air and will settle and pool in low lying areas. LEL limits are approximately 2% to 10% and will flash back to the source if ignited.

Meter Pan - box in which the electrical meter is located

The Hazardous Materials DOT book should be used as a basic guide for Haz-Mat incidents.

SAFETY

All personnel working in the vicinity of a known or suspected gas leak (Natural Gas/LPG) shall wear full protective clothing with SCBA's. Personnel working in a suspected ignitable atmosphere (i.e., attempting to shut off a gas line) shall be breathing air from SCBA and shall be covered by a manned protective hose line. The number of exposed personnel will be kept to an absolute minimum at all times. A Limited Access Zone shall be established and maintained around any suspected gas leak and "fire line" tape should be used to identify the Limited Access Zone when necessary.

OPERATIONS

GAS (Natural)

LEL 5%/UEL 15%

Vapor Density -0.6

1. Notify Gas Company. PSE&G Emergency 1-800-286-9247
2. Position apparatus at least 150ft. away
3. Investigate source with gas detection equipment. Atmospheres with 10% lel – Evacuate immediately.
4. Inside gas leaks above UEL –
 - Evacuate all (F/F's too)
 - Maintain collapse zone (full height of building)
 - Establish water supply, man deck gun
 - Cut electric at pole
 - Shut off gas, if safe
 - Check adjoining buildings
5. Notify Somerset County Haz-Mat Team
6. Expose as few people as possible (strong odor = potentially serious). Prompt evacuation of occupants where necessary
7. Faint odor = always check pilot lights.
8. Isolate as close to the leak as safely possible. (i.e. Turn off to appliance)
9. DO NOT THROW SWITCHES OR RING DOOR BELLS.
10. Attempt to disconnect power to the building if it can be done so safely – trip the main breaker if remote from the gas area.
Do not pull meter. Gas can drift up pipe to meter pan.
11. Venting – Vent from top down (gas rises, lighter than air) – DO NOT USE SMOKE EJECTORS TO SUCK OUT – IF NEEDED USE EJECTORS FOR POSITIVE PRESSURE.
12. Shut off gas with spark resistant equipment.

Outside Leaks

- Establish safe area
- Notify gas company
- Restrict traffic flow (Notify PD for traffic control, keep at a safe distance)
- Check basements of all buildings in surrounding areas.
- Use gas indicators (detectors) – pay particular attention to where service lines penetrate the foundation
- Make sure neither apparatus or operator are over manholes
- Prepare water supply and vapor reducing stream

Serious Leak without fire

- Notify gas company
- Restrict traffic flow (Notify PD for traffic control, keep at a safe distance)
- Approach upwind
- Stop sources of ignition – oil burners, pilot lights, other flames, vehicles (apparatus, cars)
- Place and charge hose line to protect nearby property if ignition should occur
- Establish a water supply
- Wait for utility
- Determine if gas can be shut off at meter or building

Gas Fire

- Call utility
- Restrict traffic flow (Notify PD for traffic control, keep at a safe distance)
- Determine if gas can be shut off at meter or building
- Control evacuation
- Protect exposures with charged hose lines and established water supply
- Let fire burn until gas is shut off / cover exposures

INCIDENTS AT WHICH AN EXPLOSION HAS OCCURRED

Units arriving at the scene of a structural explosion must consider natural gas as a possible cause. Explosions have occurred in structures which were not served by natural gas.

Underground leaks may permit gas to travel considerable distances before entering a structure through the foundation, around pipes or through void spaces. In these circumstances, the cause of the explosion may be difficult to determine.

1. Until it can be determined that the area is safe from the danger of further explosions, evacuate all civilians and keep the number of Fire Department and/or other emergency personnel (i.e., gas company personnel) in the area, to the minimum number necessary to stabilize the situation.
2. Do not rely on gas odor. Use combustible gas meters to check all suspected areas. The WTVFD, gas company personnel and the Haz-Mat Team have combustible gas meters for this purpose.
3. Check areas systematically using combustible gas meters. Start outside of the area of the explosion, and move into the area until readings indicate detectable concentration. Map the readings for the affected area.
4. If a gas concentration is encountered inside, adjacent to, or underneath any building, secure all possible sources of ignition in the affected area. Cut electricity from outside the affected area to avoid arcing. Ventilate buildings where gas is found with explosion proof equipment only.
5. The use of ground probes is essential to evaluate potential underground leaks. When gas company personnel are on the scene, ground probe readings and locations must be coordinated. Time, location, and concentration should be recorded for each probe—subsequent readings should be taken from same holes when possible.
6. Command should provide for effective interaction between gas company personnel and the Fire Department. Gas company personnel are responsible for locating and eliminating leaks in the gas system. As industry specialists, they can provide command with valuable assistance in the effective handling of these incidents. In most cases, a company officer with a portable radio will be required to supervise during on-site operations.
7. Command must ensure the safety and stability of the structure. If further collapse is possible and assistance is needed to accomplish, the Trench Rescue Team/Heavy Rescue Team should be considered to provide shoring, cribbing or other means of stabilizing the structure. If unable to stabilize, set up a clearly defined collapse zone.

Propane (LPG)

LEL=2.4 / UEL=9.5

Vapor Density -1.53

1. 1st priority cool cylinder
2. Clear area 150 in all directions (especially downwind/downhill)
3. Evacuate structures directly exposed – (homes on either side or adjoining back yard.

4. Seek homeowner info
 - How long burning
 - How full
 - Location
5. If leaking cylinder watch for open cellar windows.
6. 1st Engine - continuous water spray – 3-4 hand lines – one on tank, one inside exposure & one outside exposure
7. Approach as SWAT team

Note: Best course of action is probably to let cylinder burn out, especially if venting out cylinder valve & relief valve – full tank about 20-minute burnout.

Cylinders exposed to direct flame, especially in upper vapor space, are Subject to *bleve* in as little as 10 minutes. Also, beware of sudden Relief Valve operation.

Emergency Telephone Numbers

Blue Rhino – 1-800-258-7466 option 5
Suburban Propane – 1-973-887-0500
AmeriGas – 1-800-493-4434

ADOPTION:

This STANDARD OPERATING GUIDELINE is hereby adopted and shall remain in effect until revoked.

Signed: 

Chief, Warren Township VFD Dated: 4/3/2018

**TOWNSHIP OF WARREN
VOLUNTEER FIRE DEPARTMENT**

OPERATING GUIDELINE

WTVFD.036

**Response to Power Lines and
Energized Electrical Equipment.**

PURPOSE

To establish a standard approach and response to a report of power lines down and other hazards involving electrical equipment for fire control and safety.

SCOPE

This operating guideline is for all Fire Department personnel

RESPONSIBILITY

The Fire Chief and the Assistant Chief's should assure that all members of their company are familiar with and understand this operating guideline.

DEFINITIONS

Step Potential - the electric potential difference of two points in contact with the ground such as your feet / boots. The greater the separation of your feet, the greater the potential and associated voltage and possible current.)

Emergency Numbers

PSE&G Fire Emergency 1-800-286-9247

GENERAL

Electrical Safety Awareness

Safety precautions will depend on the specific situation and associated hazards. At times, the only action possible is to establish a hot zone and protect exposures until the electric supply can be shut off. Notify the utility company immediately of any hazard involving their equipment. Do not park emergency vehicles over manholes, catch basins, or other underground vaults, or on the same side as the utility poles, or under the utility lines.

Always size-up and assess the situation at least two full pole lengths or 300-feet away from the downed wire (see General Electric Safe Distance Guideline).

General Electric Safe Distance Guideline

Emergency type / operation phase	Recommended emergency minimum safe approach distance	Recommended public minimum safe approach distance	Special Considerations
Initial assessment: Downed wire / utility pole fire / transmission line failure	300-feet (generally at least two full pole spans)	300-feet (generally at least two full pole spans)	Approach from opposite side of pole line. Look for any downed wires & other objects that could be energized such as guard rails, fences, or other wires. Keep the public at least 300-feet away from energized material.
Downed wire	30-feet (as safety permits)	300-feet (generally at least two full pole spans)	Emergency personnel may approach to within 30-feet if needed to advise accident victims of precautions to take to protect life provided it is safe to do so.
Pole fire	300-feet (generally at least two full pole spans)	300-feet (generally at least two full pole spans)	Approach from opposite side of pole line. Look for any downed wires & other objects that could be energized such as guard rails, fences, or other wires. Keep the public at least 300-feet away from energized material.
Substation emergency / fire	500-feet	1,000 feet	Approach upwind and away from overhead and underground electric facilities. Look for any downed wires & other objects that could be energized such as guard rails, fences, or other wires. Transformers and other equipment containing oil may BLEVE. Keep the public at least 1,000-feet away.
Manhole / vault electric fire	300-feet	1,000 feet	Approach upwind and away from overhead and underground electric facilities. Look for any downed wires & other objects that could be energized such as guard rails, fences, or other wires. Keep the public at least 1,000-feet away. Beware that nearby manholes (1,000 to 2,000 feet) and vaults may be impacted and explode. Underground transformers may BLEVE. Check nearby buildings for smoke and CO accumulation.
Wild-land fire near electric transmission lines	150-feet (generally three full tower heights away and upwind)	300-feet (generally at least one full tower span)	Fire near electric facilities can cause smoke and particle matter near very high voltage electric lines to act as a conductor causing electric to arc from very high voltage lines to the ground or nearby emergency personnel (within 100-feet). Keep the public at least 300-feet away and upwind.

When responding to an electrical incident, always consider wire(s) as energized. Do not touch or come in close proximity to it. When raising ladders know where the overhead wires are and stay **at least** 10-feet clear. Remember that any object in contact with the wire could become energized including the ground.

Hazards associated with electricity may not be apparent. Look for signs when assessing the incident. Indications of electric involvement may be one or more of the following: arcing; an occasional buzzing sound; intense bright flashes; **or nothing at all** - just a conductor /

wire hanging. Be alert to the location of overhead utilities, underground manholes and vaults, possible downed wires in contact with fences, trees, and / or other objects including the ground. A fire may also be associated with a downed wire or electric incident. A possible victim could also be an indication especially if they are located under / near utility lines. Be alert – look for down or hanging wires as you approach the scene. Always assume that the electric line is energized.

Specific Types of Electrical Situations Guidelines

Pole and wires down:

For poles and wires down, remain at least 30 feet away (as safety permits). Anything in contact or near high voltage lines / wires can become energized including fences, trees, other utility lines (telephone, cable, etc.), and the ground. Think of a circle of safety around the area. Establish a clear hot zone. When in doubt about a safe distance, remain as far away as possible. Do not approach any downed poles or lines with any equipment or vehicles. Rubber boots and other rubber protection will not protect you from electricity. (See General Electric Safe Distance Guideline.)

Vehicle hit pole with/without occupants in the vehicle:

If no one is in the vehicle or the vehicle occupants are dead and the vehicle is on fire with a downed wire, wait for the electric utility to arrive and the electric line is de-energized before attempting any action. Protect exposures and wait for the utility. If water is used to protect exposures, try to prevent water run-off and flow from impacting the energized area. If a downed wire is on a vehicle with occupants and the vehicle is not on fire, instruct the vehicle occupants to remain calm and in the vehicle. Even if the wire is sparking, have the occupants remain in the vehicle. You can instruct vehicle occupants on first aid actions while waiting for the electric utility. Keep the vehicle occupants informed. Keep at least 30 feet from the vehicle and downed wire – establish a circle of safety. If necessary and if the vehicle is operational with the driver being conscious, you can instruct the driver to attempt to move the vehicle. Make sure that all personnel are at least 30 feet away from the vehicle and wire. Wire has a memory and can recoil when it is moved. Be careful of the wire recoiling. Ensure the vehicle is moved a minimum 30 feet from the downed wire before any occupants leave the vehicle. The best approach is to wait for the electric utility to de-energize the wire and make the area safe.

If the vehicle is on fire with a downed wire and the vehicle occupants are conscious, instruct them to be calm. Preferably use a dry chemical extinguisher if you must suppress the fire - Use extreme caution, a spotter, and remember the step potential. Use caution if you must use water or foam, as these can conduct electricity. Keep as far away as possible and shuffle as you approach the vehicle – keep at least 30-feet away. Do not use a straight stream spray. If you are able to extinguish the fire, have the occupants remain in the vehicle, until the electric utility arrives and de-energizes the electric wire.

If the vehicle occupants must exit the vehicle, instruct them to exit the vehicle as follows and that they should wait until each person is in the clear before the next person leaves the vehicle and that they must follow your instructions or they could be injured. Inform them that the electric wire is energized and that they must do exactly as you instruct them.

Briefly explain about the step potential and what you are going to have them do and then instruct them step by step through the process having them wait for the next instruction.

Inform them that they must not touch the vehicle and ground at the same time. Have them open the vehicle door as wide as possible and stand on the doorsill. Instruct them to jump clear away, landing with both feet together while still standing and maintaining their balance. Once they are clear, they are to hop away from the vehicle till they are at least 30 feet from the vehicle. Remember the best approach is to have people stay in the vehicle until the electric utility de-energizes the wire.

If the vehicle is on fire with a downed wire and the vehicle occupants are unconscious, preferably use dry chemical extinguishers to attempt to suppress the fire - Use extreme caution, a spotter, and remember the step potential. Use caution if you must use water or foam, as these can conduct electricity. Keep as far away as possible when using the dry chemical extinguisher (rated for electrical fires) – shuffle as you approach the vehicle - keep at least 30-feet away. Do not use a straight stream spray. Realize that you may not be able to affect a rescue without endangering yourself or others. There could be circumstances and a point where a rescue should not be attempted or should be discontinued. Use a risk/benefit analysis.

Substation / Switch Station fire: (Do Not Enter!)

Realize that there is no need to attempt to extinguish fires involving electric equipment in substations or switch stations. Attempting to do so can be extremely dangerous and deadly. Remain at least 500 to 1000 feet away and upwind from any substation or switch station on fire. Beyond the electric hazards associated with the very high voltage, transformers and other electric equipment can contain large quantities of oil that could BLEVE. Large electric towers and other electric equipment could fail and fall or be projected from substation fires. Extreme caution is needed. Other hazardous materials such as asbestos, batteries and PCBs may also be encountered. Substations may have direct current (DC) energy from batteries as an emergency electric source of power. Typically, 120-140 VDC comprised of at least 10 or more batteries. Electric equipment can explode causing manhole covers and other material to be projected. It is best to wait for the electric utility before taking any action near the substation. Establish a hot zone and safety officer. Try to never enter a substation or switchyard without the permission and accompaniment of electric utility personnel. At times, an electric utility may make an area safe for firefighters inside a substation. Remain in that area as other areas may be energized. Make sure that all emergency personnel know which areas are safe and which areas are off bounds and unsafe to them. Stay with an electric utility safety guide while in the substation or switchyard. Coordination with the electric utility is extremely important and necessary. See General Electric Safe Distance Guideline

Vault and manhole fire:

Realize that there is no need to attempt to extinguish fires involving electric equipment in vaults and manholes. Attempting to do so can be extremely dangerous and deadly. Remain at least 300 to 500 feet away and upwind from any vaults or manholes on fire. Nearby (1000 to 2000 feet) other manholes and vaults can become impacted and explode. Beyond the electric hazards associated with high voltage, transformers and other electric equipment in vaults and manholes can contain quantities of oil that could BLEVE. In addition, manholes and vaults maybe confined spaces and hazards associated with confined spaces need to be considered. Other hazardous materials such as asbestos and PCBs may also be

encountered. Do not park near other vaults or manholes. Electric equipment can explode causing manhole covers and other material to be projected. Approach from an upwind direction, the electric fire could expand to other manholes and vaults as the electric wires heat and the electric short travels along the electric line. Keep the area clear. Establish a hot zone and wait for the electric utility. Never enter a manhole or vault without an” **ALL CLEAR – OK**” from the electric utility. Coordination with the electric utility is extremely important and necessary.

Pole fire:

Beyond the cautions already mentioned, poles can have electric equipment on tops that contain oil. Poles on fire can become structurally unsound and fall. The best approach is to secure the area and wait for the electric utility. Protect exposures. Keep away from the pole and electric line. Park away from the pole line on the opposite side of the street at least two full pole spans away for the pole on fire. Do not use water or foam to extinguish the fire. Remember that the water stream will act as a conductor and could cause the water, hose, and engine to become energized and any person in contact / nearby could be killed. If water is used to protect exposures, beware and prevent water run-off and flow from impacting the energized area. See General Electric Safe Distance Guideline

Brush fire and transmission lines:

Fire near electric facilities can cause smoke and particle matter near very high voltage electric lines to act as a conductor causing electric to arc from very high voltage lines to the ground or nearby firefighters (within 100-feet). These lines are found hanging from large electric towers. The intense heat of nearby fires may cause electric towers to become structurally unsound and fall. Keep emergency personnel and equipment at a safe distance of at least 150-feet or three full tower heights away and upwind.

Generators back-feed potential:

Conductors / wires disconnected from the power feed can become energized if a generator is used by customers or others that are connected to the power lines. A transformer can step up the voltage from 120 volts to high voltage. Always assume that downed conductors / wires are energized even if it appears that the wires are disconnected from the power feed. Wait for the electric utility to verify that the wires are de-energized.

Special consideration: Whenever a wire down involves active arcing it is advisable to notify the gas company early on in the incident due to the fact that the arcing could possible compromise an underground gas feed line.

ADOPTION:

This STANDARD OPERATING GUIDELINE is hereby adopted and shall remain in effect until revoked.

Signed: 

Chief, Warren Township VFD Dated: 4/3/2018