

**Bethel Fire Department SOG or SOP list:**

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# Bethel Fire Department

## Position Descriptions and Responsibilities

### B-002

#### Purpose and Policy

The Bethel Fire Department, that is organized as a military style structure in order to accomplish its mission, utilizes several positions to both categorize members serving in the department, and to fulfill leadership needs both in the department and, most especially, on scene of any event or emergency. Positional responsibilities are listed below in the structure of the Chain-of-Command from top to bottom. Eligibility requirements for each position are listed in the SOG A-003 Qualifications for Officer Positions.

#### Responsibilities

The base responsibilities for each position are the minimal requirements for membership in the department as laid out in the Bethel Fire Department Policy Manual and SOG A-007 General Conduct Guidelines. All officers will enforce the policies of this Department and the Town of Bethel at all times. Additionally, this department supports the goals of The National Incident Management System (NIMS) and subscribe to all aspects of it including the need for every member to have an understanding of what it is as given under NIMS-100, 200, 700, and 800. Each position must be able to and will actively employ NIMS for any and all events including emergency and non-emergency activities. All members must achieve these study/ course as available online and provide certification in these as issued by FEMA.

These Basic Requirements include:

1. Maintaining a CPR and AED card
2. NIMS
3. A complete set of all policies and an understanding of all Standard Operating Guidelines.
4. Successful completion of a Firefighter 1 course.

Existing officers shall be given a 5-year time period (by 2029) in which to achieve the education requirement for FF1. This will be pro-rated with no more exemptions given after May 1, 2029

**DEPARTMENT FIRE CHIEF** – Also known as Chief of Department or just Chief, is a command officer and is responsible for the overall operations of the fire department in all events and situations. Among the duties of the Fire Chief are items such as directing emergency scene activities, oversee the training of all employees, conduct fire inspections as needed, and ensure that all personnel and equipment of the Department are ready to serve in the event of any emergency. Also, they will develop and publish within the department a complete set of fire plans per NFPA suggested format for all commercial properties, religious occupancies, schools, governmental buildings, and special need locations.

The Fire Chief shall ensure the active compliance by all members to the Town of Bethel Policies and Rules Manual, The Town of Bethel Fire Department Policy Manual, and any and all current Standard Operating Guidelines. The Chief shall make available and see that training for all officers is conducted regularly on these policies, procedures and guidelines, and for the entire department on an as-needed basis. The Fire Chief is also responsible for the regulations, rules, and laws for all applicable Vermont state statutes, OSHA, and VOSHA regulations.

The Fire Chief shall actively participate in the Advisory Board as laid out. The Chief shall ensure all requests from the Advisory Board are completed in a timely fashion. This includes all functions and mandated needs.

The Chief shall cause to be established the NIMS system of management on each run and at each event, sized and organized as the event requires. Mutual Aid companies responding will be expected to function inside this system as well. The chief shall ensure that all members receive the necessary instruction in the system and the proper certifications for completion.

The Fire Chief shall be required to install a functional Mutual Aid system with appropriate documentation (MOUs, letters, contracts, etc.) indicating the mutual aid (automatic or as requested). The Chief shall also ensure that at least 1 mutual aid training evolution per year in whatever format the Chiefs of all departments feel is needed.

The Fire Chief shall participate in, and support fully, the Emergency Management Agency for the Town of Bethel in the position as defined.

The Fire Chief has the power to delegate any responsibility to any other employee in their department as long as the Chief understands that the Chief maintains ultimate responsibility for the delegated task.

The Chief shall be the departmental representative in all matters that require representation, or as deemed necessary by the Town of Bethel Selectboard.

The Fire Chief shall actively pursue a 5- and 10-year plan for the development of the Fire Department in conjunction with the Advisory Board.

These are the main basic responsibilities of the Fire Chief but the listing here is not all inclusive. Other responsibilities may be added at any time based on departmental and Town of Bethel needs.

**Assistant Fire Chief** – Also known as the Assistant Chief (AC), is a command officer and is responsible for assisting the Fire Chief in any of their responsibilities and to maintain an understanding of the function of the Chief Officer. In addition, the Assistant Chief shall serve as the de-facto Personnel Manager for the department handling all personnel issues, dealing with discipline, overseeing department function, serving as the Incident Commander on scene, ensure the smooth operation of the department on all scenes and at the station, provide training oversight, and assume command when requested by the Fire Chief or as needed. The AC shall verify all activities and maintenance of all vehicles and equipment and ensure that all officers of rank below AC are acting in accordance to orders and responsibilities as assigned.

Additionally, as all officers are required, the AC shall make certain that all policies and rules as applicable to the Fire Department, are carried out and observed. SOG's are critical to the proper management of the Department and the AC shall ensure these are followed or any deviations needed and proper are allowed and documented.

Any breach of discipline or violation of policy, rules, guidelines or regulations that occur must be documented by the AC and the Fire Chief informed. Copies any written warning must be

provided to the employee committing the offence and to the record of the employee. Additionally, any verbal counseling given to any employee must be witnessed by another officer and an entry filed by the AC to show the subject of the verbal warning and signed by those present along with the date.

On occasion, as is warranted based on need, the AC can assume the position of company officer for fire ground evolutions, training, or any other departmental event for the purpose of supervising employees as well as day-to-day operations.

Must have served in a successful leadership roll previously as a Captain in the Bethel Fire Department or other similar type department, achieving those positional prerequisites.

Other responsibilities may be added at any time based on departmental and Town of Bethel needs.

**Captain** – The Captain is a company officer position and is responsible for operations of the entire Station answering to the Assistant Chief. The Captain shall ensure that all personnel are assigned to activities in line with their position and standing. They are also tasked with assisting the Fire Chief in their assigned activities and serve a supervisory role on scene. The Captain must insure that all equipment in the station, emergency and non-emergency, is maintained in full functioning mode. Additionally, the Captain shall achieve needed continuing education requirements and is expected to achieve NIMS 300, 400 certifications during their tenure. They should seek out and achieve certification for Fire Officer 2, and consider Fire Instructor 1. The Captain will serve as an instructor on in-house training when requested by the Training Officer and/ or the Safety Officer. The Captain may also serve in a Chief role when requested or at times of extended absence by the officer above this position in order to preserve good order and discipline. The Captain shall also serve as the company Training Officer when that position is vacant.

Must have served in a successful leadership roll previously as a Lieutenant in the Bethel Fire Department or other similar type department, achieving those positional prerequisites.

Other responsibilities may be added at any time based on departmental and Town of Bethel needs.

**Lieutenant** – This position is a Company Officer position and is responsible for crew management and task direction. The Lieutenant shall assist the Fire Chief in accomplishing their assigned tasks and will serve to supervise a team on scene with a specific responsibility, or may supervise extended operations based on the needs of the Incident Commander. They will serve as an instructor for in-house training evolutions when requested. Additional assignments can be made for extended tasks. The Lieutenant must achieve needed continuing education including NIMS for Public Information Officer, Communications, and Staging Officer. They should seek out and achieve certification as a Firefighter II, Fire Officer 1, Engine and Tanker Operations, and maintain HazMat Awareness and Operations continuing training. The Lieutenant may also serve as the Assistant Training Officer.

Other responsibilities may be added at any time based on departmental and Town of Bethel needs.

Additional offices including Company Safety Officer (SOG G-001) Administrative Clerk, and Training Officer (SOG C-001) are not dependent on rank but appointed by the Fire Chief. On scene Safety Officer is determined at the time of each evolution and will be treated in a separate SOG G-001 Company Safety Guidelines.

**Senior Firefighter** - Senior Firefighter is determined by time in service as a Firefighter 1 and may assume the duties of a lieutenant when required. On scene, the Senior Firefighter could and should establish Incident Command and assume the role of IC. At all times they will serve as mentors for all members that are new or listed as a recruit before achieving Firefighter 1 certification.

Other responsibilities may be added at any time based on departmental and Town of Bethel needs.

### **Final Statement**

The Officer Corp is the backbone of the Fire Department and as such must be the best they can be. The work they do is critical in the development, implementation, function and work of the department. They ensure all equipment is at a high state of readiness at all times, and that all members are correctly trained on the use of that equipment as well as correct techniques and the knowledge of how to safely handle many situations and emergency evolutions. The abilities of the Fire Department are directly tied to the work they put in and willingness to achieve training and pass on that information. It is hoped and expected that all members will work to achieve these ranks.

It is the responsibility of all members to read, understand and follow this Standard Operating Guideline.

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**Chief**

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**Date**

I have read and understood the SOG B002 for Position Responsibility and my need to follow it to the letter. (Sign Below)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

# **Bethel Fire Department**

## **Application Procedures - SOG**

**A-002**

### **Purpose and Policy:**

Attendance in all departmental activities is required to maintain employment/ membership in the Bethel Fire Department. This is to ensure that all members stay involved, that the safety and capabilities of the department always remain at peak levels, that all members are equal in participation, and that no one member is seen or actually receives preferential treatment. All members will be expected to participate and support all aspects of this department including, but not limited to, general meetings, training, fund raising, community activities, station maintenance, equipment maintenance, and incidents. No member is excluded from this requirement for any reason.

The application process is designed to ensure the Town of Bethel and the Bethel Fire Department knows the basics of a potential members past history.

### **Requirements:**

The basic requirements for membership are:

1. Firefighting requires a very great physical effort therefore, all new members must be in a general, overall good health and fitness.
2. A valid motor vehicle operator's license (Driver's License) with no suspensions in past 5 years and no record of DUI/ DWI.
3. High School diploma or GED
4. Agree to seek out and pass the Firefighter 1 course at the first opportunity.
5. Successful passing of the Background Check.

The application packet should be picked up from the town office and returned to the town office. The Town of Bethel will do the verification process. Once the information has been verified, the applicant will be called in for an interview with the Fire Advisory Board. Once the board gives its approval, the packet will be forwarded to the Fire Chief for their follow-on interview which might take place in the presence of the entire membership. Once the membership approves, the applicant will be considered a probationary member for a 1-year period and must meet all expectations made of them by the Fire Chief. During the probationary period, the applicant can be dismissed at any time for cause.

The application packet will contain the application, a release to do a driver's license check, all appropriate tax forms. These must all be filled at the same time. If there are existing certifications from previous fire department experience, these must also be filled with the packet for consideration. This includes all NIMS certifications.

**Final Intent:**

This policy is intended to make clear the procedure for obtaining a town position on the Fire Department. Other positions may be available for non-firefighter roles that may have different requirements such as driver only. At such times, some of the requirements will be listed as exempt.

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

Printed Name: \_\_\_\_\_



**Bethel Fire Department**  
**Employee Character - SOP**

**A-004**

**Purpose and Policy:**

The Bethel Fire Department must function in a wide variety of environments and is always in the public's eye. The team concept of this department leaves no room for members that cannot be trusted in any scenario, under any circumstances, and at any moment and, as such, cannot afford the time it would take to ascertain which members are responding, who gets along with whom, and how the public feels when knowing that the person in the bunker suit is someone they cannot trust in their homes, around their family members, or with their emotions on the worst day of their lives. As such, it is critical that all members be of good, trustworthy, and proven integrity. As such, the following Standard Operating Procedure, not a guideline, is now in full force.

**Requirements:**

1. All new employees will be background checked and all references verified prior to interviews and hiring.
2. Any member coming under investigation for any crime of violence, terroristic acts, theft of property, sex offences, arson, DUI/DWI, or any other activity considered inappropriate of a criminal felony nature will be placed on suspension until the results of the investigation is concluded.
3. Any member who is convicted, or pleads guilty, of the above crimes will be dismissed immediately.
4. Any member already on parole who has conditions limiting their time, where they can go, or who they can have contact with will not be counted as attending any event where a conflict occurs or can occur. This department will not be responsible for these violations should they occur.

**Final Intent:**

This policy is intended to inform the company of the action this department will take for any such offense(s) as listed above. No exemptions or conditions are possible.

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

Printed Name: \_\_\_\_\_

# **Bethel Fire Department**

## **Company Safety SOG**

**G-001**

### **PURPOSE**

The purpose of this policy/ SOG is to begin the conversation of Safety in the company/ department. Begin because the conversation on safety should never end. The nature of this job begins with risk and ends with risk. From training properly to returning to the station and putting equipment back in service, even traveling home, involve some level of risk. The fire service preaches the absolute need and value of Risk Assessment. 'Risk little to save little/ risk a lot to save a lot' is the mantra and the guardrails for which the fire service must work inside. Establishing a safety conscious work environment is the key to keeping risk down to levels that the firefighter can work in to accomplish the goals the Bethel Fire Department has established. Keeping this Risk Potential down increases the ability to affect the curve of what is doable over what is risked. A new recruit un-practiced in the use of equipment or operations like how to wear an SCBA (Self Contained Breathing Apparatus) is much more likely to make a big mistake that could result in injury and even death. Once this happens, the other members of the company become more likely to encounter much higher risk levels in their attempts to deal with the added problem that comes from non-trained personnel. Risk for any situation is based on the weakest link in the evolution.

To accomplish this requires a continuous dedication to following all safety rules that are laid down throughout the SOGs for the department and those that are specific to each piece of equipment as well as situational safety dictated by the incident, training evolution, or everyday business. This is accomplished through training, that is training like we work. It is the repeated opportunities to think and act in a real-life manner that develops that muscle memory that makes safety stay at the forefront of all operations from walking into the station door to walking out at the end of any event safely.

The individual that will be dedicated to the safety aspects of all the department does and insure it is always at the front of training is the Company Safety Officer (CSO). The CSO has eyes and ears on every activity in which the department is involved by On-Scene Safety Officers (SSO).

## **POLICY**

Training activities and requirements are dealt with in SOGs in section C.

### **Company Safety Officer:**

Safety is the focus of this SOG and begins with the appointment of a Company Safety Officer. This officer is not required to act as safety on scenes except if need arises such as direction given to the On Scene Safety Officer. Therefore, the position can be assumed by any other company officer who can then act in their original role for that officer position. The CSO is responsible for the safety environment in the company overall. This includes incorporation of a Safety Officer in every event or incident conducted by the company. For instance, a training event will have an instructor(s) to conduct the training and also an individual dedicated to nothing else but safety of the company. This can be the CSO or another member. This individual will ensure that a proper safety briefing be included in all non-emergency events like training. They will ensure that all safety rules and procedures are followed and will do nothing else but watch the activity and correct safety mistakes. The CSO will make sure that proper equipment safety, training, and maintenance is done on each and every piece of equipment. This includes vehicles. The CSO shall hold periodic safety briefs and lectures for the entire department as needed or a minimum of 2 times per year.

### **On Scene Safety Officer:**

The On Scene Safety Officer will be any member assigned to that position on arrival at any scene/ incident. They are also appointed at any event the department conducts. They shall be appointed by the CSO or the Incident Commander. The OSSO can be the CSO or any other member that has had some training in on scene safety. This will hold true for all events conducted by the company.

This individual will ensure that a proper safety briefing be included in all non-emergency events like training and fund-raising. They will ensure that all safety rules and procedures are followed and will do nothing else but watch the activity and correct safety mistakes. They will add comments to any review of an event at the after-action discussion concerning safety.

This SO can shut down all activities immediately either at the task end such as a Fire Team or at the Incident Command (IC) for the entire event. However, they must be prepared to justify that position.

### **General:**

- It is highly recommended that the CSO take the Fire College course on Safety Officer. Then they can return and teach the OSSO properly.
- On bigger scenes and events, especially with activity occurring in multiple locations, multiple OSSOs may be used and will be responsible for their location which could be a couple miles or floors in the same building.
- All members of the Bethel Fire Department shall place safety at the front of their thinking at all times.
- All members shall pay very close attention to each SO and do as instructed.

- Accountability tags will be maintained by all members and 1 set turned over to the IC on arrival while reporting for assignment. The second will be used if entering an IDLH (Immediately Dangerous to Life and Health) environment.
- Proper Personal Protective Equipment shall be worn on every evolution including eye protect, gloves appropriate to the situation, head protection, and the proper outfit as available.
- If a member has not had training on any piece of equipment, and knows it's safety precautions, they shall not operate that equipment, tools, or vehicles.
- If a member has not had training on fireground operations, interior fire operations, extraction, rescue, first response, or any other evolution conducted, they shall not participate in those activities and will report to the IC for a general assignment.
- All members shall conduct themselves under NIMS protocols on every evolution conducted by the department whether on scene of a big event or conducting a fund raiser.

## FINAL INTENT

Being a Safety Officer is so much more than just collecting Accountability Tags. It is about understanding the aspects of accidents, stopping unsafe activities, or seeing potential future problems. Firefighters should work in teams so each one has the other's back. The SO has the backs of everyone. They watch the entire evolution from the activities of the fire ground personnel to the conditions of the event. They pay attention to anything that will increase the risk in the situation such as a leaning wall, failing support structures, downed electric wires, and so many others. Their sole responsibility and focus must be exclusive to the safety of all. The SOs will question everything and not be shy about bringing issues up to be corrected, or being forceful when a situation requires it. Any safety breach will be listed on the written fire report to record the information and to work on correcting this going forward.

It is not possible to list all safety rules and regulations that must be observed here. It is, none-the-less, critical that the CSO seek out, learn and disseminate all safety information they can acquire. It is also critical that all members are trained properly for all class situations that might be encountered including Firefighter 1.

It is the responsibility of all members to read, understand and follow this Standard Operating Guideline.

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Fire Chief

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Date

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Printed Name



**Bethel Fire Department**  
**Fire Chief Notification**

**A-003**

**Purpose and Policy:**

The Fire Chief is head of the department and ultimately responsible for all members and is equally responsible to and for the taxpayers of this town and all people present. As such, the Fire Chief must be, at all times, aware of any and all major events concerning the welfare of the community, department, and all souls present within the confines of the Town of Bethel in any matter concerning the tasks and responsibilities assumed by and assigned to the Bethel Fire Department.

**Requirements:**

The Fire Chief shall be immediately notified for any of the following reasons:

- Death of any department employee, from any cause, on or off duty
- Injury of any departmental employee
- Any potential or actual Hazardous Materials Incident
- Any incident that is a Mass Casualty Event
- Any major violation of departmental policies and guidelines
- Any incident involving departmental equipment or apparatus
- Any incident involving the notification of or call out of county, state or federal resources, for example VSP, other law enforcement, Vermont State Hazardous Materials Response Team, and rescue unit, EOC activation, etc.
- At any time a citizen lodges a complaint verbally or in writing, to any officer or member
- When any Firefighter, truck driver, or member has driving privileges suspended or removed for points or for an infraction such as DWI/ DUI.
- At any time any employee is charged or under investigation for any crime.
- At any time it is not clear notification of the Fire Chief is required, notify the Fire Chief

**Final Intent:**

This policy is intended to inform the company of the need to inform the Fire Chief for any major event which occurs on the Chief's watch, and to take away any doubt of when to inform if not clear.

It is the responsibility of all members to read, understand and follow this Standard

Operating Guideline

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

Printed Name: \_\_\_\_\_

# **Bethel Fire Department**

## **Fireground Accountability**

**A-013**

### **Purpose and Policy**

To establish a comprehensive and functional personnel resource tracking system for the Bethel Fire Department which provides for the accountability of all personnel operating at an emergency scene.

### **Scope**

This guideline applies to all officers and firefighters of the Bethel Fire Department. All personnel will adhere to this accountability system; furthermore, they shall utilize the Personnel Accountability Location System (PALS) in order to ensure everyone's safety. The PALS system should be utilized by all personnel who are: on-duty, participating in training, and while operating at an emergency scene.

### **Definitions:**

**Company:** A single tactical unit equipped with tools and equipment, that can be used on an incident.

**Crew:** A team of individuals with an identified work Supervisor that can be used on an incident. The minimum crew size for the Bethel Fire Department shall be two personnel.

**Division:** Divisions are used to divide an incident into geographic areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

**Group:** Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division (See Division).

**IDLH:** Acronym for Immediately Dangerous to Life and Health. The presence in the atmosphere of any inhalable agent capable of causing severe injury or death after a brief exposure to it. In operational terms, the presence of any airborne contaminant that people should avoid unless they have access to respiratory protection.

**MARC:** Acronym for Member Accountability Roll Call. An action point in an incident, where Fire Dispatch notes 20-minute increments, to act as a prompt for the incident commander to elect to conduct a roll call. The 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 the radio in order to keep operational channels open for emergency traffic.

**PALS:** Acronym for Personnel Accountability Location System. A tracking system which utilizes nametags to accurately track personnel operating at an emergency scene.

**PALS nametag:** A 3/8" by 2" plastic name tag, assigned to all personnel of the Bethel Fire Department, with a hook. Chief Officers will have a white tag, Company Officers will have a blue tag, Senior Firefighters will have a green tag, all other members will have a red tag.

**PAR:** Acronym for Personnel Accountability Report. A roll call of all personnel who are not assigned to staging.

**RTS:** Acronym for Riding the Seat. The Fire Officer or Senior Fire Fighter in charge of a fire department company.

## **Guidelines:**

### A). PALS Procedure and Usage.

1. The Incident Commander shall maintain an awareness of the location and function of all crews and personnel operating at an incident scene. In order to facilitate this, a Personnel Accountability Location System (PALS) will be used at all times. The PALS system will present an organized and reliable method of tracking personnel operating on incident scenes.
2. All personnel must ensure that crew integrity is maintained at all times. All crews will remain together. Personnel operating in an IDLH environment must operate in at least pairs, while maintaining voice or visual contact with one another at all times as outlined in OSHA [20CFR 1910.134 (g)(4)(i)].
3. All Division and Group supervisors, RTS personnel, and Crew Leaders shall have a working radio. If a radio fails while working within the IDLH environment, all personnel must exit, unless there is another working radio within the group, company, or crew.
4. At any incident where personnel are operating in an IDLH environment, the Incident Commander will use the 20-minute tactical benchmark. The 20-minute MARC will be prompted by Fire Dispatch. At this point the Incident Commander may conduct a Personnel Accountability Report (PAR) of all of the Companies operating at an incident and not assigned to Staging. The PAR should reconcile with the accountability of the PALS passports.
5. PAR benefits and communication:
  - a. For a company officer/RTS and Crew Leaders, a PAR is a confirmation that all personnel assigned to his/her company/crew are accounted for. A PAR within a company or crew is conducted by face-to-face communication within the single resource.
  - b. For Division and Group Supervisors, a PAR offers accountability of all companies and crews assigned to the Division or Group. A PAR within a Division or group may be conducted face to face or via Radio with the Incident Commander or Operations Section Chief.
  - c. For the Incident Commander or Operations Section Chief, the PAR offers accountability of the Division or Group Supervisors and those subordinates working under their direction. A PAR requested by the Incident Commander shall be conducted via radio.
  - d. In order to allow enough time for members to ensure an accurate PAR report, the member initiating the PAR check, should announce via the radio, "all units, stand



by for a PAR”. The member should then wait a reasonable timeframe (60 seconds) then initiate the PAR via the radio.

6. A Personnel Accountability Report (PAR) should be initiated by the incident commander in the when:

- a. There is a report of a missing or trapped firefighter.
- b. There is a change of tactics from offensive to defensive.
- c. There is a sudden hazardous event – flashover, backdraft, collapse, etc.
- d. Anytime the Incident Commander feels necessary.

7. Lost or Missing Members. If, upon completion of a PAR, personnel are noted to be lost or missing, the Division/Group Supervisor or Crew Leader must immediately notify the incident commander. The incident commander will declare a “MAYDAY” for the lost/missing person. Command should consider activating the Rapid Intervention Crew (RIC) to the last reported working area of the unaccounted for member to begin a search.

#### B). PALS – Daily Use

1. Personnel Name Tags All personnel of the Bethel Fire Department shall be assigned two (2) PALS system nametags, which clearly identify the firefighter’s name. Each PALS nametag shall be attached to the underside of the rear brim of each firefighter’s helmet, when not being used for accountability.

2. Pump/Aerial Driver Operators If individual personnel of a company are working outside of the hazard area (such as pump operators & tanker operators) their name tags shall be placed upside

down on the vehicle passport upon collection. The company officer (RTS) and back end positions will remain in their respective places on the passports.

3. Compliance and Safety Company Officers/RTS Personnel shall be aware and account for their personnel at all times while working at the incident. They must work to ensure that all personnel assigned on their apparatus have their nametags on the passport in the correct place.

4. Lost Nametag Replacement Members who lose a nametag and need replacement shall submit a request to the Assistant Chief.

#### C). PALS Passports – Multiple Alarm Incidents

1. One of the first positions that the incident commander should establish after escalating the alarm, is the role of the accountability manager. This person can be an On-Scene Safety Officer. The accountability manager shall assume the responsibility of maintaining the PALS system. Please note: The accountability manager is not the same person who assumes the role of Staging Area Manager

2. All personnel arriving at the scene of an incident that has escalated to a second alarm or greater shall report to the accountability manager. If no one has yet been identified as the accountability manager, they should report to the incident command post. No multiple alarm call personnel shall operate at any incident without utilizing the PALS system. Members operating at an incident scene without their assigned tags, may report to the Staging Manager or designee to receive a numbered tag for tracking themselves during the incident.

3. The accountability manager should deploy the PALS accountability board and collect the passports of initial companies at the scene. The accountability manger shall work with the incident

commander to identify the location of the companies operating on the incident scene and mark their location on the accountability board.

4. As individuals arrive on scene they must report to the accountability manager. The accountability manager will collect each person's PALS nametag and check them in to the incident. The accountability manager will then assign personnel to crews. The minimum crew size shall be two (2) personnel, where at least one member shall be the rank of Senior Firefighter or above. Each crew shall be assigned a passport crew number at the top. The PALS nametag of the Officer/RTS of each crew shall be placed at the top of the PALS accountability board tag holder. This person shall be the crew leader. The other personnel of the crew shall follow below. The accountability manager will then track crews and their location on the accountability board.

5. Individual nametags shall be utilized on the accountability board for personnel who arrive at the scene and are assigned a task for other functions in the incident command system that are not specific to apparatus or a crew (i.e. filling air cylinders, rehab officer, or staging manager).

6. Companies that have completed a task at an incident scene and have been released to rehab and/or staging, shall check in with the accountability manager as soon as practical after exiting the IDLH environment.

7. Companies that are being relieved from the scene, yet are made up from mutual aid personnel as a result of the multiple alarm, are to check out with the staging manager to retrieve their nametags prior to departure from the scene.

## **V. Responsibility:**

A. The Incident Commander shall be responsible for overall personnel accountability for the incident.

B. Each Division or Group supervisor shall be responsible for maintaining an awareness of all the crews assigned to them.

C. All personnel must understand who they report to within the ICS system of an emergency scene, as well as those personnel that they are responsible for. No personnel shall operate outside of direction of their ICS Supervisor. **Freelancing will not be tolerated.**

D. Each company officer or person Riding the Seat shall be responsible for ensuring that each firefighter on the apparatus has attached their nameplate on the PALS board, at all times.

E. Each firefighter shall be responsible for ensuring that their nametag is stored on their helmet when not in use, and placed on the accountability board when reporting for duty.

F. In the event of a complex incident, that has not escalated to a multiple alarm, the IC shall be responsible for assigning personnel to collect passports and maintain the accountability board, as conditions warrant.

## **Final Intent:**

This policy is intended to inform the company of the basics of the accountability system Bethel Fire Department employs. While small calls such as First Response or alarm activation – investigate may not require any system due to the small size of the response, it is critical that any

operation involving personnel that are or may be exposed to an IDLH situation must be accounted for at all times. Limited air, fast evolving situation, and time require immediate knowledge of who, what, and where in order to effect a rapid intervention.

**It is the responsibility of all members to read, understand and follow this Standard Operating Guideline**

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

Printed Name: \_\_\_\_\_

# Bethel Fire Department

## Communication Protocols SOG

**D-009**

### **PURPOSE**

1. To promote efficient and effective Fire Department communications.
2. To provide consistent and uniform procedures for dispatching the fire department units to the various types of emergencies incidents to which it responds.
3. To dispatch any fire or medical emergency within 30 seconds after initial receipt of the call. In accordance with NFPA 1221, 95% of all alarms should be dispatched within 30 seconds and in no case longer than 60 seconds.

### **POLICY**

#### A. Voice Communications by radio

1. Speak in a slightly above normal tone of voice, slowly and distinctly. The utmost professionalism must be used at all times.
2. The Echo Procedure should be used to acknowledge any traffic from fire department units. As fire department units report in route, acknowledge and repeat the call information.
3. Select the appropriate repeater that works best in the area the radio is located in when talking on the repeater is required.
4. After pressing the PTT button, wait for 1-2 seconds to allow the repeater to key up and/ or the radio identifier to be sent.
5. Letters in addresses should be pronounced phonetically. Apartment addresses must include apartment complex name, address, and apartment number.
6. Clear text communications shall be used at all times on the radio.
7. The radio should not be used for casual conversations or explanations.
8. Sensitive or confidential information may be relayed over the cellular phone.

#### B. On Dispatch Procedures

1. After obtaining the call information, determine the appropriate response units.
2. All Units will report themselves in route, repeat the location and state the number of persons onboard.
3. Command units will report themselves in route and either state their destination or repeat the call and location.
4. Command can request additional Mutual Aid be dispatched (or placed on Stand By) after notification of going in route and before arrival to facilitate the response time.

#### C. Incident Command

1. Incident command shall be established on all responses, except single unit calls (Cat. 1) i.e. "C-1 on scene, establishing Church Street. Command."
2. The officer on the first arriving unit will establish Incident Command and report by radio the conditions found on their arrival. Dispatch will repeat the report and subsequent order using the Echo Procedure for confirmation.

3. All communications are to be directed through the Incident Commander (IC) once established.
4. Dispatch will be notified anytime there is a transfer of command on scene.

#### D. On Scene Procedures

1. Once arriving on the scene of a working fire or other incident where there should be substantial on scene communication, all communications should be switched to Bethel Fire Ground or other tactical channels as assigned by the IC. This would decrease the amount of traffic going to dispatch and allow for clearer communications on scene.
2. Bethel Ground Channels should also be used for special events and training.
3. All on scene radios must remain in the SCAN OFF mode unless directly indicated by the IC
4. Communications between the on-scene IC and Dispatch shall be on Bethel Dispatch Channel.
5. In accordance with the ICS, once established, only the IC shall communicate with Dispatch.
6. At a minimum, all Division Officers, Section Supervisors and Strike Teams (Fire Teams) will have at least 1 radio.
7. At any incident where personnel are operating in an IDLH environment, the Incident Commander will use the 20-minute tactical benchmark. The 20-minute MARC will be prompted by Fire Dispatch. (Detailed in SOG A-013 Fireground Accountability) At this point the Incident Commander may conduct a Personnel Accountability Report (PAR) of all of the Companies operating at an incident and not assigned to Staging. The PAR should reconcile with the accountability of the PALS passports.

#### E. Request for mutual aid

1. Requests for mutual aid shall be at the discretion of the IC. These requests shall be based on incident location and the specific aid needed.
2. Once the mutual aid agency has been notified, Dispatch should report the response with an ETA, if possible, to the IC.

#### F. Mayday Procedures

1. Any member operating at an emergency incident may initiate a call for "Mayday" if they are in immediate danger. All other radio traffic will cease and the Mayday will be given priority. All other traffic not concerning the Mayday and rescue shall be conducted on another channel as announced by the IC or Communications Officer.
2. Once the Mayday is acknowledged by the IC, Dispatch will activate the Alert Tones and state the unit's number and that unit has called a Mayday.
3. If the IC has not acknowledged the Mayday within 10 seconds, Dispatch is to automatically activate the Alert Tones and advise of the Mayday.
4. During the Mayday, only the endangered firefighter(s), the IC and the RIT are to be on the radio.
5. The IC is to obtain a LUNAR report and react accordingly. (Location, Unit Number, Name, Assignment and Air Supply, Resources Needed)

#### G. Evacuation Order

1. At times when conditions warrant, the IC or the on-scene Safety Officer may order an immediate evacuation of the structure or area.

2. Once the evacuation has been given, Dispatch will activate the Alert Tones and advise all units of the evacuation order.
3. Dispatch will then stand by for PAR report. (Personnel Accountability Report)
4. Acknowledge the PAR report.
5. The Engineer shall sound 3 repeated 5 second blasts from the airhorn.

#### H. Mutual Aid

1. When Dispatch pages out for Mutual Aid, the response will be appropriate to the Aid request, meaning if the request is for a Tanker, then a Tanker responds with sufficient personnel to accomplish the objectives of a tanker crew.
2. Additional Aid requests will be dealt with in the same manor while always maintaining sufficient equipment and personnel to cover the needs of the Bethel community.
- 3.

#### I. Leaving Scene

1. All Portable Radio Units will be returned to the appropriate and correct charger.
2. Incident Command will advise Dispatch that the situation is resolved, command is terminated, and all units are clear of the scene. Example: "Church Street Command to State Dispatch, the fire is out, terminating Church Street Command, all Bethel units now clear of the scene in route back to quarters".

## RESPONSIBILITY

- A. It is the responsibility of all Fire Department members to strive to communicate clearly and concisely in all radio traffic.
- B. It is the responsibility of each unit to communicate with the dispatch center that unit's status.
  1. Example: "Bethel Engine 1 to State Dispatch, Bethel Engine 1 in route to 123 Main Street East Bethel, 2 aboard".
  2. Example: "Bethel Engine 1 to State Dispatch, Bethel Engine 1 on scene"
  3. Example: "Bethel Tanker 1 to State Dispatch, all Bethel Units back in Quarters"
  4. Example: "Bethel C-2 on and responding to the station" "Bethel C-1 on and responding to structure fire, 123 Main Street"

## Definitions

- A. **Alarm:** Unit or group of units assigned to respond to a particular type of incident.
- B. **Echo Procedure:** Procedure by which the receiver repeats information received over the radio to ensure correctness.
- C. **Incident Commander:** Commanding Officer at the scene of an incident following National Incident Management System (NIMS) guidelines. (IC)
- D. **LUNAR:** MAYDAY status report given by a downed firefighter. Location, Unit assigned to, Name, Assignment and Air Supply Remaining, and Resources needed for rescue.
- E. **MAYDAY:** Term used to indicate an immediate threat to the safety of a firefighter.
- F. **Operational Mode:** Mode used to indicate the type of fire attack being deployed at the reported fire.
- G. **Personnel Accountability Report:** Report used to account for all personnel operating at an emergency incident. (PAR)
- H. **Special Alarm:** A response requested by the IC that does not follow the standard response. (i.e. A technical rescue request or an Aerial device.)
- I. **Rapid Intervention Team:** Team assigned for the rescue of a downed firefighter. (RIT)

## FINAL INTENT

It is the intent of this policy to establish correct radio procedures for certain situations. Not all incident types can be accounted for, but should be dealt with as close as possible to an existing procedure as modified by need. The need for clear and concise communications is critical in all responses. Correctly formatted and predictable formats for communicating aids in the assimilation of these incoming and outgoing messages and insures a correct response.

It is the responsibility of all members to read, understand and follow this Standard Operating Guideline.

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Fire Chief

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Date

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Printed Name

## **Bethel Fire Department**

### **Accident Review Board**

**A-010**

#### **Purpose and Policy:**

Any and all accidents which occur to equipment, vehicles, or the employees of this department, the Bethel Fire Department, must be examined in detail to avoid repeats where possible. To safeguard the safety of our members remains the highest goal as a department, and understanding what went wrong will allow the department to make necessary changes in its policies and procedures as well as training to better prepare the department's employees for the work that may come up in their career with the Fire Department.

Equipment cost a considerable amount since most is involved in fire department activities, it can take a considerable amount of time to repair or replace leaving the citizens of the Town of Bethel, and all people passing through, in jeopardy. Proper use of the department's equipment is critical, not just for the equipment's sake but also to safeguard the user or any other people within the zone of impact affected by the equipment such as victims being extricated from a vehicle or other situation. Vehicles can have the biggest impact on people and the environment while running a hot call or normal day-to-day business. Any vehicle must be operated by trained and approved operators that are responsible for all aspects of the vehicle and the impacts they could have on the public.

To this end, this department shall utilize and Accident Review Board, comprised of the full Fire Department Advisory Board (4) to determine what went wrong, why, and how the department deals with the results going forward. They will function under their own specific rules. This is an internal review for the purposes of data collection and not intended to be solely about fixing blame. A report will be generated and released to the Select Board, Town Manager, and Fire Department within 60 days of the incident.

#### **Requirements:**

This review action shall be conducted for any activity with a vehicle that causes more than \$500 dollars of damage to any vehicle, or any dollar amount where there is injury or death involved to any employee or member of the public, or property damage of any amount.

Additionally, this review action shall be conducted for any equipment which will cost more than \$300 to replace or repair, has a significant impact on the operational capability of this department, results in any amount of non-targeted damage to private property, or that results in the injury or death of any employee or member of the public.



The Fire Chief, the ultimate responsible party, and all departmental officers must ensure that proper training is done, and that no one without the proper training is allowed to utilize any departmental equipment, including vehicles. All members must work within their skill set at all times.

After any event requiring a review, all reports, witness statements, photographs, and any other items of an evidentiary value must be accumulated and delivered to the Board within 3-7 days of the trigger event. Any incident involving an injury or death shall require statements from all personnel present at the time of the accident. Additional information will be presented to the Board within 24 hours of being acquired. Additional interviews may and should be conducted as needed and should be done within a 30-day window. The Board will then discuss and cause to be drafted a report of their findings to be disseminated on final vote of the full board and within 60 days.

The Fire Chief shall provide all support and documentation requested by the Board. The Fire Department will also make available to the Board written procedures for the correct operation of any equipment in question so that the Board can have a full understanding of the equipment and the correct handling of the equipment in order to better suggest changes to the system.

The Advisory Board will draft changes to any SOG's if needed and the Fire Department shall implement and follow any recommendations given.

**Final Intent:**

This policy establishes the Accident Review Board comprised of the members of the Advisory Board including the Fire Chief. Due to the sensitive nature of this board in that it will always involve individuals/ personnel, this will be an executive session discussion and event without public participation. The public will, however, be entitled to a copy of the final report should the request be made, with all identifying information removed. If it is not possible to protect the confidentiality of involved individuals then the decision to release to the public remains with the Select Board. All effort must be made to keep the final report available to the public.

It is the responsibility of all members to read, understand and follow this Standard Operating Guideline

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

Printed Name: \_\_\_\_\_

# Bethel Fire Department

## NIMS and Incident Command

### A-012

#### **Purpose and Policy**

To establish a guideline that will provide for a uniform “on the scene” management system for all emergency incidents. To that end, the Bethel Fire Department has adopted the National Incident Management System which is a comprehensive approach to incident management that can apply to emergencies of all types and sizes. Under the NIMS model, the Department uses the Incident Command System (ICS), which is a standardized on-scene emergency management system used to manage resources during incidents.

#### **Scope:**

This guideline shall be applied to all emergency operations, not just structural firefighting operations. It is understood that the emphasis of this guideline is on structural firefighting operations, but that the procedures contained within may be *generally* applied to any emergency operation. Specific details pertaining to “out of the ordinary” incidents, such as technical rescue or hazardous materials responses will be addressed in further detail within corresponding Standard Operating Guidelines. Additionally, it should be acknowledged that routine medical calls and simple investigations – our typical responses - do not necessarily require the degree of detail as outlined within this SOG. In other words, it should be understood that we do not require the establishment of a fixed command post for the Incident Commander on a routine medical call, nor do we require a face-to-face transfer of command during the initial stages of an alarm activation

As with any emergency, the authority to deviate from this guideline rests with the Incident Commander (IC) or Fire Chief.

#### **Definitions:**

**“2 In, 2 Out”:** A term used to describe an entry safety team, with a required minimum of two personnel in the hazard area and a required minimum of two personnel out of the hazard area. The two members outside the hazard area may initially consist of the incident commander and a pump operator. Exceptions to this rule is when there is a reported or suspected life hazard where immediate action could prevent loss of life or when the fire is in an incipient stage where it could be controlled by a single portable fire extinguisher.

**Branch:** The method used to manage Divisions or Groups when the span of control has been exceeded. Branches may include divisions or groups.

**Division:** The method by which an incident is divided by geographic areas.

**Division Supervisor:** The individual assigned to supervise companies and personnel assigned to a “geographic” location.

**Exposure:** Any structure, occupancy, or object which is or may become damaged, destroyed, or threatened by the fire or the effects of the fire.

**Group:** The method by which an incident is divided by functional areas of operation.

**Group Supervisor:** The individual assigned to supervise companies and personnel who have been assigned a functional task. This supervisor, and assigned companies/personnel are not usually restricted to a “geographic” location.

**Geographic Location:** A physical location. As an example, at the scene of a structure fire, the fire floor would be considered a division. Likewise, on a large incident that spans two sides of a river running North to South, the incident commander might choose to divide the incident into an East and a West Division.

**IDLH (Immediately dangerous to life or health):** An atmospheric concentration of any toxin, corrosive, or asphyxiating substance, or an atmosphere that:

- Poses an immediate threat to life
- Would cause irreversible or delayed adverse health effects
- Would interfere with an individual’s ability to escape from the dangerous atmosphere
- Have an oxygen concentration of less than 19.5%.

**Incident Action Plan (IAP):** The written or verbal plan by which all incident supervisory personnel receive direction for actions to be implemented during the designated operational period.

**Strike Team:** A number of resources (usually 5) of the same kind or type, typically equipped with an operator or crew of individuals operating under and identified supervisor.

**Task Force:** A combination of mixed resources with common communications operating under the direct supervision of a leader.

## **Guidelines:**

### **A). First Arriving Unit**

1. The first arriving unit shall report on the scene and provide the brief initial report as outlined in SOG D-009 Communications.

### **B). Establishing Command**

1. The first arriving company should report on scene, provide the brief initial report; then establish and identify command by name, i.e., “Pearl Street Command.”
2. The first arriving unit may pass command, depending upon conditions on arrival or the proximity of the next arriving officer.
3. Should the first arriving unit choose to pass command, the second arriving engine or truck company shall establish command.
4. The on-duty shift commander, or next arriving chief officer, shall assume command upon reporting on the scene. This transfer of command shall follow the process as outlined within this guideline.

### C). Command Post

1. When multiple units are operating, the incident commander should establish a fixed command post, strategically located at the emergency scene, from which he/she will conduct operations.
2. Dispatch will be notified using the primary radio channel as to the location of the command post.

### D). Transfer of Command

1. Should generally be a face-to-face meeting of the two commanders to review the status of the incident.
2. The incident status review should include:
  - a. General incident status.
  - b. Location, extent, and conditions of emergency.
  - c. Effectiveness of control efforts.
  - d. Accountability for all units operating.
3. Dispatch, and all units operating, shall be notified when the transfer of command has been completed.
4. The new incident commander shall assume the title of "*Street Name Command.*"
5. The relieved officer shall be utilized to the best advantage of the incident commander.

### E). Termination of Command

1. Command will be in effect until the release of all units. As the incident is scaled down, command may be relinquished to subordinates with the appropriate transfer of command procedure.

### F). Expanding Incidents

1. Incidents should be organized in the simplest manner possible. The majority of incidents can be managed with an incident commander overseeing individual companies who have been assigned tasks, but occasionally additional layers of supervision must be added. When the recommended span of control is exceeded or when the incident complexity necessitates, the incident commander should begin to expand his or her command structure. The optimum span of control is 5, with a typical range of 3 to 7. As a reminder, within operations, we should begin expanding from the bottom up.
2. The most common form of maintaining managerial control is to establish division and/or group supervisors. Very rarely should it be necessary to designate branch directors.
3. During expanding incidents, it may be necessary to establish an operations section chief. This role may be filled by the initial incident commander who is relieved by a more senior fire officer.
4. Common General Staff Roles:
  - a. Operations Section Chief – responsible for all tactical incident operations and implementation of the incident action plan. In the incident command system, it normally includes branches, divisions, and/or groups.
  - b. Planning Section Chief – responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the incident action plan. Also maintains

information on the current and forecasted situation and on the status of resources assigned to the incident.

c. Logistics Section Chief – responsible for providing facilities, services, and material support for the incident.

d. Finance and Administration Section Chief – responsible for all administrative and financial considerations surrounding the incident.

e. Intelligence/Investigations Section Chief – when utilized, responsible for the information that leads to the detection, prevention, apprehension, and prosecution of criminal activities (or individual (s) involved) including terrorist incidents or information that leads to the determination of the cause of a given incident, such as public health events or fires of unknown origins. More frequently, found as a branch or group within the operations section.

G). This quadrant system is established to easily and uniformly identify particular building segments and exposures, with the intent to reduce confusion at an incident.

### 1. Side of Building Designation

#### a. Side Alpha

- (1) Facing the street.
- (2) Utilized as the building address-side.
- (3) Normally, the front of the building.

b. See Figure 1 for the standard “clockwise” side designations.

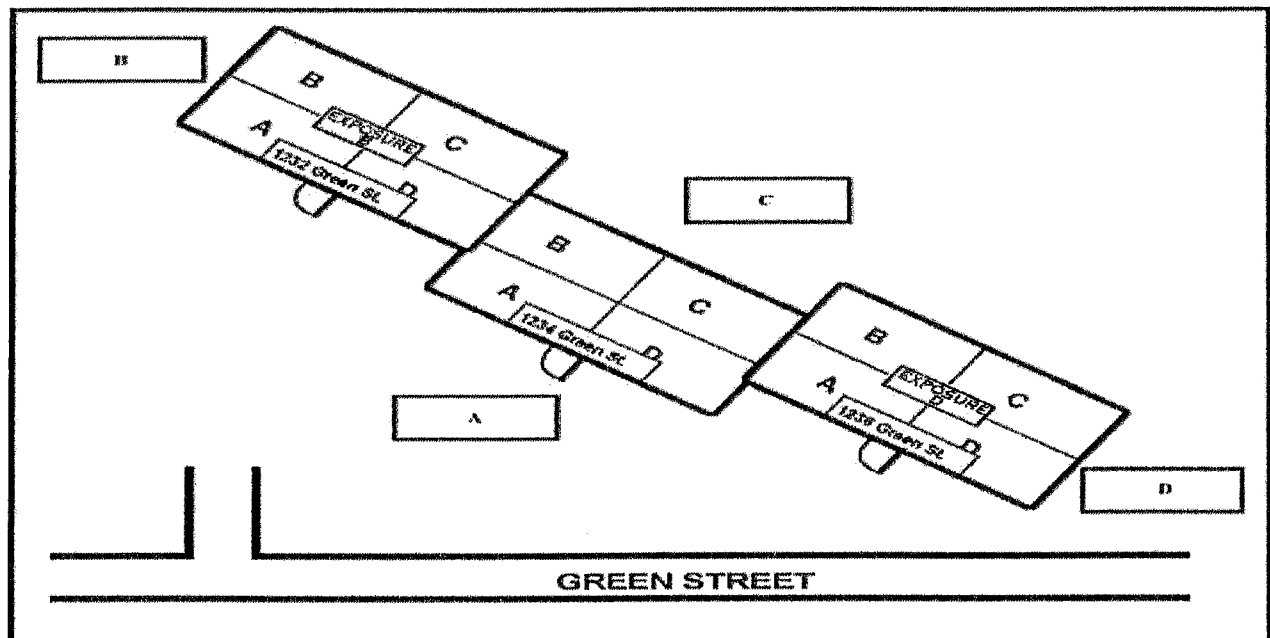
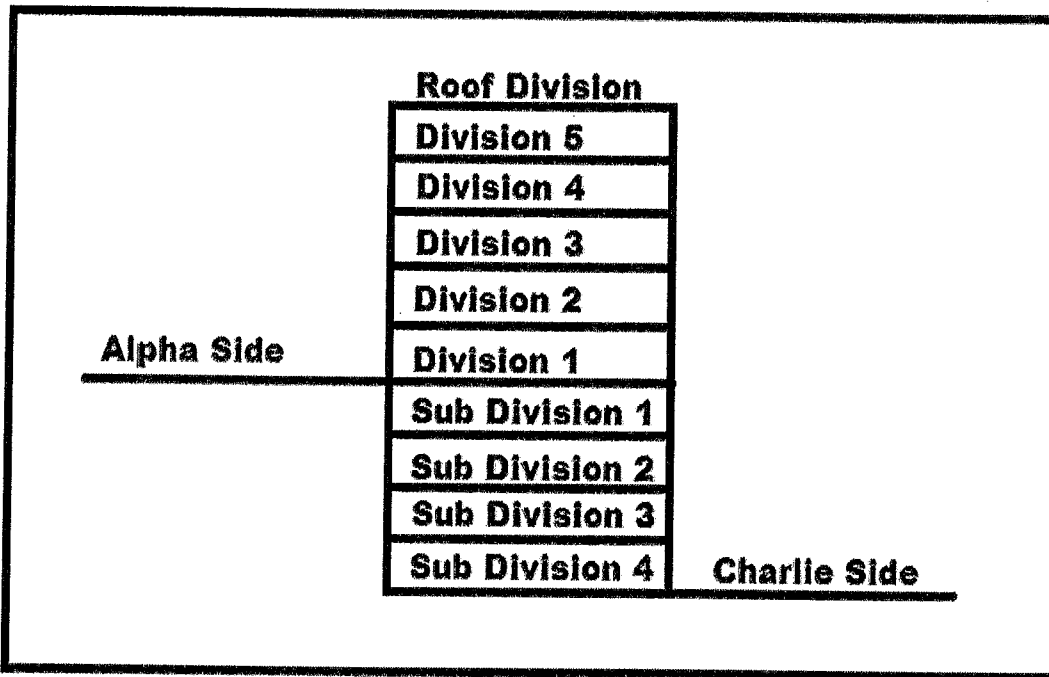


Figure 1- Dividing the Incident Scene

## 2. Interior Identification Process

- a. The interior shall be divided into quadrants A, B, C, and D; starting at the left front (Side Alpha) of building and moving clockwise.
- b. See Figure 1 for an example of this interior quadrant system.
- c. The floor numbering should be in reference to the alpha side. Count all living floors and the attic space.
- d. See Figure 2 for an example of floor designations.
- e. Under certain circumstances, it may be less confusing to use the floor designations already in place and being used by building occupants.




*Figure 2- Floor Designations*

## 3. Exposure Designations

- a. Coincides with the side of the fire building and progresses from “Bravo 1 Exposure” outward i.e. Bravo 1 Exposure, Bravo 2 Exposure, etc.
- b. See Figure 3 for an example of exposure designations.

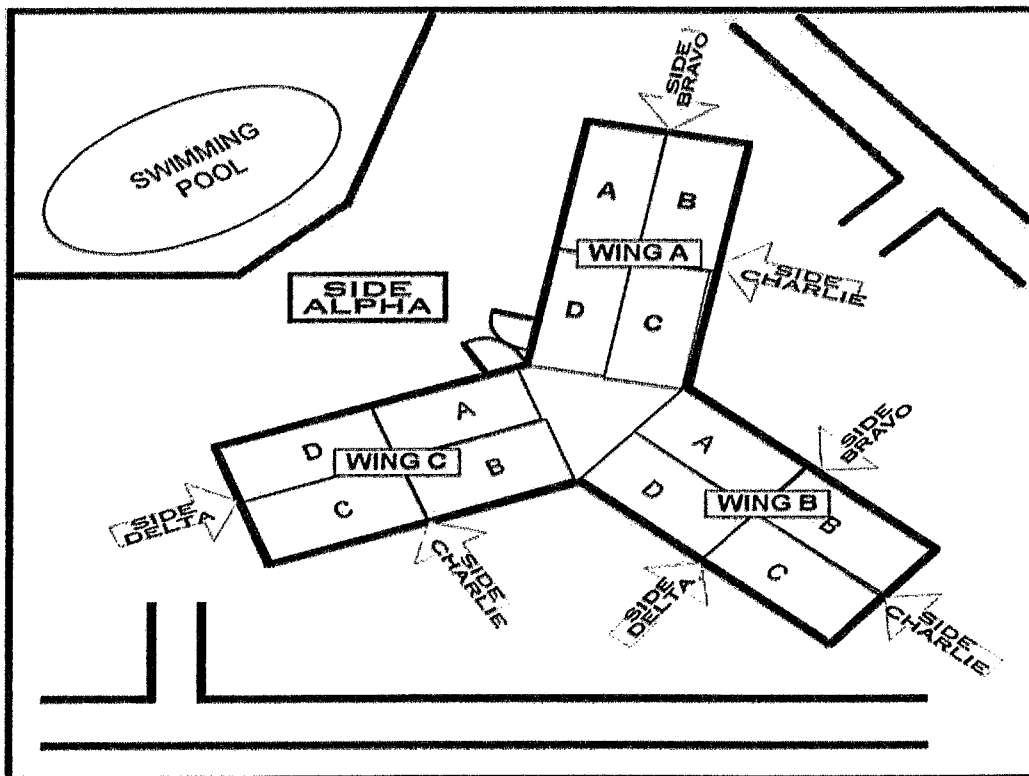
**Middle of the Row  
Exposure Designations**

<b>Bravo 3 Exposure</b>	<b>Bravo 2 Exposure</b>	<b>Bravo 1 Exposure</b>	<b>Fire Occupancy</b> 	<b>Delta 1 Exposure</b>	<b>Delta 2 Exposure</b>	<b>Delta 3 Exposure</b>
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*Figure 3- Exposure Designations*

4. Unusual Building Configurations and Building Wings

- a. Determine a landmark. (Swimming pool, command post, etc.)
- b. Base side alpha on the landmark.
- c. Determine remaining sides by clockwise flow.
- d. See Figure 4 for an example of how to address unusual building configurations.
- e. First due station captains should identify such buildings in their response area and prepare a preplan indicating a quadrant system designation. This preplan shall be disseminated department-wide.



*Figure 4 – Unusual Building Designs*

## **Responsibility:**

### **A). Incident Commander**

1. Establishes and identifies command by name.
2. Responsible for providing a Brief Initial Report, if not completed by previously arriving units.
3. Responsible for conducting a 360. If unable to physically conduct a 360, the incident commander will ensure that a size up is conducted of those sides of the fire building that are not accessible by his or herself. The information obtained by this size up, typically of the Charlie side of the building, will be relayed via radio according to SOG D-009 Communications
4. Responsible for ensuring compliance with "2 In, 2 Out".
5. Responsible to ensure RIC is established and maintained until operation is under control and structures deemed safe.
6. Responsible for on-scene accountability.
7. Responsible for determining the IAP and assigning responsibilities and tasks to accomplish objectives. (I.e., company assignments, assignment of division and group supervisors, etc.)
8. Responsible for designating a fire-ground channel, if not already assigned, and communicating this to all assigned units, as well as dispatch.
9. Responsible for providing 20-minute progress reports as outlined in SOG D-009 Communications
10. Responsible for authorizing the addition or release of units.
11. Responsible for ensuring compliance with all SOGs and department policies.
12. The incident commander shall make use of a chart whenever (5) or more units are operating.
13. The incident commander assumes directly responsibility for all command functions (i.e., operations, planning, safety, public information, etc.) unless designating these roles. If, on an expanding incident, such roles are filled, responsibilities will be consistent with the principles of ICS. The responsibilities for the safety officer, pertinent to our organization, are outlined within this guideline.

### **B). Safety Officer**

A safety officer should be appointed on every working incident and will report directly to the incident commander. The safety officer shall have the authority and responsibility to halt unsafe acts that might occur on the emergency scene.

1. Safety Officer Criteria
  - a. Appointed by the incident commander when required or deemed necessary.
  - b. Identified as "Safety" on the radio.
  - c. Normally will be the Chief of Training and Safety.
  - d. The safety officer will typically be positioned at the Command Post, but will have to be flexible and mobile on the scene to best observe conditions.
  - e. The safety officer shall not engage in operations unless safety is jeopardized.
2. Safety Officer Duties
  - a. Shall enforce all safety regulations in a fair and equitable manner.



- b. Shall ensure all personnel are wearing appropriate PPE on the emergency scene.
- c. Shall establish safety zones to protect both citizens and personnel.
- d. Shall maintain communication with the incident commander to advise of changing conditions and hazards.
- e. Shall halt any operations deemed unsafe.
- f. Shall assist in any incident critiques pertaining to incident safety.
- g. Shall assist in firefighter injury and/or death investigations.
- h. Shall prepare written statements of unsafe, flagrant, or repeated safety violations and submit said report to the Incident Commander and Chief Engineer.

**Final Intent:**

This policy is intended to inform the company of the basics of the National Incident Management System (NIMS) and to ensure NIMS, or some part thereof, is used at every event, emergency and non-emergency the department is involved in.

**It is the responsibility of all members to read, understand and follow this Standard Operating Guideline**

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

Printed Name: \_\_\_\_\_

# Bethel Fire Department

## Run Reports and NFIRS

**A-009**

### **Purpose and Policy**

The purpose of this policy is to establish guidelines for the uniform, comprehensive, and timely incident reporting for the Bethel Fire Department.

### **Scope:**

This guideline applies to all members of the Bethel Fire Department that are responsible for filling out run reports and NFIRS forms.

### **Definitions:**

**Emergency Communication Center (ECC):** The dispatch center for the Bethel Fire Department and uses the host name of State Dispatch.

**National Fire Incident Reporting System (NFIRS):** A tool that fire departments use both to report fires and other incidents to which fire department respond and to maintain records of these incidents uniformly.

**Officer-In-Charge (OIC):** The Officer that is in charge of the incident and the response.

**Records Management Software (RMS):** A software tool utilized to provide efficient and systematic control of the creation, receipt, maintenance, and use of records which capture the activities of the Bethel Fire Department and its personnel.

### **Guidelines:**

**Run Reports** – Run reports are used to record information on scene. These include all fields that will be needed for NFIRS input in the RMS used by the Bethel Fire Department. These forms, located in Appendix A, will be filled out as totally as possible. They serve as backup to the data entered into the computer system for data management (RMS). **Do not neglect anything if available.** Some items are based on estimates if needed such as water used.

There are three (3) types of forms:

A). **Fire** – used for all incidents where fire is involved including structural fires, wildfire, vehicle fires, electrical fires, and so forth.

B). **Motor Vehicle Accident (MVA)** – used for all motor vehicle accidents. If a fire is involved, use both the Fire and MVA forms under the same incident number but for the separate information needed such as water used and so forth.

C). **Other** – This sheet catches all other responses not Fire or MVA.

**The Run Form** - is used to immediately document everything possible that will or might be needed in the future. It is used to correctly enter information in the RMS and, subsequently, the NFIRS.

**Fill out the form in its entirety as best as possible!!!**

A). Property owners, drivers, responsible parties' names and addresses will be recorded.

B). VIN numbers will be recorded as well as insurance information (including policy numbers), vehicle make and model, all of these will be recorded.

C). All equipment used, including disposable items such as oil dry, will be listed along with quantity used.

D). Water supply must be recorded along with an estimate of water used. This is especially true of water supplied by the Bethel Water System through hydrants.

E). The OIC shall insure that this information is recorded before leaving the scene. The Narrative section can be completed at the station on return but must be recorded before leaving the station as this information must be correct and accurate to the moment.

F). A written statement (narrative) will be required by all officers:

1. When the full NIMS system is deployed.
2. When there is injury or death to a citizen.
3. When there is property damage resulting from department activities to Town or department assets.

G). A written statement will be required by all members present on scene:

1. When there is a death or injury to any member of the department, town, or safety community.
2. When there is a death or injury to any member of the public after departmental arrival.
3. When the fire scene becomes a crime scene such as possible arson or other.

H). These written statements will be entered into the RMS under the members name that writes the statement. The paper copy will be signed and filed with the written Run Report(s) of the event.

F). When the forms are completed properly, the OIC will be listed as filling out the forms (on the old forms while the new ones that changed in the summer of 2024) with their contact information, and in the appropriate place on the new forms.

G) The OIC, or the Company Clerk will then enter this form into the RMS used for recording data in its entirety as listed below.

**NFIRS Format Entry in the company RMS** - is required to track the data needed for making many future decisions including budgetary. This is also the format reported to the NFIRS system for FEMA using pre-determined codes and a common language. This is also where any reports required for insurance or other reasons will come.

A). An NFIRS incident report shall be completed on all incidents that are issued an incident report number.

1. Reports shall be documented using the Department's Records Management Software installed on the Department's computer system.

2. Each report shall have all required fields and pertinent data fields completed fully and accurately.

B). NFIRS Report Instructions

1. Basic Tab: Complete all areas applicable to your incident and all areas prompted by the RMS. Enter the actual address of the incident and note in the narrative section if the actual address is different from the dispatched location.

a. The "Scene Address" field should reflect the actual incident address.

b. The "Aid Given" field should only be changed if Bethel Fire Department resources are operating on an incident scene with another fire department.

(1) Mutual Aid received – Example: Barnard Mini responds to the scene of a multiple alarm fire in Bethel.

(2) Mutual Aid given – Example: Bethel Tanker 1 responds to the scene of a multiple alarm fire in Barnard.

(3) Automatic Aid given

(4) None – Bethel Fire Department runs the call without assistance.

c. The "Station" field should reflect the station of the first arriving company.

d. The "Specific Property Use" shall represent the most accurate property use type as outlined in the most recent edition of the NFIRS Complete Reference Guide.

e. The "Incident Type" field shall be completed with the most accurate and detailed incident type as outlined in the most recent edition of the NFIRS Complete Reference Guide. Please Note: Incident type codes ending in "00" must be thoroughly documented with a complete written narrative explaining why the incident type was coded as such.

f. The "Actions Taken" field shall reflect the duties performed on the scene by responding fire department personnel.

g. The "Type of Alarm" fields shall be checked for accuracy.

2. Units and Personnel Tab: Complete all areas applicable to your incident and all areas prompted by the RMS.

a. All members on the apparatus shall be documented under the "Units-Personnel" field.

(1) Personnel shall be documented for the position they were in on the incident including:

- b. The “Units” field shall be checked for accuracy.
  - c. The “Aid Given/Received” field shall be completed to include:
    - (1) The mutual aid department name
    - (2) The mutual aid department incident number if available.
3. Response Tab: Complete all areas applicable to your incident and prompted by the RMS.
- a. The “Resources” field shall be checked for accuracy and amended to reflect all apparatus and personnel that were involved in the incident.
  - b. The “Estimated Dollar Loss & Value” field shall be completed with an initial estimate based upon available information (such as the Cities’ property database).
  - c. The “Casualties/Patients & Victims” field shall be completed to capture all information on civilian and firefighter injuries or deaths as a result of the incident.
    - (1) Fire Service and Civilian Fire Casualty Modules will need to be completed under the Additional Reports Tab for each individual noted in the field.
    - 2) Members injured on an incident must be recorded as a fire service casualty.
  - d. The “Detector” field shall be completed to document detector presence/absence and activation status if known.
4. Property and Involvement Tab: Complete all areas applicable to your incident and prompted by the RMS.
- a. The “Persons or Entities Involved” field shall be completed to reflect the name of the company, agency occupying, managing, or leasing the property where the incident occurred.
5. Additional Reports Tab: Accurately complete all supplemental reports (including Fire, Wildland, Civilian Fire Casualty, Fire Service Casualty, and Structure Fire tabs).
6. Incident Narrative: A brief incident narrative shall be completed on all incidents.
- a. A narrative will be completed by all emergency units deployed (engines, tankers, rescue, etc.) on an incident assigned to perform a task other than waiting in staging.
    - (1) Each company officer or RTS personnel shall complete a detailed narrative under their respective Unit Narrative field to document their actions at an incident.
  - b. The incident narrative shall answer the following questions:
    - (1) What happened?
    - (2) Whom did this happen to/who was involved?
    - (3) Where was the involvement or location?
    - (4) When did things happen? (Sequence of events)
    - (5) What did you find upon arrival?
    - (6) What did you do? (Services provided)
    - (7) What was the disposition of the event?

7. Incidents involving alarm panels shall indicate what the panel indicated upon arrival, what actions were taken during investigation, what was found to be the cause of the alarm, the status of the alarm panel when units left the scene, and any other pertinent information.

D). Quality Assurance and Quality Improvement (QA/QI)

1. To ensure detailed and accurate incident reports the Department utilizes the following guide for QA/QI of incident reports.

a. The OIC will review their incidents within the RMS. For clarity, each OIC will be responsible for only the incidents that they were OIC.

b. The narrative field shall be checked for completeness including the items listed in B.6.b.(1-7) above.

c. All fields outlined in section C.1-5 above shall be completed and checked for accuracy.

d. To facilitate improvement, deficiencies shall be noted, and the Company Officer or RTS person who completed the report notified for correction.

f. Incident reports which are found to be incomplete will result in progressive discipline as outlined in the policy manuals and SOGs for both Bethel Fire Department and the Town of Bethel.

**Responsibilities:**

A). It is the responsibility of all members to read, understand and follow this Standard Operating Guideline.

B). It is the responsibility of the first arriving Fire Officer or RTS personnel not assigned to Battalion 1 to complete the incident report for an incident. This includes members operating on an ambulance where no other Burlington Fire Department Engine or Truck company was assigned to the incident.

C). All reports must be completed as soon as reasonably practicable to facilitate accurately capturing all pertinent information in the report while the information is still fresh.

D). All incident reports MUST be completed before going off duty unless specifically authorized by the OIC.

E). Repeated failure to follow the above guideline will result in disciplinary action as noted in D.1.f above.

**Final Intent:**

This policy is intended to inform the company of the basics of the Incident reporting system used by Bethel Fire Department. It is intended to firmly state the need to correctly and fully document the incidents that this department runs to protect the Town of Bethel, The Bethel Fire Department, and the individual members of the department against all possibilities arising, legal

or otherwise, where complete knowledge is required. This information is also used to provide statistical data for decision making such as budgets and staffing or equipment needs. This also is required to help with the writing of grants and in dealings with other entities including the government, the media, and the public.

**It is the responsibility of all members to read, understand and follow this Standard  
Operating Guideline**

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

Printed Name: \_\_\_\_\_

Appendix A – Run Sheets

**BETHEL FIRE DEPARTMENT**  
**Incident Report - FIRE**  
 587 Pleasant St.  
 Bethel, VT 05032  
 Tel 802-234-9385

Date: \_\_\_\_\_ Type Call: \_\_\_\_\_ Incident Number: \_\_\_\_\_

Dispatched: \_\_\_\_\_ Arrived: \_\_\_\_\_ Under Control: \_\_\_\_\_ Completed: \_\_\_\_\_

Location of Call: \_\_\_\_\_ Weather: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Insurance Company: \_\_\_\_\_ Agent: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Size: \_\_\_\_\_ Structures Involved: \_\_\_\_\_ Structure Types: \_\_\_\_\_

Department Vehicles Responding (List Additional Units Including Mutual Aid on Back)

Vehicle	Driver	Arrival Time	Other Departments Assisting
1. _____	_____	_____	1. _____
2. _____	_____	_____	2. _____
3. _____	_____	_____	3. _____
4. _____	_____	_____	4. _____
5. _____	_____	_____	Trans by: _____

Additional Members On Scene

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Vehicle Calls Information

Year	Make	Tag #/State	VIN (16 Characters)	Driver
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Equipment Used:

_____
_____
_____

Estimated Water Used: \_\_\_\_\_ Water Supply: \_\_\_\_\_ Special Equipment From Others: \_\_\_\_\_

Fire Origin: \_\_\_\_\_ What Burned: \_\_\_\_\_ Materials: \_\_\_\_\_

Spread Where and How: \_\_\_\_\_ Cause: \_\_\_\_\_



Law Information: \_\_\_\_\_

Damage: \_\_\_\_\_

Investigation Of Fire: Y or N      Fire Marshal: \_\_\_\_\_      Contacted When: \_\_\_\_\_

Smoke Detectors Present: Y or N      Percent Working: \_\_\_\_\_%

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Scene Layout/ Setup:

Incident Commander: \_\_\_\_\_ Report By: \_\_\_\_\_ Tel: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Fire Chief Signature: \_\_\_\_\_

**BETHEL FIRE DEPARTMENT**

**Incident Report - MVA**

587 Pleasant St.  
Bethel, VT 05032  
Tel 802-234-9385

Date: \_\_\_\_\_ Type Call: \_\_\_\_\_ Incident Number: \_\_\_\_\_

Dispatched: \_\_\_\_\_ Arrived: \_\_\_\_\_ Under Control: \_\_\_\_\_ Completed: \_\_\_\_\_

Location of Call: \_\_\_\_\_ Weather: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Department Vehicles Responding (List Additional Units Including Mutual Aid on Back)

Vehicle	Driver	Arrival Time	Other Departments Assisting
1. _____	_____	_____	1. _____
2. _____	_____	_____	2. _____
3. _____	_____	_____	3. _____
4. _____	_____	_____	Trans By: _____

Additional Members On Scene

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Vehicle Calls Information

Year	Make	Tag #/State	VIN (16 Characters)	Driver
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Vehicle Insurance Information:

Company	Policy #	Agent	Contact Info
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Equipment Used:

_____
_____
_____
_____

Law Information: \_\_\_\_\_

Damage to Vehicle(s) and Other Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Actions Taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hazardous Conditions/ Materials:

\_\_\_\_\_  
\_\_\_\_\_

Scene Layout/ Setup:

Incident Commander: \_\_\_\_\_ Report By: \_\_\_\_\_ Tel: \_\_\_\_\_

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

Fire Chief Signature: \_\_\_\_\_

**BETHEL FIRE DEPARTMENT**  
**Incident Report - OTHER**  
 587 Pleasant St.  
 Bethel, VT 05032  
 Tel 802-234-9385

Date: \_\_\_\_\_ Type Call: \_\_\_\_\_ Incident Number: \_\_\_\_\_

Dispatched: \_\_\_\_\_ Arrived: \_\_\_\_\_ Under Control: \_\_\_\_\_ Completed: \_\_\_\_\_

Location of Call: \_\_\_\_\_ Weather: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Department Vehicles Responding (List Additional Units Including Mutual Aid on Back)

Vehicle	Driver	Arrival Time	Other Departments Assisting
1. _____	_____	_____	1. _____
2. _____	_____	_____	2. _____
3. _____	_____	_____	3. _____
4. _____	_____	_____	4. _____
5. _____	_____	_____	Trans by: _____

Additional Members On Scene

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Run Information: \_\_\_\_\_

Equipment Used:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Law Information: \_\_\_\_\_

Damage:

\_\_\_\_\_  
 \_\_\_\_\_

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Scene Layout/ Setup:

Incident Commander: \_\_\_\_\_ Report By: \_\_\_\_\_ Tel: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Fire Chief Signature: \_\_\_\_\_

# Bethel Fire Department

## General Safety Rules for Vehicle including Passengers - SOG

### D-004

#### Purpose and Policy

In order to further insure safe operations in this department, the following additional rules for safe operation of vehicles in our fleet. While all standard rules of conduct apply in all vehicles at all times, certain additional conduct by passengers must be required.

#### Regulations

1. No person(s) shall be permitted to ride on a tailboard or anywhere else outside the vehicle during normal or emergency vehicle operations except during hose loading operations when conducted as specified in the hose loading policy when approved by the officer in charge.
2. Other Emergency Services personnel may ride on a Town of Bethel Fire Department apparatus in an official capacity (e.g. emergency incident, training, mutual aid, fire watch, etc.).
3. All person(s) shall be seated and belted before the vehicle is placed in motion. Members actively performing necessary emergency medical care while the vehicle is in motion should be secured to the vehicle by a seat belt or safety harness designed for such use, consistent with the effective provision of such care.
4. Releasing seatbelts while the vehicle is in motion should not be permitted for any reason, including donning gear. This should be done before boarding or after arrival on scene. SCBA may be donned while seated in approved seats with center mounted SCBA brackets.
5. All vehicles should be inspected, repacked, fueled re-supplied immediately after use or repair to identify and correct any unsafe conditions and to ensure unit is fully back in service.
6. Person(s) other than members of this department should not be permitted to ride on vehicles except for patients in EMS vehicles and as deemed necessary and appropriate by the Chief Officer or OIC.
7. All Town of Bethel Fire Department Apparatus shall be equipped with a Vermont Department of Motor Vehicle Individual Light Permit.
8. Per 23 VSA, §1015, Authorized Emergency Vehicles, the driver of an authorized vehicle, when responding to an emergency scene, but not returning from, may exceed the posted speed limit. The exemptions granted to an authorized motor vehicle apply only when the vehicle has an approved Vermont Department of Motor Vehicles Light Permit and is making use of both audible and visual signals.
9. The driver of an authorized motor vehicle shall drive with due regard for the safety of all persons using the highway at all times. Lights and sirens only mean you are requesting the right-of-way.

10. On all fire apparatus, wheel chocks should be put into place before advancing the throttle for pump operations or, on EMS vehicles, before advancing throttle for high idle.
11. On arrival on an emergency scene, only necessary vehicle warning lights should be left on. Headlights should be turned off except where used to supply additional scene lighting.
12. Drivers should not wear fire or 'Bunker' gear while driving except that they can and should wear a helmet appropriate for driving and approved by the safety officer. Apparel for the driver should be appropriate to guard against the driver's motion from being impeded or impaired.
13. At no time will any member operate any departmental vehicle after having consumed any amount of alcohol or any drug, including prescription medications that will inhibit the driver in the safe operation of the vehicle; so doing can and may result in immediate dismissal from the department, or other disciplinary action as the chief deems appropriate. This is a not a warned infraction.
14. At any time, any vehicle is placed in reverse and backed, a ground guide is required to provide and insure a safe backing procedure.
15. All fire apparatus shall be inspected and checked for operational readiness following each incident, training, and during weekly/ monthly fire apparatus and equipment inspection work detail.

**Final Statement**

The purpose of this SOG is to detail the responsibilities the Fire Department has for the safe use of emergency vehicles to accomplish the needed tasks. These regulations, this SOG, will be augmented by training for vehicle operations and the use of response procedures that is designed to reduce accidents and not cause additional issues while responding. This will fall under an SOG found under training guidelines.

Approved: \_\_\_\_\_  
Fire Chief

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

# Bethel Fire Department

## Vehicle Operations - SOG

### D-001

#### **Purpose and Policy**

The safe operation of every vehicle in the department's fleet is of utmost importance in our main mission of safeguarding lives and property. Ensuring the safe arrival and operability of the vehicles on an emergency scene is our foremost priority. To this end, this department has developed the following guidelines. These guidelines cover only a small part of total vehicle operations with common sense and established laws being equal contributors to an overall vehicle operations plan.

This department also recognizes the impact these vehicles have when interacting with others on the roadway, and will be operated in a respectful fashion with the driver always operating in a defensive mode. Vehicle operation will be conducted under one of three possible scenarios:

- A. Non-Emergency – No lights or siren, normal mode, go with traffic; a non emergency response.
- B. Run with Traffic Emergency – Lights no siren, fast mode only where safe or possible, obey all traffic laws, go with the traffic flow; a less critical emergency that will not be affected by standard time of travel, situation is not a true emergency.
- C. Code – Lights and siren, fast mode, a true emergency situation, operates with Due Regard for other vehicles.

True Emergency – A situation in which there is a high probability of death or serious injury to an individual, or extensive loss of property and action by an emergency vehicle operator may reduce the seriousness of the situation.

Due Regard – Driving in such a manner as to avoid any predictable collision.

#### **Procedures**

Prior to any operation all operators are required to:

1. Check around the vehicle to see that there are no obstructions, all compartment doors are closed, clearance is adequate, and electrical cables and/or exhaust connections are detached or ready for automatic detachment.
2. Ascertain all passengers are seated and secured with seat belts.
3. Turn on all lights required based on outside conditions and type of run. Headlights will be on every time the vehicle goes in motion, emergency or non-emergency.
4. Prior to backing, a spotter or 'ground guide' will be present to assist. No vehicle should be moved in reverse without a competent spotter in place.
5. Notify the OIC or dispatcher of the vehicles departure from the station or scene.



#### During Non-Emergency Travel:

1. Drivers should obey all traffic control signals, speed limits, and rules-of-the-Road of all jurisdictions traveling in or involved.
2. Emergency warning lights should not be on. When backing the vehicle on a roadway or busy parking area or lot, all emergency lights will be turned on for safety purposes.
3. No audible signals should be used except the horn when necessary in a non-emergency.
4. The vehicle will be brought to a complete stop at all railroad crossings and proceed on only after the driver is certain it is clear.

#### During Emergency Response:

1. Drivers should bring the vehicle to a complete stop and proceed on only when safe under the following circumstances:
  - When directed by law enforcement
  - Red Traffic Lights
  - Stop Signs
  - Negative Right-of-Way intersections
  - Blind intersections
  - When the driver cannot account for all lanes if traffic is in an intersection
  - When any intersection is not completely clear of traffic or pedestrians
  - When encountering a stopped school bus with flashing lights
  - At a railroad grade crossing
2. Drivers should ONLY proceed through an intersection when the driver can account for all lanes of traffic.
3. Vehicles should not attempt to circumvent any traffic law without the use of audible AND visual warning devices. These devices should conform to NFPA standard 1901.
4. Extra space should be maintained between two emergency vehicles traveling in the same direction. Traffic will likely move after the first vehicle has exited the intersection making it imperative for the second vehicle to come to a complete stop. Escorts should be discouraged for this same reason.
5. Per 23 VSA, §1015, Authorized Emergency Vehicles, the driver of an authorized vehicle, when responding to an emergency scene, but not returning from, may exceed the posted speed limit. The exemptions granted to an authorized motor vehicle apply only when the vehicle has an approved Vermont Department of Motor Vehicles Light Permit and is making use of both audible and visual signals.

**IN CASE OF ACCIDENT: SEE VEHICLE ACCIDENT PROCEDURES**

**Final Statement**

The purpose of these guidelines is to ensure safe response under all conditions for all personnel involved as well as the public. These are the bare minimum all drivers should follow under all conditions. It must be understood that the use of audio and visual warning devices are only a request to the other vehicles on the road to give us the right of way. Running with traffic, lights on no audio warnings is very acceptable when told to or during less than critical response as decided by the Officer-in-Charge or by the call itself. Safety is the key word in these operations.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Fire Chief

Printed Name: \_\_\_\_\_

## **BETHEL FIRE DEPARTMENT MOTOR VEHICLE RECORD (MVR) POLICY - SOG**

### **B-005**

#### **Purpose and Policy**

It is widely known in the risk management industry that motor vehicle reports (MVR), which detail a driver's past performance, provide a useful means of predicting future driving performance. Many industries are required by law to check the driving record of their drivers. While we are not required by law to perform this review, studies have shown that this is a valid source of determining driving behaviors and performance.

In addition, if a department vehicle is involved in an accident and the driver has a poor record, legal defense becomes difficult, no matter who is actually at fault, and the resulting publicity will reflect poorly upon this organization.

It therefore shall be the policy of this department that every member who may drive departmental vehicles in the course of their duties, maintain a motor vehicle record (MVR) meeting the requirements set forth in the table below.

It shall be the duty of the member to notify their superiors of any of the following changes in their status:

- Suspended or revoked license
- Change from Acceptable status to Borderline or Poor
- Change from Borderline to Poor

The standards for MVR's are as follows:

- All operators must be at least 18 years of age and have a current valid driver's license.
- No member may be added to the driver's list with a "Borderline" or "Poor" MVR graded by the table below **as minimum requirements.**
- Any driver whose grading falls into the "Borderline" category must have their driving record reviewed by an officer or board set up for such reviews.
- No one whose MVR grading is "Poor" may drive a department vehicle.

Any exceptions to these guidelines must be referred to senior staff officers for approval.

Number of Violations (Last 3 Years)	Number of At-Fault Accidents (Last three Years)			
	0	1	2	3
0	Clear	Acceptable	Borderline	Poor
1	Acceptable	Acceptable	Borderline	Poor
2	Acceptable	Borderline	Poor	Poor
3	Borderline	Poor	Poor	Poor
4	Poor	Poor	Poor	Poor
Any Major Violation	Poor	Poor	Poor	Poor

**Major Violations:**

- Driving under the influence of alcohol/drugs
- Failure to stop/report an accident
- Reckless driving/speeding contest
- Driving while impaired
- Homicide, manslaughter or assault arising out the use of a vehicle
- Making a false accident report
- Driving with a suspended/revoked license
- Attempting to elude a police officer

**Minor Violations:** Any moving violation other than a major violation including:

- Speeding
- Failure to obey a traffic control device
- Driving with a suspended/revoked registration
- Driving an unregistered vehicle

The following will not count against the driver as a violation:

- Motor vehicle equipment, load or size requirements
- Improper failure to display license plates
- Failure to sign or display registration
- Failure to have driver's license in possession (if valid license exists)
- A minor violation in which the driver has been charged with an accident

**Final Statement**

In order to comply with federal requirements, members must complete a disclosure statement (sample attached) which will permit the department to obtain MVR's on a regular basis.

Since breach of this policy could place members and civilian motorists in danger, any member in violation of these procedures shall be subject to departmental action which could result in temporary or permanent loss of department vehicle driving privileges, suspension, or expulsion.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Fire Chief

Printed Name: \_\_\_\_\_

## DISCLOSURE AND RELEASE

**In connection with my application for employment (including contract for services) or membership with the *Bethel Fire Department*.**

**I understand that consumer reports, which may contain public record information, may be requested and obtained. These reports may include information related to my previous driving record including court actions, citations, license suspensions and revocations.**

**I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED TO FURNISH THE ABOVE-MENTIONED INFORMATION.**

I have the right to obtain information as to the name, address and phone number of any agency providing such information and further, may request of that agency, upon proper identification, the nature and substance of all information in its files on me at the time of my request, including all sources of information as well as the recipients of any reports on me which that agency has previously furnished within the two (2) year period preceding my request.

This authorization shall remain on file and shall serve as ongoing authorization for the organization named above to procure Motor Vehicle Reports at any time during my employment, membership or contract period.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Social Security Number)

\_\_\_\_\_  
(Driver's License Number)

\_\_\_\_\_  
(State)

**BETHEL FIRE DEPARTMENT**  
**GENERAL CONDUCT GUIDELINES - SOG**

**A-007**

**PURPOSE**

To outline the basic standards of general conduct expected of Fire Department members.

**POLICY**

- A. All Fire Department members are expected to operate in a highly self-disciplined manner.
- B. Members shall abide by the standards of personal conduct outlined within the policy.

**RESPONSIBILITY**

Every member of the Bethel Fire Department is responsible to regulate his or her own conduct in a positive, productive, and mature way.

**ALL MEMBERS SHALL**

- A. Follow the Operations Manual and written directives of both the Bethel Fire Department and the Town of Bethel.
- B. Use their training and capabilities to protect the public at all times, both on and off duty.
- C. Work competently in their positions to cause all department programs to operate effectively.
- D. Always conduct themselves to reflect credit on the department.
- E. Be managed in an effective, considerate manner and follow instructions in a positive, cooperative manner.
- F. Always conduct themselves in a manner that promotes good order inside the department.
- G. Keep themselves informed to do their jobs effectively.
- H. Be concerned and protective of each member's welfare.

- I. Operate safely and use good judgment.
- J. Keep themselves physically fit.
- K. Observe the work hours of their position.
- L. Obey the law.
- M. Be careful of department equipment and property.
- N. Be civil and respectful to their officers and to each other and to the public.

### **MEMBERS SHALL NOT**

- A. Engage in any activity that is detrimental to the department.
- B. Engage in a conflict of interest to the department or use their position with the department for personal gain.
- C. Be under the influence of alcohol, debilitating drugs, or any substance that could impair their physical or mental capabilities while on duty, in training, or during any other departmental activity.
- D. Fight.
- E. Steal. This also includes department gear issued to other members.
- F. Be permitted to make derogatory remarks to anyone about any member or officer of the department, which might subject them or the department to ridicule. Any such matter should be brought to the attention of the Fire Chief.
- G. Make racist or inflammatory remarks about anyone.
- H. Make a false official report or make a false statement or gossip about a member of the Fire Department or the business of the Department to the discredit or the detriment of any such member of the department or the department as a whole.
- I. Subject anyone to sexual harassment of any type, regardless of gender.
- J. Maliciously damage or deface departmental property.

Failure to observe and act in the manner listed above will result in a verbal warning for the first-time smaller offenses. The second such disregard for these rules will result in a written warning and possible suspension for a time to be determined by the chief of the department. The third warning



will result in suspension pending a final review by the chief of the department and subsequent dismissal and termination of employment.

For the offenses of stealing, fighting, willful damage and destruction of departmental equipment of the equipment of mutual aid companies, and use of alcohol and/ or drugs will result in an immediate suspension from the department and a review by a board of officers of higher rank, with the Chief of Department serving as the final say which then may result in the issuance of a written warning or immediate termination. In any event, only one (1) written warning will be given and the second offence, even of a different nature that is discussed above, will result in immediate termination.

### **FINAL STATEMENT**

The intent of this SOG is to establish basic behaviors for all members of this department. It is expected that all members will adhere to and abide by these guidelines. The image of the fire department and the trust it must have and maintain with the community at large and the town leadership is of the utmost importance. Following these rules will allow that to occur and to be maintained.

### **APPROVED**

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**Chief Bethel Fire Department**

---

**Date**



# **Bethel Fire Department**

## **Attendance Policy - SOG**

**A-006**

### **Purpose and Policy:**

Attendance in all departmental activities is required to maintain employment/ membership in the Bethel Fire Department. This is to ensure that all members stay involved, that the safety and capabilities of the department always remain at peak levels, that all members are equal in participation, and that no one member is seen or actually receives preferential treatment. This will provide a good base for proper discipline as well as ensuring the maximum manpower is available at all times. All members are expected to participate and support all aspects of this department including, but not limited to, general meetings, training, fund raising, community activities, station maintenance, equipment maintenance, and incidents. No member is excluded from this requirement for any reason. A temporary waiver can be obtained by meeting with the chief of department to explain any situation.

Not only is each member required to maintain a certain measurable level of participation, but also must actually participate in the event as a contributing team member. This includes all the activities mentioned above and must include doing the work with all the other team members and not be just present while others perform their duties and the needed work.

### **Requirements:**

The attendance requirements are as follows:

1. Incidents – 15% of actual calls in a year, which will be determined based on calls the member attends and participates in as compared to the actual year-to-date calls run.
  2. Training – 70% of all training events in a year must be attended. These are forewarned and scheduled in advance and expected for the overall safety and function of the team, department, and member.
  3. All other activities including maintenance, general meetings and fund raising – 70% in a calendar year.
- 

A quarterly accounting will be conducted based on individual quarters and action will be taken as follows:

1. At any time, based on a quarter or combination of quarters prior to year's end, a member falls below the above attendance minimums, the member will be called to a meeting with the Assistant Chief for counseling, and an initial verbal warning will be issued.
2. After 3 quarters of attendance issues, the member will be called to a meeting with the Chief and Assistant Chief to undergo further counseling a written warning will be issued that attendance to date has been sub-par.

3. After a full year, if attendance in any of the 3 categories falls short, the member will be called in front of the Chief and given an opportunity to offer a reason or request a temporary leave of absence or request a waiver from the requirements of this SOG. The Chief, at that time can either grant the waiver for 2 quarters maximum, extend the time allowed by up to 2 additional quarters, reduce the participation requirements by reducing the status of the employee/ member to non-firefighter and all gear removed until the requirements improve, or dismiss the member from the company.
4. The requirements for category 3 attendance are based on a calendar year beginning December 1 of each year, and reset at the beginning of each year, however, attendance in these functions must improve to compliance by the 2<sup>nd</sup> quarter of the new year and be maintained until year's end or the member will be called in front of the Chief and given an opportunity to offer a reason or request a temporary leave of absence or request a waiver from the requirements of this SOG. The Chief, at that time can either grant the waiver for 2 quarters maximum, extend the time allowed by up to 2 additional quarters, reduce the participation requirements by reducing the status of the employee/ member to non-firefighter and all gear removed until the requirements improve, or dismiss the member from the company.
5. All members will meet with the Chief or Training Officer at the end of each calendar year to serve as a critique of the member's job performance as well as non-job performance in the form of a light review detailing any particular issues noted and to set member goals for the coming period. This will also include the member's critique of the department and how he/ she is experiencing the time and what comments they wish to make. All should be put in writing in a narrative format and preserved for future action or data needs.

**Final Intent:**

This policy is intended to stabilize participation and to ensure the fair and equal treatment of every member of the team. It is intended to improve the training necessary for this department to provide the safest environment while ensuring job performance for the team remains at an overall peak operation level. It is intended to encourage that the members of the department come together as a team in competency and function. It also will ensure that time, position, and, most importantly, equipment does not languish or go unfilled/ unused by a member that is not present or only picks and chooses events and incidents that suits the member and does not benefit the company.

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

Printed Name: \_\_\_\_\_

# **Bethel Fire Department**

## **Chain of Command**

**A-001**

### **Purpose and Policy**

**Bethel Fire Department is a town owned department subject to the rules and regulations of the Town of Bethel as well as the rules and regulations specific to the department. These regulations exist to maintain the good order and function of the department, safeguard the health and well being of the members, and to maintain continuity between leadership/ membership with changes that may occur. The primary structure of the Fire Department is known as the Chain of Command which provides the structure on which the department is organized and controlled. The purpose of this policy is to define that structure and insure that all parties understand that orders/ commands are required both on the emergency scene as well as inside the organization.**

### **Requirements**

**The organizational structure that must be instituted and followed is the Chain of Command (CoC). The positions of this CoC start at the bottom with Senior Fire Fighter, the next level is Lieutenant, Captain follows, the Assistant Chief, and finally the Chief of Department. The fire department cannot operate as a democracy, it is a para-military style organization.**

**Each position has its own requirements and responsibilities that are laid out in another SOG. It must be clearly understood that all legal orders/ commands, falling under the purview of the fire department, issued by an officer, on an emergency scene or at the department, to apply to any and all personnel beneath the rank and seniority of the officer giving the command, must be followed to the letter without question or discussion except for clarity. The one and only exception to this rule may be of a safety nature, however any concern or protest to the command must be taken for review to the next higher-level officer, who may override the command or enforce it. The concern or command can be taken through each step until it reaches the top of the CoC at the Chief of Department/ Incident Command level.**

**Any command issued on the fireground or emergency scene, concerning the emergency, can only be appealed to the CoC. Concerns that reside with the workings of the department can be taken to the town manager but only after notification to the Chief of Department and only with the initial request submitted in writing to the town manager which will include a request for a meeting.**

## **Final Statement**

**All members will abide by this SOG fully from this date forward. The purpose of this SOG is to clearly establish the command structure for the Fire Department and to instill an understanding of the system and the exact and timely compliance to all orders and commands that must be followed. Failure to do so, based on the nature and severity of the offense, can and will result in a written warning for the first offense up to suspension and potential termination with the second occurrence, or the immediate dismissal if conditions warrant.**

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**Chief**

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**Date**

I have read and understood the SOG for Chain of Command and my need to follow it to the letter. (Sign Below)

A set of 14 horizontal lines provided for signing the document.

**BETHEL FIRE DEPARTMENT**

**BETHEL, VT**

**Respiratory Protection**

**Standard Operation Guideline**

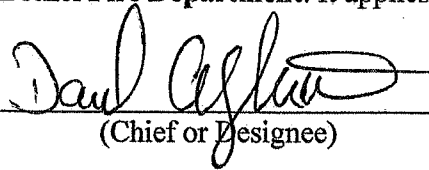
**SOG A-008**



**Purpose:** General Industry standard 1910.134 of the Vermont Occupational Safety and Health Administration (VOSHA) requires that a Respiratory Protection Program shall be established whenever respirators are required to be used in an occupational setting. This program is a guideline to prevent employee overexposure to atmospheric contaminants and oxygen deficient atmospheres which are potentially harmful to health.

**Scope and Application:**

This written respirator program has been prepared for **The Bethel Fire Department**. It applies to all employees assigned to wear respirators.

Established: 2-23-19 (Date) Signed:   
(Chief or Designee)

**RESPONSIBILITIES**

**Employer:**

- Determine the need for respiratory protection.
- Establish and maintain a Respiratory Protection Program in compliance, with all requirements of 1910.134 of VOSHA.
- Provide all employees in the program with respirators appropriate to the purpose intended.

**Employees:**

- Wear assigned respirator when and where required and in the manner in which they were trained.
- Care for and maintain their respirators as instructed, and store them in a clean and sanitary location.
- Inform supervisor if the respirator no longer fits well, and request a new one that fits properly.
- Inform supervisor or the Program Administrator of any respiratory hazards that are not adequately addressed in the workplace and of any other concerns regarding the program.

**Program Administrator**

The **Bethel Fire Department** has designated \_\_\_\_\_  
(Person name/or title) as Program Administrator. This person administers or oversees the respiratory program including evaluating its effectiveness.

**Note: The program administrator may designate other employees to carry out specific functions.**

## **SELECTION OF RESPIRATORS IN THE WORKPLACE AND PROCEDURES FOR USE IN FIREFIGHTING:**

It is the policy of the Fire Department that all personnel expected to respond and function in toxic atmospheres shall be equipped with SCBA and trained in its proper use and care. These respirators shall be used in accordance with the manufacture's recommendations and the National Fire Protection Association (NFPA) 1404 Standard for Respiratory Protection Training, 1852 Standard on Selection, Care, and Maintenance of Open-Circuit Self-Contained Breathing Apparatus (SCBA), and 1981 Standard on Open-Circuit Self-Contained Breathing Apparatus for Emergency Services.

### **Respirators for IDLH (Immediately Dangerous to Life and Health) Atmospheres:**

Atmosphere supplying respirators operated in a positive pressure mode shall be used by all personnel working in areas where:

The atmosphere is immediately dangerous to life and health (IDLH).

The atmosphere is suspected of being IDLH.

The atmosphere may rapidly become IDLH.

All interior structural fires, hazmat response hot zones and confined space entries shall be considered to be IDLH, unless air monitoring proves otherwise.

All fire department members will be assigned in 1 of 4 categories:

1. **Interior FF** – Certified to wear open circuit SCBA style respirators while working in an IDLH environment including interior fire suppression, hazmat hot zones and confined spaces.
2. **Outside FF** – Members that only perform work outside IDLH environments but might be required to employ a respiratory to effect self-rescue.
3. **Chief Officers** – Command function with only an emergency need to don a respiratory but might be required to don an SCBA to view special situations close to an Interior category scene but only for a minimal amount of time and will not perform any work. Otherwise, that employee will be classified a category 1 employee and achieve the requirements for that level.
4. **Trainee** – Employee that for length of service, training deficiency, or age is not qualified to perform work or enter into an IDLH situation but can/ will be employed post emergency to perform overhaul, clean-up, or training.

The fire department shall provide the following respirators for fire department use in IDLH atmospheres :

A full face piece pressure demand/positive pressure SCBA certified by NIOSH for a minimum service life of thirty minutes, or,

A combination full face piece pressure demand/positive pressure supplied-air respirator (SAR) with auxiliary self-contained air supply for emergency escape certified by NIOSH (for confined space rescue).

**MEDICAL EVALUATIONS OF EMPLOYEES REQUIRED TO USE RESPIRATORS**

Using a respirator may place physiological burdens on firefighters that vary with the type of work in which the respirator is used and the medical status of the employee. Accordingly, each employee must undergo a medical evaluation to determine the employee's ability to use the respirator. All new employees must undergo a medical evaluation prior to being fit tested or required to use the respirator. Medical evaluations shall be administered to all uniformed employees of the fire department according to the following schedule:

1. All category 1 employees current and new hire.
2. All category 4 employees once they have been certified by the departmental Training Officer to the requirements of the departments SCBA certification training.
3. Any new hire after the effective date June 1, 2019
4. Category 2 and 3 personnel are required to achieve both departmental training certification for SCBA and be fit tested with no medical requirements under this policy and achieve annual re-certification in the proper wearing and function, including emergency operation of the respirator. At no time will these employees be allowed inside an active or suspected IDLH environment.

The Department shall identify a Physician or other Licensed Health Care Professional (PLHCP) to administer a medical questionnaire to each firefighter. The questionnaire shall be administered confidentially during a time agreed upon by the employer and employee. The questionnaire will determine the need for a follow-up physical examination.

The department shall use the following PLHCP to administer the questionnaire:

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The department will be using the following PLHCP for follow-up medical examinations (if needed):

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The employee shall have the opportunity to discuss the questionnaire and examination results with the Physician or Licensed Health Care Professional if so requested.

**NOTE: The following appendices are provided for use in administering the program.**

- Appendix I Medical Questionnaire
- Appendix II Information to be supplied to the PLHCP by the Fire Department
- Appendix III Information supplied by the PLHCP to the Fire Department

After an employee has received clearance and begun to wear the respirator, additional medical

evaluations will be provided under the following circumstances:

- Employee reports signs and/or symptoms related to their ability to use a respirator, such as shortness of breath, dizziness, chest pains, or wheezing;
- The physician or supervisor informs the Program Administrator that the employee needs to be reevaluated;
- Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation;
- A change occurs in workplace conditions that may result in an increased physiological burden on the employee.

The program administrator, employee and physician would arrange an appropriate time for the exam. All the above exams are paid for by the employer.

## **FIT TESTING PROCEDURES**

All employees wearing respirators must be fit tested with the same make, model, style, and size of respirator that will be used on the job. The Respiratory Protection Program Administrator will oversee the fit testing of fire department employees.

Fit tests will be conducted on all employees who use respirators following the initial medical evaluation where required, at least annually thereafter, or whenever the employer observes or receives a report of changes in the employee's physical condition that could affect respirator fit, or the employee states that the fit of the respirator is unacceptable.

Factors that may affect mask fit are:

- Significant weight change.
- Significant facial scarring in the area of the face piece seal.
- Significant dental changes.
- Reconstructive or cosmetic facial surgery.
- Any other condition that would interfere with mask fit.

Fit tests will be administered using an OSHA-accepted qualitative or quantitative test in the negative pressure mode. The protocol used will be stated on the fit test record for each employee.

**Note: See Appendix IV Fit Testing Record**

## **PROCEDURES FOR PROPER RESPIRATOR USE**

General Use Procedures:

- Employees will use their respirators under conditions specified by this program, and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by

its manufacturer.

- All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check as specified by the manufacturer or as listed in Appendix B-1 of the Respiratory Protection Standard.
- Employees are not permitted to wear tight-fitting respirators if they have any condition such as facial scars, beards or other facial hair, or missing dentures that prevents them from achieving a good seal. Employees are not permitted to wear headphones, jewelry, glasses, or other articles that may interfere with the face piece-to-face seal.
- Employees will follow all departmental policies and SOG's that detail when and under what conditions respirators will be worn.

**Procedures for IDLH (Immediately Dangerous to Life and Health) Atmospheres  
(2 1n/2 Out):**

The following are not meant to preclude an Incident Commander from starting suppression (not entering) or rescue operations (entering) in a structural incident. The requirement intends that the Rapid Intervention Team (RIT) be established as soon as practical to ensure safety of firefighters, yet not detract from the responsibility to provide rescue and suppression to citizens.

Rapid Intervention Team as described in NFPA 1500 6-5:

A rapid intervention crew shall consist of at least two members and shall be available for rescue of a member or a team if the need arises. Rapid intervention crews shall be fully equipped with the appropriate protective clothing, protective equipment, SCBA, and any specialized rescue equipment that might be needed given the specifics of the operation under way.

The composition and structure of rapid intervention crews shall be permitted to be flexible based on the type of incident and the size and complexity of operations. The incident commander shall evaluate the situation and the risks to operating teams and shall provide one or more rapid intervention crews commensurate with the needs of the situation.

In the early stages of an incident, which includes the deployment of a fire department's initial attack assignment, the rapid intervention crew(s) shall be in compliance with NFPA 1500 6-4.4 and 6-4.4.2 and either one of the following:

- (a) On-scene members designated and dedicated as rapid intervention crew(s)
- (b) On-scene members performing other functions but ready to redeploy to perform rapid intervention crew functions. The assignment of any personnel shall not be permitted as members of the rapid intervention crew if abandoning their critical task(s) to perform rescue clearly jeopardizes the safety and health of any member operating at the incident.

While working in IDLH atmospheres, during interior firefighting operations in fires that have progressed beyond the incipient stage, or HazMat operations, employees entering will work in teams having a minimum of two (2) persons who remain in visual or voice contact at all times.

Two firefighters shall be located outside the IDLH atmosphere; visual, voice, or signal line communication is maintained between the firefighters in the IDLH atmosphere and the firefighters located outside the IDLH atmosphere.

The firefighters located outside the IDLH atmosphere shall be trained and equipped to provide an effective emergency rescue.

The Incident Commander is notified before the RIT located outside the IDLH atmosphere enter the IDLH atmosphere to provide an emergency rescue. When the "two-out@ enter to perform rescue, they must first notify the department. The department must immediately provide additional assistance.

Once notified, the RIT provides necessary assistance appropriate to the situation;

Firefighters located outside the IDLH atmospheres are equipped with;

Positive pressure SCBA's, or a pressure demand SCBA operated in positive pressure or other positive pressure supplied-air respirator with auxiliary SCBA.

Rescuers shall have appropriate retrieval equipment for removing the employee(s) who enter these hazardous atmospheres where retrieval equipment would contribute to the rescue of the employee(s) and would not increase the overall risk resulting from entry. This could include a charged 1.75" or larger hose line.

If a firefighter detects a vapor or gas breakthrough, changes in breathing resistance, or leakage of the face piece the firefighter will notify his partner and the IC and leave the area immediately.

Nothing in this rule is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled, however, such action is not to be considered a standard of operation. Whenever the Two In, Two Out rule is not followed, a written report must be submitted to the Chief, by the individual(s) who were involved in the incident explaining the necessity of doing so.

Departmental standard operating procedure (SOP) for first on scene personnel (less than 4) and SOP for occupant rescue (include dual dispatch/mutual aid language if applicable):

(Fill in or attach SOP as an Appendix)

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**CLEANING, DISINFECTING, STORING, INSPECTING, REPAIRING, DISCARDING, AND MAINTAINING RESPIRATORS**

The Fire Department shall provide personnel with a respirator that is sanitary, and in good working order. Fire department personnel shall ensure that respirators are cleaned and disinfected using the procedures recommended by the respirator manufacturer. The respirators shall be cleaned and disinfected at the following intervals:

Respirators issued for the exclusive use of a firefighter shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.

Respirators issued to more than one firefighter shall be cleaned and disinfected before being worn by different individuals.

Respirators used in fit testing and training shall be cleaned and disinfected after each use.

Respirator face pieces assigned to personnel (personal face pieces) shall be cleaned and disinfected as required by the user of the face piece.

The face piece shall be placed in a clean, dry container and stored in a manner which prevents deformation of the face seal, other damage or contamination.

Respirator face pieces are stored in the following location(s) and manner:

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The cleaning and disinfecting procedure supplied by the manufacturer/seller of the respirator shall be used by the department (attach as appendix).

If not, the following procedure from 1910.134, Appendix B-2 will be used:

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The Program Administrator or designee will ensure an adequate supply of appropriate cleaning and disinfection material at the cleaning station. If supplies are low, employees should contact their supervisor, who will inform the Safety Officer.

## **MAINTENANCE**

Respirators are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn deteriorated parts will be replaced prior to use. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be performed by the manufacturer or a person certified by the manufacturer.

Air cylinders shall be maintained in a fully charged state and shall be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. Fire department personnel shall determine that the regulator and warning devices function properly.

For fire department respirators, fire department personnel shall:

Certify the respirator by documenting the date the inspection was performed (at least monthly), the name (or a signature) of the person who made the inspection, the findings, required remedial action, and a serial number or any other means of identifying the inspected respirator.

Provide this information on inspection reports stored as paper or electronic files. This information shall be maintained until replaced following a subsequent certification.

The fire department shall ensure that respirators that fail an inspection or are otherwise found to be defective are removed from service, and are discarded or repaired or adjusted in accordance with the following procedures:

Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the respirator manufacturer's NIOSH-approved parts designed for the respirator;

Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and

SCBA repairs including but not limited to reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer or a technician trained by the manufacturer or vendor supplying the equipment to the fire department.

## **QUALITY AND QUANTITY OF BREATHING AIR**

Breathing air in the SCBA cylinder shall meet the requirements of the Compressed Gas Association G-7.1-1989, COMMODITY SPECIFICATION FOR AIR, with a minimum air quality of Grade D. Private vendors supplying the Department with compressed breathing air shall provide a copy of the most recent inspection and certification.

The purity of the air from the Fire Department's air compressor shall be checked by a competent laboratory annually.



The Department shall assure that sufficient quantities of compressed air are available to refill SCBA for each incident. This shall be accomplished through the use of the department's air compressor or mutual aid with other Departments (or this shall be accomplished with the use of a mobile air compressor and/ or cascade system).

Air cylinders for SCBA shall be filled only by trained personnel.

Compressed oxygen shall not be used in open-circuit SCBA.

Standards for breathing air and hazards associated include:

- Oxygen content (v/v) of 19.5-23.5%.
- Hydrocarbons (condensed) content of 5 milligrams per cubic meter of air or less;
- Carbon monoxide (CO) content of 10 ppm or less;
- Carbon dioxide content of 1,000 ppm or less;
- Moisture content:
- Lack of a noticeable odor.

The fire department shall ensure that cylinders used to supply breathing air to respirators meet the following requirements:

Cylinders are tested and maintained as prescribed in the Shipping Container Specification Regulations of the Department of Transportation (49 CFR part 173 and part 178) test requirements of three years for composite cylinders and five years for steel or aluminum cylinders.

Note: composite cylinders have a maximum use life of 15 years.

The moisture content in the cylinder does not exceed a dew point of -50 degrees F. (-45.6 degrees C.) at 1 atmosphere pressure.

## **RESPIRATORY HAZARDS AND TRAINING ON RESPIRATOR USE**

The Fire Department is required to provide training to those who use respirators. The training must be comprehensive, understandable, and occur annually, and more often if necessary. Documentation of this training shall occur.

The Fire Department shall ensure that each firefighter can demonstrate knowledge of at least the following:

- Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator;
- What the limitations and capabilities of the respirator are;
- How to use the respirator effectively in emergency situations, including situations in

which the respirator malfunctions;  
How to inspect, put on and remove, use, and check the seals of the respirator;  
What the procedures are for maintenance and storage of the respirator;  
How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators;  
The general requirements of this program.

The training shall be conducted in a manner that is understandable to the firefighter.  
Retraining shall be administered annually, or when the following situations occur:

Changes in the workplace or the type of respirator render previous training obsolete;  
Inadequacies in the firefighters knowledge or uses of the respirator indicate that the firefighter has not retained the requisite understanding or skill;  
Any other situations arise in which retraining appears necessary to ensure safe respirator use.

## **PROCEDURES FOR EVALUATING THE RESPIRATOR PROGRAM**

Each year the Fire Chief of designee shall initiate a review of the procedures contained in this program. All employees who wear, service or supervise employees wearing respirators shall periodically be asked to provide information on:

- 1) Adequacy of the respirator(s) being used.
- 2) Accidents, incidents in which the respirator failed to provide adequate protection.
- 3) Adequacy of training and maintenance on respirator use.

The Program Administrator shall recommend changes in the program and its implementation based on this information.

## **RECORDKEEPING**

The Department is required to keep the following records to assure compliance with this written program:

- 1) Medical evaluation records (Appendix II and III)
- 2) Fit testing records (Appendix IV)

In addition, the Department will maintain records of employee training (e.g., date, attendees, trainer(s), subject matter).

## APPENDIX I

### Appendix C to Sec. 1910.134: OSHA Respirator Medical Evaluation Questionnaire (Mandatory)

*To the employer: Answers to questions in Section I, and to question 9 in Section 2 of Part A, do not require a medical examination.*

*To the employee:*

*Can you read (circle one):* Yes/No

Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Part A. Section I. (Mandatory) The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: \_\_\_\_\_
2. Your name: \_\_\_\_\_
3. Your age (to nearest year): \_\_\_\_\_
4. Sex (circle one): Male    Female
5. Your height: \_\_\_\_\_ ft. \_\_\_\_\_ in.
6. Your weight: \_\_\_\_\_ lbs.
7. Your job title: \_\_\_\_\_
8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): \_\_\_\_\_
9. The best time to phone you at this number: \_\_\_\_\_
10. Has your employer told you how to contact the health care professional who will review this questionnaire (circle one): Yes    No
11. Check the type of respirator you will use (you can check more than one category):
  - a. \_\_\_\_\_ N, R, or P disposable respirator (filter-mask, non- cartridge type only).
  - b. \_\_\_\_\_ Other type (for example, half- or full-face piece type, powered-air purifying, supplied-air, self-contained breathing apparatus).

12. Have you worn a respirator (circle one):            Yes    No  
If "yes," what type(s):
- 

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

1. Do you currently smoke tobacco, or have you smoked tobacco in the last month: Yes/No
2. Have you ever had any of the following conditions?
  - a. Seizures (fits): Yes/No
  - b. Diabetes (sugar disease): Yes/No
  - c. Allergic reactions that interfere with your breathing: Yes/No
  - d. Claustrophobia (fear of closed-in places): Yes/No
  - e. Trouble smelling odors: Yes/No
3. Have you ever had any of the following pulmonary or lung problems?
  - a. Asbestosis: Yes/No
  - b. Asthma: Yes/No
  - c. Chronic bronchitis: Yes/No
  - d. Emphysema: Yes/No
  - e. Pneumonia: Yes/No
  - f. Tuberculosis: Yes/No
  - g. Silicosis: Yes/No
  - h. Pneumothorax (collapsed lung): Yes/No
  - i. Lung cancer: Yes/No
  - j. Broken ribs: Yes/No
  - k. Any chest injuries or surgeries: Yes/No
  - l. Any other lung problem that you've been told about: Yes/No
4. Do you currently have any of the following symptoms of pulmonary or lung illness?
  - a. Shortness of breath: Yes/No
  - b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline: Yes/No
  - c. Shortness of breath when walking with other people at an ordinary pace on level ground: Yes/No
  - d. Have to stop for breath when walking at your own pace on level ground: Yes/No
  - e. Shortness of breath when washing or dressing yourself: Yes/No
  - f. Shortness of breath that interferes with your job: Yes/No
  - g. Coughing that produces phlegm (thick sputum): Yes/No
  - h. Coughing that wakes you early in the morning: Yes/No
  - i. Coughing that occurs mostly when you are lying down: Yes/No
  - j. Coughing up blood in the last month: Yes/No
  - k. Wheezing: Yes/No

- l. Wheezing that interferes with your job: Yes/No
- m. Chest pain when you breathe deeply: Yes/No
- n. Any other symptoms that you think may be related to lung problems: Yes/No

5. Have you ever had any of the following cardiovascular or heart problems?

- a. Heart attack: Yes/No
- b. Stroke: Yes/No
- c. Angina: Yes/No
- d. Heart failure: Yes/No
- e. Swelling in your legs or feet (not caused by walking): Yes/No
- f. Heart arrhythmia (heart beating irregularly): Yes/No
- g. High blood pressure: Yes/No
- h. Any other heart problem that you've been told about: Yes/No

6. Have you ever had any of the following cardiovascular or heart symptoms:?

- a. Frequent pain or tightness in your chest: Yes/No
- b. Pain or tightness in your chest during physical activity: Yes/No
- c. Pain or tightness in your chest that interferes with your job: Yes/No
- d. In the past two years, have you noticed your heart skipping or missing a beat: Yes/No
- e. Heartburn or indigestion that is not related to eating: Yes/No
- f. Any other symptoms that you think may be related to heart or circulation problems: Yes/No

7. Do you currently take medication for any of the following problems?

- a. Breathing or lung problems: Yes/No
- b. Heart trouble: Yes/No
- c. Blood pressure: Yes/No
- d. Seizures (fits): Yes/No

8. If you've used a respirator, have you ever had any of the following problems? (If you've never used a respirator, check the following space and go to question 9:)

- a. Eye irritation: Yes/No
- b. Skin allergies or rashes: Yes/No
- c. Anxiety: Yes/No
- d. General weakness or fatigue: Yes/No
- e. Any other problem that interferes with your use of a respirator: Yes/No

9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire: Yes/No

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-face piece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary .

10. Have you ever lost vision in either eye (temporarily or permanently): Yes/No

11. Do you currently have any of the following vision problems?
  - a. Wear contact lenses: Yes/No
  - b. Wear glasses: Yes/No
  - c. Color blind: Yes/No
  - d. Any other eye or vision problem: Yes/No
  
12. Have you ever had an injury to your ears, including a broken ear drum: Yes/No
  
13. Do you currently have any of the following hearing problems?
  - a. Difficulty hearing: Yes/No
  - b. Wear a hearing aid: Yes/No
  - c. Any other hearing or ear problem: Yes/No
  
14. Have you ever had a back injury: Yes/No
  
15. Do you currently have any of the following musculoskeletal problems?
  - a. Weakness in any of your arms, hands, legs, or feet: Yes/No
  - b. Back pain: Yes/No
  - c. Difficulty fully moving your arms and legs: Yes/No
  - d. Pain or stiffness when you lean forward or backward at the waist: Yes/No
  - e. Difficulty fully moving your head up or down: Yes/No
  - f. Difficulty fully moving your head side to side: Yes/No
  - g. Difficulty bending at your knees: Yes/No
  - h. Difficulty squatting to the ground: Yes/No
  - i. Climbing a flight of stairs or a ladder carrying more than 25 lbs: Yes/No
  - j. Any other muscle or skeletal problem that interferes with using a respirator: Yes/No

Part B Any of the following questions, and other questions not listed, may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

1. In your present job, are you working at high altitudes (over 5,000 feet) or in a place that has lower than normal amounts of oxygen: Yes/No

If "yes, II do you have feelings of dizziness, shortness of breath, pounding in your chest, or Other symptoms when you're working under these conditions: Yes/No

2. At work or at home, have you ever been exposed to hazardous solvents, hazardous airborne chemicals ( e.g., gases, fumes, or dust), or have you come into skin contact with hazardous chemicals: Yes/No

If "yes", name the chemicals if you know them: \_\_\_\_\_

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3. Have you ever worked with any of the materials, or under any of the conditions, listed below:

- a. Asbestos: Yes/No
- b. Silica (e.g., in sandblasting): Yes/No
- c. Tungsten/cobalt ( e.g., grinding or welding this material): Yes/No
- d. Beryllium: Yes/No
- e. Aluminum: Yes/No
- f. Coal (for example, mining): Yes/No
- g. Iron: Yes/No
- h. Tin: Yes/No
- i. Dusty environments: Yes/No
- j. Any other hazardous exposures: Yes/No

If "yes, describe these exposures: \_\_\_\_\_

4. List any second jobs or side businesses you have:

\_\_\_\_\_

5. List your previous occupations: \_\_\_\_\_

6. List your current and previous hobbies: \_\_\_\_\_

7. Have you been in the military services? Yes/No

If "yes," were you exposed to biological or chemical agents (either in training or combat):  
Yes/No

8. Have you ever worked on a HAZMAT team? Yes/No

9. Other than medications for breathing and lung problems, heart trouble, blood pressure, and seizures mentioned earlier in this questionnaire, are you taking any other medications for any reason (including over-the-counter medications): Yes/No

If "yes," name the medications if you know them: \_\_\_\_\_

10. Will you be using any of the following items with your respirator(s)?

- a. HEPA Filters: Yes/No
- b. Canisters (for example, gas masks): Yes/No
- c. Cartridges: Yes/No

11. How often are you expected to use the respirator(s) (circle "yes" or "no" for all answers that apply to you)?:

- a. Escape only (no rescue): Yes/No
- b. Emergency rescue only: Yes/No
- c. Less than 5 hours per week: Yes/No
- d. Less than 2 hours per day: Yes/No
- e. 2 to 4 hours per day: Yes/No
- f. Over 4 hours per day: Yes/No

12. During the period you are using the respirator(s), is your work effort:

a. Light (less than 200 kcal per hour): Yes/No  
If "yes," how long does this period last during the average shift: hrs. mins.  
Examples of a light work effort are sitting while writing, typing, drafting, or performing light assembly work; or standing while operating a drill press (1-3 lbs.) or controlling machines.

b. Moderate (200 to 350 kcal per hour): Yes/No  
If "yes," how long does this period last during the average shift: hrs. mins.  
Examples of moderate work effort are sitting while nailing or filing; driving a truck or bus in urban traffic; standing while drilling, nailing, performing assembly work, or transferring a moderate load (about 35 lbs.) at trunk level; walking on a level surface about 2 mph or down a 5-degree grade about 3 mph; or pushing a wheelbarrow with a heavy load (about 100 lbs.) on a level surface.

b. Heavy (above 350 kcal per hour): Yes/No  
If "yes," how long does this period last during the average shift: hrs. mins.  
Examples of heavy work are lifting a heavy load (about 50 lbs.) from the floor to your waist or shoulder; working on a loading dock; shoveling; standing while bricklaying or chipping castings; walking up an 8-degree grade about 2 mph; climbing stairs with a heavy load (about 50 lbs.).

13. Will you be wearing protective clothing and/or equipment (other than the respirator) when you're using your respirator: Yes/No

If "yes," describe this protective clothing and/or equipment:

\_\_\_\_\_

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14. Will you be working under hot conditions (temperature exceeding 77 deg. F): Yes/No

15. Will you be working under humid conditions: Yes/No

16. Describe the work you'll be doing while you're using your respirator(s):

17. Describe any special or hazardous conditions you might encounter when you're using your respirator(s) (for example, confined spaces, life-threatening gases):

\_\_\_\_\_



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18. Provide the following information, if you know it, for each toxic substance that you'll be exposed to when you're using your respirator(s):

Name of the first toxic substance: \_\_\_\_\_

Estimated maximum exposure level per shift: \_\_\_\_\_

Duration of exposure per shift \_\_\_\_\_

Name of the second toxic substance: \_\_\_\_\_

Estimated maximum exposure level per shift: \_\_\_\_\_

Duration of exposure per shift: \_\_\_\_\_

Name of the third toxic substance: \_\_\_\_\_

Estimated maximum exposure level per shift: \_\_\_\_\_

Duration of exposure per shift: \_\_\_\_\_

The name of any other toxic substances that you'll be exposed to while using your respirator:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Describe any special responsibilities you'll have while using your respirator(s) that may affect the safety and well-being of others (for example, rescue, security):

\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX II**

**Information to be Supplied to the Physician or Licensed Healthcare Professional (PLHCP) by the Employer for Use in the Evaluation/Examination. \***

The employee \_\_\_\_\_ will be wearing an SCBA of the following type and weight: \_\_\_\_\_

Duration and frequency of SCBA use: \_\_\_\_\_

Expected physical work effort: \_\_\_\_\_

Additional protective clothing and equipment: \_\_\_\_\_

Temperature and humidity extremes: \_\_\_\_\_

Additional information: \_\_\_\_\_

\*Employee has provided their assessment of these issues in the medical questionnaire.

Note: This is the information required by 1910.134(e)(5)(i) and (ii).

In accordance with 1910.134(e)(5)(iii), the employer is required to provide the PLHCP with a copy of the Respiratory Protection standard (1910.134) and a copy of their written respiratory protection program.

**APPENDIX III**

**Information to be Obtained from the Physician or Licensed Health Care Professional (PLHCP)**

The employee \_\_\_\_\_ is/is not able to wear a Self-Contained Breathing Apparatus (SCBA).

Any limitation in the wearing of the SCBA: \_\_\_\_\_  
\_\_\_\_\_

Any follow-up required: \_\_\_\_\_  
\_\_\_\_\_

The employee has been supplied with a copy of this evaluation.

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

Name of PLHCP \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_