Lehi Fire Department Policies & Standard Operating Guidelines

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Introduction

This manual establishes standard fire department specific policies and guidelines. These policies are meant to provide guidance when dealing with fire department-specific issues and situations, and to help ensure department activities are consistent, effective, efficient and safe.

The Department shall provide for the safety, health and wellness of department members by establishing a fire department-specific policy manual and accompanying procedures.

All fire department personnel shall follow these policies and accompanying guidelines to the best of their ability.

All members will understand and follow these policies and procedures. Officers of the department are responsible to ensure their subordinates understand and follow these policies and procedures. Officers will document and report deviations to the Fire Chief, or his/her designee, for review.

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Vision

We are committed to being a progressive and dynamic organization striving for excellence in serving our community.

Explanation: We understand that we are in a changing community and that we need to be able to respond to current emergencies. We also need to be dynamic in that we are able to identify potential threats and hazards and adapt our approach and our response to maximize our chances of success. We are progressive in the sense that we seek for the best ways to complete our craft. Our craft includes medical, fire, specialized response, and any other response that requires analytical ability to solve the community's emergency. We will be innovative and will adapt to new challenges. We will always look for ways we can be better as we strive for excellence in ourselves as we serve our community.

Mission

Our family serving yours

Explanation: In this sense, we see the community as a family. They seek stability and safety in their homes, in their business, and in the places where they recreate. Our family is the fire department. We see each other as more than coworkers, we aspire for greatness for our fellow firefighters. Through our successes on the level of department-wide betterment, we can best serve the family that is the community of Lehi.

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Values

- *Dedication*

We are dedicated to excellence in serving the community. We are dedicated to respecting our heritage and protecting the future of the community.

- *Honesty*

We are honest in all our dealings, this builds trust which is paramount in our function in operating as a department.

- *Integrity*

We have an altruistic view of our chosen profession. We will always strive to do what is right, not because of external influences, but because we have a desire to do what is right for our community and our fire family.

- *Professionalism*

No matter the situation, we will serve with honor, excellence, and selflessness to others without thought of recognition or gain. We will use good judgment and competent skills to provide a service that no one else can.

- *Knowledge*

Knowledge and experience is the force behind progression. We will enhance our ability to serve by promoting education, leadership, and experience. We shall remember our past, observe our present, and prepare for the future.

- *Compassion*

We will respond with the intent to care for those who may be suffering. We are committed to serve others despite difficulty, failure, or opposition. The actions we take for the greater good will reward us with pride and ownership. Each day we have the opportunity to provide love and empathy for ourselves and those we serve.

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Training

Training is the single most important element for a safe, professional, and effective fire department. It is imperative that all members are properly trained on all aspects of firefighting to help safeguard his/her life, the lives of other firefighters and the lives of those we serve.

Training:

A. Prepares a fire fighter to safely perform his or her duties.
B. Prepares a fire fighter for any change in a procedure or technology or for any new hazard identified in his or her work environment.
C. Prepares a new fire fighter whose duties include emergency operations to perform emergency operations. The training will include training in the incident command system.
D. Gives a fire fighter whose duties include structural firefighting training consistent with established fire ground operating procedures.
E. Prepares a fire fighter for special hazards to which he or she may be exposed during fires and other emergencies
F. Includes procedures for firefighters engaged in fire ground operations to make his or her safe exit from a dangerous area if equipment fails or fire conditions change suddenly

Any training of fire fighters which includes live firefighting exercises will be conducted in compliance with NFPA 1001- Standard for Fire Fighter Professional Qualifications and NFPA 1403- Standard on Live Fire Training Evolutions.

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Driving Requirements

State and local laws may provide certain exemptions for authorized emergency vehicles from regular traffic laws when responding on emergencies. However, neither state or local laws nor these guidelines are intended to absolve an emergency vehicle driver of the responsibility of due regard for the safety of others on the road.

A. Fire apparatus may only be operated by individuals meeting all of the following requirements:
B. Members of Fire Department.
C. Members who have a valid driver's license.
D. Members who have successfully completed training for operation of the apparatus based on NFPA 1002- Standard for Fire Apparatus Driver/Operator Professional Qualifications (Trainee drivers may operate apparatus when under the supervision of a qualified driver.)

Before entering a fire station:

A. A Spotter should always be used when backing, if available.
B. Consideration must be taken for the possibility of pedestrians within the fire station.

Before exiting from a fire station:

A. The driver will ensure all apparatus compartment doors are securely closed.
B. All personnel are seat belted in proper locations.
C. Ensure apparatus bay door is raised fully and enough clearance is available to clear apparatus height.
D. Test brakes before entering street.

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Safe Driving:

1. All audible and visible warning devices shall be in operation when responding to an emergency incident. Discretion to not run lights and sirens may be used, based on details.
2. The driver shall maintain a speed that is safe under the prevailing conditions.
3. When approaching a controlled intersection (i.e. stop sign, traffic light):
    A. The driver of an authorized emergency vehicle may proceed past a stop sign or red light only after slowing down or stopping to ascertain that the intersection is clear.
    B. The driver or an authorized emergency vehicle may disregard regulations governing the direction of movement and turning in specific directions as long as he/she does not endanger life and/or property.
4. School zone related driving:
    A. Observe the posted speed limit for school zones when children are present or when speed warning lights are flashing.
    B. Fire apparatus, both emergency and non-emergency traffic shall stop for school buses loading or unloading as indicated by the buses flashing lights and/or stop sign.
    C. Lights and Siren must be turned off when entering a school zone with flashing lights.
5. Upon first unit's arrival on an emergency scene:
    A. The scene should be evaluated.
    B. If the situation is not urgent, other responding units can be advised to continue to the scene "non-emergency mode" or disregard and return to their respective

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stations.

6. Drivers of fire apparatus shall be directly responsible for the safe and prudent operation of the vehicle at all times.
7. Any member of the Lehi Fire Department who is involved in an accident while responding to an incident shall remain on the scene of the accident and immediately notify Dispatch to send another unit; Captain, and Lehi Police Department.

Backing:

1. Procedure
   A. Before backing a fire department vehicle, the driver shall ensure that the intended path is clear of hazards or obstructions.
   B. One or more spotters shall be employed as guides in all situations where the driver does not have a clear vision of the path of travel.
   C. Two spotters should be assigned whenever possible when backing large or heavy apparatus–one covering each side of the vehicle.
   D. When available, a third spotter can be used to monitor traffic or, especially in the case of aerial apparatus, watch the front of the vehicle for overhead obstructions.

**Light fleet, i.e. Chief's vehicle or the Fire Marshal vehicle shall not require a backer.

2. Spotter:A spotter is responsible for guiding the driver and ensuring that any potential hazards are avoided. Standard signals shall be used to communicate with the driver during the backing maneuver; hand signals or voice signals transmitted over a portable radio can be employed for this purpose. The spotter shall direct the driver to stop at any time the

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backing maneuver cannot be completed safely.

A. The spotter(s) shall be on the ground, to the rear of the vehicle, and shall remain visible to the driver at all times. If the driver loses sight of the spotter(s) at any time, the driver shall immediately stop the vehicle.

B. Portable radios or tethered vehicle-mounted intercom systems are recommended for spotters' safety. In no case are cameras or safety devices a substitute for a spotter. (NFPA 1500 requires at least one spotter to have contact with the driver.)

C. If it is essential to back a vehicle with limited rearward visibility and no spotter is available, the driver shall stop, dismount, and visually perform a 360-degree check around the vehicle before backing, with emphasis on the area behind and to both sides. After checking the area, the driver shall back the vehicle at slow speed and with extreme caution, prepared to stop immediately if necessary.

Signals for spotting

i. Straight Back: One hand above the head with palm toward face, waving back. Other hand at your side. (Left or right hand optional)
ii. Turn: Both arms pointing the same direction with index fingers extended. (Driver will advise the spotter which way the turn will be made. The spotter then assists the driver in backing apparatus. The driver's intentions must be verbally communicated to the spotter.)
iii. Stop: Both arms crossed with hands in fist. Be sure to yell the stop order loud enough that the driver can hear the warning.

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Night Backing

A. Signals will be the same.

B. The spotter will ensure that the spotlights on rear of apparatus are turned on before allowing apparatus to be backed.

C. A flashlight may be carried, but at no time will it be directed toward the mirror.

D. When backing an apparatus, a minimum of one spotter shall be at the rear of the apparatus.

E. The spotter(s) is/are responsible for guiding the Driver and ensuring that any potential hazards are avoided.

F. The spotter shall position themselves to have an unobstructed view and be in visual and voice/radio contact with the apparatus driver.

G. Spotters shall not ride the tailboard while backing the apparatus.

H. If the Driver loses visual contact with the spotter(s), the Driver shall stop the apparatus immediately.

I. Vehicle mounted cameras or other devices are not a substitute for a spotter.

J. In situations where assistance is not available and the apparatus must be immediately moved, the Driver shall first walk completely around the apparatus before backing to ensure no obstructions will interfere with vehicle operation.

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Mandatory Seatbelts

The driver of any Fire Department vehicle or apparatus shall be directly responsible for the safe operation of the vehicle. When the driver is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver.

Drivers shall not move fire department vehicles or apparatus until all persons are seated and secured with seat belts in approved riding positions.

All persons riding in fire department vehicles or apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion.

Riding on tail boards, side steps, running boards, or in any other exposed positions, or standing while riding shall be specifically prohibited.

Department members are exempt from wearing seat belts while actively performing emergency medical care while the vehicle is in motion, where requirements to be seated and restrained with seat belts would jeopardize patient care. The driver shall take extraordinary precaution in recognition of the additional danger that exists while driving with unrestrained member(s). All other persons in the vehicle shall be seated and restrained with seat belts in approved riding positions while the vehicle is in motion.

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Accountability

The purpose of this guideline is to provide for the tracking and inventory of all members operating at an emergency incident. It is the responsibility of all fire chiefs and officers to maintain a constant awareness of the position and function of all personnel assigned to operate under their supervision. This awareness shall serve as the basic means of accountability that shall be required for operational safety.

Incident Commander

The incident commander shall be responsible for overall personnel accountability for the incident.

The incident commander shall maintain an awareness of the location and function of all companies or units at the scene of an incident.

The incident commander shall initiate an accountability system at the very beginning of operations and shall maintain that system throughout operations (unless an accountability officer has been appointed.)

The incident commander shall provide for the appropriate control of access for all personnel and bystanders at the incident scene.

Where an accountability officer has been appointed, it shall be the responsibility of the accountability officer to ensure the accountability of all personnel and to initiate the accountability system. The accountability

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officer shall be responsible for collecting the firefighter accountability tags, and logging the appropriate names of personnel on the accountability board. An accountability system shall be initiated at all incidents. Each firefightershall be provided with a firefighter accountability tag. Each position on allapparatus shall be equipped with a firefighter accountability tag board. It shall be the responsibility of all personnel to remove their firefighter accountability tag from their protective equipment and place it on the appropriate position board.

Each apparatus shall be equipped with a firefighter accountability tag collection point. At emergency incidents, which have advanced beyond the incipient stage, it shall be the responsibility, as time allows, of the unit officer to collect the firefighter accountability tags from the boards and place them at the accountability tag collection point.

Personnel Accountability Report (PAR)

It is recommended that the officer in charge of accountability obtain a PAR every twenty minutes and at tactical benchmarks. A PAR may be confirmed in person or through radio communication. A PAR should also be obtained immediately following a catastrophic fire ground event, such as a collapse, to insure all personnel are accounted for. In the event of a catastrophic occurrence on the fire ground, the accountability and inventory board shall be made available to the incident commander. At the conclusion of an incident, department personnel shall be responsible for retrieving their firefighter accountability tags.

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Personal Protective Equipment (PPE)

This policy establishes the minimum requirements for the use of personal protective equipment while working for the Lehi City Fire Department (referred to as LFD).

All employees of LFD are expected to follow these policies and procedures.

This policy will establish what PPE is required during different response scenarios. It will help avoid confusion and define what is required for PPE protection.

Fire alarms, no smoke or flames:

All engine and truck crews (except the engineer, see below) will wear full turnouts as if to make a fire attack. This will include helmet, hood, gloves, turn-out pants, jacket, boots, and SCBA.

Fire alarms, smoke and/or flames present:

All engine and truck crews (except the engineer, see below) will wear full turnouts, including SCBA, as if to make a fire attack. The Captain will also wear an SCBA.

MVA's:

Each member of the fire department that has an active role in rescuing, securing, or mitigating the effects of a motor vehicle accident, will be in full turn out including a DOT approved traffic vest. If actively fighting a car fire the traffic vests not required. If extrication is needed, the full turn out ensemble or extrication gear (without SCBA) will be required unless the safety of the firefighter is compromised.

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Medical calls:

Each crew member providing patient care will wear safety glasses and gloves, andany other appropriate protection for the situation (please refer to infectious diseasepolicy).

Engineers/drivers:

Engineers/drivers will not wear their turn out jacket or helmet while responding to orreturning from fire or medical calls.

Level 1 Protective Clothing: Department issued firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles, firefighting gloves, and SCBA.

Level 2 Protective Clothing: Department issue firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles or safety glasses and helmet shield, and firefighting gloves.

Level 3 Protective Clothing: Department issue firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles or safety glasses with helmet shield, and firefighting gloves or approved extrication gloves.

Level 4 Protective Clothing: Department issued firefighting boots, bunker pants, coat, and helmet with chinstrap fastened.

Level 5 Protective Clothing: Station Boots, Pants, and any other specialty equipment needed.

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Task	Required PPE
CO	1
EMS	5 and Body Substance Isolation
HAZMAT (Fuel, LP, Ammonia, etc.)	1
High Dust (Hay, Grain, Woodworking)	4
Hose Test	4
Ground Ladder Operations	4
Aerial Operations	1 and Ladder Belt
Rescue	2 and Ladder Belt
Pump Operations/Drivers	4
Saw Operations	2
Smoke/Gas Environment	1
Structure Fire, Attack/Back Up	1
Structure Fire, Support	2
Structure Fire, Ventilation	1
Technical Rescue	5
Traffic Control	4 and a safety vest
Vehicle Fire	1
Extrication	3
Wildland Fire	2

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Traffic safety vests shall be stored on each vehicle/apparatus so that theyare readily accessible by personnel. The vest shall be worn whenever personnel are operating in areas of vehicular traffic, such as it doesn't interfere with firefighting operations. The vest shall be donned immediately upon exiting the vehicle or apparatus and includes instances when turnout gear is worn. Turnout coats alone are not acceptable as high-visibility highway safety apparel. The exceptions to this requirement are:

A. When SCBA is worn

B. When wearing hazardous materials personal protective equipment

C. When wearing technical rescue personal protective equipment

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Exposure Control

This policy applies to all personnel within the Fire Department, who are involved in firefighting, hazardous material incident control, rescue, or emergency medical services which involve occupational exposure to blood or other potentially infectious materials (OPIM).

The Department recognizes the potential for transmission of certain blood borne infections to firefighters through contact with blood and body fluids and requires that specific precautions to minimize the risk of exposures. Universal precautions as defined below will be used where there is potential exposure to blood or body fluids to protect firefighters, patients, and citizens against the spread of infectious diseases.
This plan will be reviewed annually beginning on and as needed to reflect changes in procedures, policies or work rules.
The Department recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of operations including emergency response, training and while in the station.
It is the Department's policy to:

A. Provide services to all persons requiring them without regard to known or suspected diseases in any patient.
B. Regard all patient contacts as potentially infectious and to take universal precautions at all times.
C. Provide Department personnel with the necessary training, immunizations and protective equipment to reduce the risk to firefighters and members of the public.
D. Recognize the need for infection controls in the workplace.
E. Prohibit discrimination of any Department member based on infection with HIV or HBV virus.

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DEFINITIONS:

Blood: Human blood, human blood components and products made from human blood.

Bloodborne Pathogens: Pathogenic microorganisms that are present in human blood that can cause disease in humans. These pathogens include, but are not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).

Contaminated: The presence or the reasonably anticipated presence of blood or other potentially infectious material on an item. Contaminated

Decontamination: The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use or disposal.

Engineering Controls: Controls (e.g., sharps disposal containers, self sheathing needles) that isolate or remove the bloodborne pathogens hazard from the work place. Exposure Incident - A specific eye, mouth, other mucus membrane, non-intact skin, or other contact with blood or potentially infectious materials that results from the performance of duties.

HBV: Hepatitis B Virus

HIV: Human Immunodeficiency Virus Occupational Exposure: Reasonably anticipated skin, eye, mucus membrane or parenteral contact with blood or other potentially infectious materials that may result from performance of an employee's duties.

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Other Potentially Infectious Materials (OPIM):

A. The following human fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids where it is difficult or impossible to differentiate between body fluids.
B. Any unfixed tissue or organ (other than intact skin) from human (living and dead).
C. HIV containing cell or tissue cultures, organ cultures, and HIV or HBV containing medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

Parenteral: Piercing mucus membranes or the skin barrier through needle sticks, human bites, cuts, abrasions, etc.

Personal Protective Equipment: Specialized clothing or equipment worn for protection against a communicable disease. . Personal protective equipment will be considered "appropriate" only if it does not permit blood or other potentially infectious materials to pass through to or reach the employee's work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Source Individual: An individual, living or dead, whose blood or other potentially infectious materials may be a source of exposure.

Sterile: The use of a physical or chemical procedure to destroy all micro-organisms including highly resistant bacteria.

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Universal precautions: An approach to infection control which calls for all human blood and certain body fluids to be treated as if they are known to be infectious for HIV, HBV and other pathogens.

WorkPlace Controls: Controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

OCCUPATIONAL EXPOSURE CONTROL PLAN

Exposure Determination

All personnel within the Fire Department, who are involved in firefighting, hazardous material incident control, rescue, or emergency medical services may be exposed to blood and other potentially infectious materials.

METHODS OF COMPLIANCE

1. Universal precautions shall be observed to prevent contact with blood and other potentially infectious materials. All body fluids shall be considered potentially infectious materials.

2. Work Practices

   A. Impervious gloves will be worn for all patient/victim contact. Gloves will be worn for touching blood and body fluids, mucus membranes or non-intact skin of all patients, for handling items soiled with blood or body fluids, and for performing all cleaning of soiled surfaces. Gloves are to be removed and handswashed after contact with each patient or each use for cleaning or handling potentially infectious materials.

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B. All firefighters will wash hands and exposed skin with soap and water when feasible, or flush mucus membranes with water as soon as practical following contact with potentially infectious materials.
C. Hands must be washed for a minimum of 15 seconds after doffing gloves, before eating or preparing food, and after contact with body fluids, mucus membranes or broken skin.
D. Hands must be washed for a minimum of 15 seconds after doffinggloves, before eating or preparing food, and after contact with bodyfluids, mucus membranes or broken skin.
E. When hand washing is not possible, firefighters will clean their hands with an antiseptic towel or hand cleanser, and then wash theirhands with soap and water at the earliest possible time.
F. Any other skin, mucus membrane, or body area that has comein contact with potentially infectious material must be washedas soon as possible.
G. Immediately after use, sharp items such as needles and lancetsshall be placed in a leak-proof, puncture-resistant container. Contaminated sharps shall not be recapped or otherwise manipulated by hand.
H. All procedures involving blood or OPIM shall be performed tominimize splashing and spattering.
I. Infectious waste, any disposable item which comes in contact with body fluids, shall be handled with gloves and shall beplaced in an impermeable red bag.
J. No potentially infectious waste will be left at the scene of anincident.

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3. Exposure

An exposure shall be documented in CrewSense under Injury/Exposure form. Advise your officer and/or acting officer immediately of the incident. Officer will notify Battalion Chief and the Chief or Deputy Chief. If the Officer or Battalion Chief cannot be notified immediately; then contact the Chief or Deputy Chief.

A. Officer or Chief Officer will contact the Lehi City Emergency Manager.
B. A needle stick/sharps injury log shall be maintained and shall include the following information for each incident: • Period oftime the log covers • Date of the incident • Date the incident is entered into the log • Type and brand of sharp involved • Department or area of incident • Description of the incident
C. The log(s) shall be retained for five years after the end of the log year.

4. Personal Protective Equipment (PPE)

A. When PPE is removed it shall be, decontaminated or disposed of in an appropriate container.
B. Personnel in contact with patients/victims will have examination gloves and goggles with them at all times. These are available on each engine and ladder truck.
C. Replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised
D. Never wash or decontaminate disposable gloves for reuse
E. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives will be readily accessible to those employees who are allergic to the gloves nominally provided.
F. Replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised

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G. Never wash or decontaminate disposable gloves for reuse

H. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives will be readily accessible to those employees who are allergic to the gloves nominally provided.

I. Impervious gloves will be worn for all patient/victim contact. Gloves must be worn for touching blood and body fluids, mucus membranes or non-intact skin of all patients/victims, and for cleaning of soiled surfaces. Replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised

J. Never wash or decontaminate disposable gloves for reuse

K. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives will be readily accessible to those employees who are allergic to the gloves nominally provided.

L. Gloves are to be removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious items.

M. Structural firefighting protective clothing will be worn for all incidents requiring this protection. Additionally, latex or equivalent gloves will be worn under the firefighters gloves when infectious materials may be encountered such as during vehicle extrication. Because of the potential for burns, these gloves should not be worn under fire fighting gloves where there is exposure to extreme heat.

N. Masks shall be worn in combination with goggles or glasses with solid side shields whenever droplets of blood or OPIM may be splashed in the eyes, nose, or mouth. Face shields on structural fire fighting helmets shall not be used for exposure control; however, SCBA masks are acceptable.

O. Gowns, waterproof aprons or structural fire fighting gear shall be worn during procedures that are likely to generate splashes of blood or other body fluids. D.

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5. Equipment Cleaning

   A. Routine cleaning of equipment will be done on a daily basis.

   B. Vehicles, tools and other equipment that is exposed to body fluidswill be cleaned with soap and water followed by an antiseptic cleaner .

6. Contaminated Sharps

   A. A sharps container is carried in.

   B. The sharps container must be kept in an upright position when used and shall be replaced when ¾ full.

   C. Sharps containers should be closed to prevent spillage, placed in a second container if leaking, and handled with care.

   D. Contaminated materials shall be handled as little as possible. When handling contaminated linen or towels, wear latex gloves and other appropriate PPE. All soiled linen shall be placed inred bags that prevent leakage.

7. Disposal of Waste

   A. All biohazardous waste will be placed in red plastic bags or labeled sharps containers.

   B. The waste will then be double bagged, the bags sealed and placed in the station's outside trash container.

   C. Heavily soiled waste materials, those with unabsorbed body fluids, will be double bagged, placed out of living areas and traffic areas at the fire station.

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8. Hepatitis B Vaccination

   A. All personnel who are at risk to occupational exposure will have the Hepatitis B vaccination, post exposure evaluation and follow up made available at no cost.

   B. The Hepatitis B vaccination will be available after the firefighter receives training on the Hepatitis B vaccine, its safety, method of administration, the benefits of being vaccinated, and within ten working days of initial shift assignment (career personnel) or station acceptance (volunteer personnel). The vaccination will not be given to anyone who has received the complete Hepatitis B vaccination series, or if antibody testing shows that the firefighter is immune. If the individual is allergic to yeast, an alternate Hepatitis B vaccine will be offered.

   C. Each firefighter must sign a consent/refusal form verifying that this vaccination was offered to him/her.

   D. If an employee declines the vaccination, the employee must sign a declination form. Employees who decline may request and obtain the vaccination at a later date at no cost.

9. Post-Exposure Evaluation and Follow-up

   A. Following a report of an exposure incident, the employer shall make immediately available to the exposed employee a confidential medical evaluation and follow up, including at least the following elements:

      i. Exposure report completed (can be found on CrewSense)

      ii. Documentation of the route(s) of exposure, and thecircumstances

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iii. Identification and documentation of the source individual, unless the employer can establish that identification is infeasible or prohibited by state or local law

iv. Collection and testing of blood for HBV and HIVserological status;

- The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the employer shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- When the source individual is already known to be infected with HBV or HIV, testing for the source individual's knownHBV or HIV status need not be repeated.
- Results of the source individual's testing shall be made available to the exposed employee, and the employee shall be informed of applicable laws and regulationsconcerning disclosure of the identity and infectious status of the source individual.

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- After consent is obtained, the exposed employee's blood will be collected as soonas feasible and tested. If the employee consents to baseline blood collection, but does not consent at that time for HIV serological testing, the sample will be preserved for at least 90 days. If, within 90 days of the exposure incident, the employee elects to have the baseline sample tested, such testing will be done as soon as feasible.

B. Healthcare Professional's Written Opinion

A. The employer shall obtain and provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

B. The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for an employee, and if the employee has received such vaccination.

C. The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:

i. That the employee has been informed of the results of the evaluation

ii. That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

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D. All other findings or diagnoses shall remain confidential and shall not be included in the written report

10. Communication of Hazards to Personnel
    A. Warning labels shall be affixed to containers of regulated waste containing blood or OPIMs.
    B. Potentially infectious waste will be placed in red plastic bags.
    C. Food and drink will not be kept in refrigerators, freezers, cabinets, or on shelves, counter-tops or bench tops where blood or other potentially infectious materials are present.
11. Information and Training
    A. All personnel with the potential for occupational exposure shall participate in an exposure control training program.
    B. The training will be provided on initial assignment to a position that has potential for exposure and annually after that.
    C. Training will be provided when changes occur, such as modifications of procedures, and with the use of new products that may affect occupational exposure.
    D. The training program shall contain at least the following elements.
        i. Information on the where to obtain a copy of OSHA's Bloodborne Pathogens Standard, 29 CFR 1910.1030,
        ii. A general explanation of the symptoms of bloodborne diseases.
        iii. An explanation of the modes of transmission of bloodborne pathogens.

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iv. An explanation of this exposure control plan and fact that a copy of the policy will be included in the SOG/Policy manual.

v. Training in recognizing activities that may involve exposure to blood or OPIMs.

vi. An explanation of methods and their limitations for reducing exposure including appropriate engineering controls, work practices, and PPE.

vii. Information on the types, proper use, location, removal, handling, decontamination and disposal of PPE.

viii. Instruction on how to select PPE for different situations.

ix. Information on the Hepatitis B vaccine, including its effectiveness, safety, method of administration, the benefits of being vaccinated, and the fact that the vaccination is offered at no charge to firefighters.

x. Information on the appropriate actions to take and persons to contact in an emergency involving blood or OPIMs.

xi. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow-up that will be made available.

xii. Information on the post-exposure evaluation and follow up provided for the firefighter following an exposure.

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xiii. An explanation of the labels and color coding required by the exposure control plan.

xiv. An opportunity for interactive questions and answers with the person conducting the training session.

12. Record keeping

A. Fire Department shall maintain a record for each employee who has occupational exposure in accordance with 29 CFR 1910.1020. The record includes:

i. The name and social security number of the firefighter, a copy of the firefighter's Hepatitis B vaccination status including the dates of all hepatitis vaccinations and any medical records relative to the firefighter's ability to receive the vaccination.

ii. A copy of all results of examinations, medical testing, and follow up procedures as required.

iii. The employer's copy of the health care professional's written opinion.

iv. A copy of the information provided to the health care professional.

B. Medical records shall be kept confidential and shall not be disclosed to any person within or outside the Department, except as required by law, without the employee's written consent.

C. The records shall be maintained for the duration of employment plus 30 years in accordance with 29 CFR 1910.1020.

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13. Training Records

A. Training records shall include the following information:

b. The dates of the training.

c. A summary of the training.

d. The names and qualifications of the persons conducting the training.

e. The names and job titles of all persons attending the training.

B. Training records shall be maintained for three years from the date on which the training occurred.

C. Firefighter training records will be provided upon request to the individual firefighter, and to anyone having written consent of the individual in accordance with 29 CFR 1910.20.

14. Responsibilities

A. The Chief of Department has overall responsibility for the operation of the Fire Department and for the Exposure Control Plan.

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Lehi City Fire Department Respiratory Protection Program

Purpose

This program is intended to protect Lehi Fire Department firefighters from hazardous atmosphere through a comprehensive program of recognition; evaluation; engineering, administrative and work practice controls; and personal protective equipment, including respirators. Hazard elimination and engineering and work practice controls shall be employed to control team member exposure to within allowable exposure limits as much as possible.

Self Contained Breathing Apparatus (SCBA) and other personal protective equipment shall be provided to firefighters under this program. Lehi Fire Department is committed to full compliance with applicable federal and state regulations pertaining to team member respiratory protection.

This Respiratory Protection Program and is designed to protect team members by establishing accepted practices for SCBA use, providing guidelines for training and explaining proper storage, use and care of respirators. This program also serves to help Lehi Fire Department and its firefighters comply with Occupational Safety and Health Administration (OSHA) respiratory protection requirements as found in 29 CFR 1910.134.

This program applies to all Lehi Fire Department firefighters who wear a SCBA to perform assigned duties. Including but not limited to the following activities:

• Firefighting

• Hazardous materials response

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• Confined space rescue

Responsibilities

Lehi Fire Department

Lehi Fire Department is responsible for providing SCBA's to firefighters when they are necessary for hazardous atmosphere entries. Lehi Fire Department will provide SCBA's that are properly maintained. Any expense associated with training, medical evaluations and respiratory protection equipment will be borne by Lehi Fire Department.

Captains

Captains are responsible for being knowledgeable about the program requirements for their own protection, captains must also ensure that the program is understood and followed by the firefighters under theircharge. Duties of the Captains include:

• Ensuring that firefighters under their supervision (including new hires) receive appropriate training, fit testing, and annual medical evaluation.

• Ensuring the availability of appropriate SCBA's and accessories.

• Being aware of tasks requiring the use of respiratory protection.

• Enforcing the proper use of respiratory protection when necessary.

• Ensuring that SCBA's and masks are properly cleaned, maintained, and stored according to this program.

• Ensuring that respirators fit well and do not cause discomfort.

• Continually monitoring work areas and operations to identify respiratory hazards. • Coordinating with the Program Administrator on how to address respiratory hazards or other concerns regarding this program.

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Firefighter

Each firefighter is responsible for wearing his or her SCBA when and where required and in the manner in which they are trained. Firefighter must also:

• Use the respiratory protection in accordance with the manufacturer's instructions and the training received.

• Care for and maintain their SCBA and mask as instructed, guard them against damage, and store them in a clean, sanitary location.

• Immediately report any defects in the respiratory protection equipment and whenever there is a SCBA malfunction, immediately evacuate to a safe area and report malfunction.

• Promptly report to the Captain any symptoms of illness that may be related to SCBA usage or exposure to hazardous atmospheres.

• Report any health concerns related to SCBA use or changes in health status to the Captain

• Inform their Captain or the Program Administrator of any respiratory hazards that they feel are not adequately addressed in the workplace and of any other concerns that they have regarding this program.

Respirators Maintained for Emergency Use

For respirators maintained for emergency use, the employer shall:

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

• Provide this information on a tag or label that is attached to the storage compartment for the respirator, is kept with the respirator, or is included

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

Program Administrator

The Program Administrator is responsible for administering the respiratory protection program. Duties of the program administrator include:

• Keeping up with knowledge about respiratory protection and maintaining an awareness of current regulatory requirements and good practices.

• Identifying work areas, process or tasks that require workers to wear respirators. • Evaluating hazards.

• Selecting respiratory protection options.

• Monitoring respirator use to ensure that respirators are used in accordance with their specifications.

• Arranging for and/or conducting training.

• Ensuring proper storage and maintenance of respiratory protection equipment. • Conducting quantitative fit testing with the Port-a-count.

• Administering the medical surveillance program.

• Maintaining records required by the program.

• Evaluating the program.

• Updating written program, as needed.

Medical Provider

• Spirometry testing

• Physical exam

• Collaborate with the program administrator regarding test results if qualification will be delayed

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Respiratory Protection

Hazard Assessment and Respirator Selection

The Program Administrator will select respirators to be used on site, based on the hazards to which workers are exposed and in accordance with the OSHA Respiratory Protection Standard. The Program Administrator will conduct a hazard evaluation for each operation, process, or work area where airborne contaminants may be present in routine operations or during an emergency. A log of identified hazards will be maintained by the Program Administrator. The hazard evaluations shall include:

• Identification and development of a list of hazardous substances used in the workplace by work process.

• Review of work processes to determine where potential exposures to hazardous substances may occur. This review shall be conducted by surveying the workplace, reviewing the process records, and talking with firefighters and captains.

• Exposure monitoring to quantify potential hazardous exposures.

The proper type of respirator for the specific hazard involved will be selected in accordance with the manufacturer's instructions

Updating the Hazard Assessment

The Program Administrator must revise and update the hazard assessment as needed (i.e., any time work process changes may potentially affect exposure). If a team member feels that respiratory protection is needed during a particular activity, he/she is to contact his/her supervisor or the Program Administrator. The Program Administrator will evaluate the potential hazard, and arrange for outside assessment if necessary. The Program Administrator will then

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communicate the results of that assessment to the team members. If it is determined that respiratory protection is necessary, all other elements of the respiratory protection program will be in effect for those tasks, and the respiratory program will be updated accordingly.

NIOSH Certification

All respirators must be certified by the National Institute for Occupational Safety and Health (NIOSH).

Medical Evaluation

Team members who are required to wear respirators must pass a medical exam provided by Lehi Fire Department before being permitted to wear a respirator on the job. Team members are not permitted to wear respirators until a health care provider has determined that they are medically able to do so. Any team member refusing the medical evaluation will not be allowed to work in an area requiring respirator use.

Medical evaluation requirements by respirator

- Air-line Respirator
- Baseline physical (includes Run-Hop or alternate comparable test) then every 2 years.
- Baseline Spirometry
- Medical questionnaire
- Baseline labs (i.e. blood and urine analysis).
- Ability to don an SCBA unit, and move through anatomical positionsthat would be required while performing tasks related to SCBA use.
- Additional tests if indicated by questionnaire responses and or at thediscretion of the provider

Frequency of exams

- Medical Questionnaire
- Annually for all types

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• Physicals (to include Spirometry, run-hop or alternate comparable test, donning SCBA and demonstrating ability to perform tasks, and lab tests per clinic protocol)

o SCBA: every 2 years or sooner if indicated by PLHCP

• The medical evaluation will be conducted using the questionnaire provided in Appendix C of the OSHA Respiratory Protection Standard 1910.134. The Program Administrator will provide a copy of this questionnaire to all firefighters requiring medical evaluations.

• To the extent feasible, the company will provide assistance to firefighters who are unable to read the questionnaire. When this is not possible, the firefighter will be sent directly to the physician for medical evaluation.

All affected firefighters will be given a copy of the medical questionnaire to complete, along with a stamped and addressed envelope, if necessary, for mailing the questionnaire to the company physician. Firefighters will be permitted to complete the questionnaire on company time.

• Follow-up medical exams will be granted to firefighter as required by the Standard, and/or as deemed necessary by the evaluating physician.

• All firefighters will be granted the opportunity to speak with the physician about their medical evaluation, if they so request.

The Program Administrator shall provide the evaluating physician with a copy of this Program, a copy of the OSHA Respiratory Protection Standard, the list of hazardous substances by work area, and the following information about each team member requiring evaluation:

▪ his or her work area or job title;

▪ proposed respirator type and weight;

▪ length of time required to wear respirator;

▪ expected physical work load (light, moderate or heavy);

▪ potential temperature and humidity extremes; and

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▪ any additional protective clothing required.

Positive pressure air purifying respirators will be provided to team members as required by medical necessity.

• After a firefighter has received clearance to wear his or her respirator, additional medical evaluations will be provided under the following circumstances:

▪ The firefighter reports signs and/or symptoms related to their ability to use the respirator, such as shortness of breath, dizziness, chest pains or wheezing.

▪ The evaluating physician or supervisor informs the Program Administrator that the team member needs to be reevaluated.

▪ Information found during the implementation of this program, including observations made during the 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 team member.

• All examinations and questionnaires are to remain confidential between the firefighter and the physician. The Program Administrator will only retain the physician's written recommendations regarding each team member's ability to wear a respirator.

Fit Testing

Firefighters who are required to or who voluntarily wear respirators will be fit tested: • Prior to being allowed to wear any respirator with a tight-fitting face piece; • Annually; or

• When there are changes in the firefighter's physical condition that could affect respiratory fit (e.g., obvious change in body weight, facial scarring, etc.).

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Firefighters will be fit tested with the make, model, and size of respirator that they will actually wear. Team members will be provided with several models and sizes of respirators so that they may find an optimal fit. Fit testing of powered air purifying respirators will be conducted in the negative pressure mode.

The Program Administrator will conduct fit tests in accordance with Appendix A of the OSHA Respiratory Protection Standard 1910.134.

Fit test records will include the following information in accordance with Appendix M of the OSHA Respiratory Protection Standard 1910.134:

The employer shall establish a record of the qualitative and quantitative fit tests administered to an employee including:

• The name or identification of the employee tested;

• Type of fit test performed;

• Specific make, model, style, and size of respirator tested;

• Date of test; and the pass/fail results for QLFTs or the fit factor and strip chart recording or other recording of the test results for QNFTs.

Fit test records shall be retained for respirator users until the next fit test is administered. A written copy of the current respirator program shall be retained by the employer. Written materials required to be retained under this paragraph shall be made available upon request to affected employees and to the Assistant Secretary or designee for examination and copying.

General Use Procedures

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Firefighters will use their respirators under conditions specified in 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 firefighters shall conduct seal checks each time they wear their respirators. Team members shall use either the positive or negative pressure check (depending on which test works best for them) as specified in the OSHA Respiratory Protection Standard.

• **Positive Pressure Test:** This test is performed by closing off the exhalation valve with your hand. Breathe air into the mask. The face fit is satisfactory if some pressure can be built up inside the mask without any air leaking out between the mask and the face of the wearer.

• **Negative Pressure Test:** This test is performed by closing of the inlet openings of the cartridge with the palm of you hand. Some masks may require that the filter holder be removed to seal off the intake valve. Inhale gently so that a vacuum occurs within the face piece. Hold your breath for ten (10) seconds. If the vacuum remains, and no inward leakage is detected, the respirator is fit properly.

Firefighters are not permitted to wear tight-fitting respirators if they have any condition, such as facial scars, facial hair, or missing dentures that would prevent a proper seal. Firefighters are not permitted to wear headphones, jewelry, or other items that may interfere with the seal between the face and the face piece.

Before and after each use of a respirator, a firefighters or captain must make an inspection of tightness or connections and the condition of the face piece, headbands, and valves. Questionable items must be addressed immediately by the captain and/or Program Administrator.

Breathing Air Quality

For supplied-air and SCBA respirators, only Grade D breathing air shall be used. Breathing air cylinders will be filled at the station.

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Cleaning

Respirators are to be regularly cleaned and disinfected at the designated respirator cleaning station. All respirators are to be cleaned and disinfected after each use.

The following procedure is to be used when cleaning and disinfecting reusable respirators:

Wash the face piece and all associated parts (except cartridges and elastic headbands) in an approved cleaner-disinfectant solution in warm water (about 120 degrees Fahrenheit). Do not use organic solvents. Use a hand brush to remove dirt.

• Rinse completely in clean, warm water.

• Disinfect all facial contact areas by spraying the respirator with an approved disinfectant.

• Air dry in a clean area.

• Reassemble the respirator and replace any defective parts.

• Place respirator in a clean, dry bag.

The Program Administrator will ensure an adequate supply of appropriate cleaning and disinfection materials at the cleaning station. If supplies are low, firefighter should notify their captain, who will inform the Program Administrator.

Maintenance

Respirators are to be properly maintained at all times in order to ensure

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that they function properly and protect firefighter adequately. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or 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 conducted by the manufacturer.

• All respirators shall be inspected routinely before and after each use.

• The Respirator Inspection Checklist (See Attachment G – 1 and G - 2) will be used when inspecting respirators.

• A record shall be kept of inspection dates and findings for respirators maintained for emergency use.

Storage

After inspection, cleaning, and necessary repairs, respirators shall be stored appropriately to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals.

• Respirators must be stored in a clean, dry area, and in accordance with the manufacturer's recommendations. Each team member will clean and inspect their own mask in accordance with the provisions of this program, and will store their mask in a bag. Each team member will have his/her name on the bag and that bag will only be used to store that team member's mask.

• Respirators shall be packed or stored so that the face piece and exhalation valve will rest in a near normal position.

• Respirators maintained at stations and work areas for emergency use shall be stored in compartments built specifically for that purpose, be quickly accessible at all times, and be clearly marked.

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Respirator Malfunctions and Defects

For any malfunction of a respirator, such as breakthrough, face piece leakage, or improperly working valve, the respirator wearer should inform his/her captain that the respirator no longer functions as intended, and go to the designated safe area to maintain the respirator. The captain must ensure that the team member either receives the needed parts to repair the respirator or is provided with a new respirator.

All firefighters wearing respirators will work with a buddy. The Program Administrator shall develop and inform firefighters of the procedures to be used when a buddy is required to assist a firefighter who experiencesa malfunction.

Respirators that are defective or have defective parts shall be taken out of service immediately. If, during an inspection, a firefighter discovers a defect in a respirator, he/she is to bring the defect to the attention of his/her captain. Captains will follow the damaged equipment policy and tag the damaged/defective equipment and notify the equipment officer. The equipment officer will decide whether to:

• Temporarily take the respirator out of service until it can be repaired;

• Perform a simple fix on the spot, such as replacing a head strap; or

• Dispose of the respirator due to an irreparable problem or defect.

When a respirator is taken out of service for an extended period of time, the respirator will be tagged out of service, and the firefighter will be given a replacement of a similar make, model, and size.

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Training

The Program Administrator will provide training to respirator users and their captains on the contents of the Lehi Fire Departments Respiratory Protection Program and their responsibilities under it, and on the OSHA Respiratory Protection Standard. All affected firefighters and their captains will be trained prior to using a respirator in the workplace. Captains will also be trained prior to supervising firefighters that must wear respirators. There will also be annual training on the care and use of SCBA's and Lehi Fire Department Respiratory Protection Program.

The training course will cover the following topics:

• The Lehi Fire Department Respiratory Protection Program;

• The OSHA Respiratory Protection Standard (29 CFR 1910.134);

• Respiratory hazards encountered by firefighters and their health affects;

• Proper selection and use of respirators;

• Limitations of respirators;

• Respirator donning and user seal (fit) checks;

• Fit testing

• Emergency use procedures;

• Maintenance and storage; and

• Medical signs and symptoms limiting the effective use of respirators.

Firefighters will be retrained annually and as needed. Team members must demonstrate their understanding of the topics covered in the training through hands-on exercises and a written test.

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The Program Administrator will document respirator training and the documentation will include the type, model, and size of respirator for which each team member has been trained and fit tested.

Training records shall be maintained for at least 5 years. Team members shall be re-trained under the following circumstances:

• Changes in their job assignment(s)

• Deficiencies found during the annual program audit

• Deviation from established procedures

• Inadequate team member knowledge of the respiratory protection program

Documentation and Recordkeeping

A written copy of this program and the OSHA Respiratory Protection Standard shall be kept in the Program Administrator's office and made available to all firefighters who wish to review it.

Copies of training and fit test records shall be maintained by the Program Administrator. These records will be updated as new firefighters are trained, as existing firefighters receive refresher training, and as new fit tests are conducted.

Medical Records Management

Respiratory Medical Surveillance records will be maintained in the firefighter's medical record. At the time of termination, firefighter's records pertaining to the Respiratory Medical Surveillance Program will be kept in their medical records for length of employment plus thirty

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(30) years according to OSHA 29 CFR 1910.1020

Access to records shall be provided upon written request of the firefighter, former firefighter or representatives designated by the firefighter (29 CFR 1910.1020(a) through (e) and (g) through (i)).

Documentation

Firefighter consultations and medical provider referrals will be maintained in the firefighter's medical record.

The external provider is to return the Lehi Fire Department Medical Determination form and firefighter questionnaire to Lehi Fire Department. These documents will remain a part of the Lehi Fire Department medical record.

Program Audit

The Program Administrator will conduct periodic evaluations of the workplace to ensure that the provisions of this program are being implemented. The evaluations will include regular consultations with firefighters who use respirators and their captains, site inspections, air monitoring and a review of records. Items to be considered will include:

• comfort;

• ability to breathe without objectionable effort;

• adequate visibility under all conditions

• provisions for wearing prescription glasses;

• ability to perform all tasks without undue interference; and

• confidence in the face piece fit.

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Identified problems will be noted in an inspection log and addressed by the Program Administrator. These findings will be reported to Lehi Fire Department management, and the report will list plans to correct deficiencies in the respirator program and target dates for the implementation of those corrections.

Quality Management

The Quality Management activities for this program are to be reviewed at least annually.

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Lock Out/Tag Out

This procedure establishes the minimum requirements for lockout tagout whenever maintenance or servicing is done on apparatus/machine or equipment at Fire Department facilities, whether the isolation required is for tilting the cab, electrical, chemical, thermal, hydraulic, pneumatic and gravitational energy. The procedure shall be used to ensure that the apparatus/machine or equipment is stopped, isolated, and locked out tagged out before employees perform any servicing or maintenance where the unexpected energization, use, or start-up of the apparatus/machine or equipment or release of stored energy could cause injury. It is the policy of the fire department to comply with all NFPA and OSHA requirements pertaining to lockout tagout.

Responsibility:

1. The following lockout tagout procedure is provided to guide the members of the Fire Department to safely perform lockout tagout in fire department facilities while meeting the minimum requirements of standard 29 CFR 1910.147. These procedures are not for use at emergency incidents that occur off site from fire department facilities.
2. All personnel shall be trained in this procedure.
3. The Fire Department Safety Officer shall be responsible for identifying all equipment that may need to be locked out tagged out, and ensuring these procedures are adequate, or for recommending changes to these procedures.
4. The Fire Department Safety Officer shall periodically inspect and evaluate compliance with this procedure.
5. All lockout tagout training shall be documented.

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Compliance

1. All employees are required to comply with the restrictions and limitations imposed upon them during the use of lockout tagout.
2. Employees who are authorized to service and/or maintain equipment are required to perform the lockout tagout procedures in accordance with this procedure.
3. All employees, upon observing a machine or piece of equipment which is locked out or tagged out to perform servicing or maintenance shall not attempt to start, energize, or use thatmachine or equipment.
4. All lockout devices shall be red and square, and shall be accompanies by a tagout device that contains the name of the authorized employee responsible for the lockout/tagout, and provide contact information such as a cell phone or extension number.
5. All tagout devices shall be red and rectangular, and shall contain thename of the authorized employee responsible for the lockout/tagout, and provide contact information such as a cell phone or extension number. 6. When the energy isolating devices are not lockable, tagout shall be used.

Sequence of Lockout Tagout:

1. When it is necessary to service or maintain a machine or equipment that must be shut down and locked out, the employee authorized to perform the service or maintenance shall notify all affected employees that servicing or maintenance is required, and that the machine or equipment must be shut down and locked out tagged out to perform the servicing or maintenance.

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2. The authorized employee shall comply with the manufacturer's directions to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

3. If the machine or equipment is operating, it shall be shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).

4. De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).

5. Lock out the energy isolating device(s) with assigned individual lockout devices and/or tagout devices.

6. Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.

7. Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the pushbutton or other normal operating control(s) or by testing to make certain the equipment will not operate.

8. Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.

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9. The machine or equipment is now locked out.

Restoring Equipment to Service:

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

1. Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed

   and that the machine or equipment components are operationally intact.

2. Check the work area to ensure that all employees have been safely positioned or removed from the area.

3. Verify that the controls are in neutral.

4. Remove the lockout devices and reenergize the machine or equipment. Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.

5. Notify affected employees that the servicing or maintenance is completed and the machine or equipment is ready for used.

Lockout Tagout Procudure for Electrical Plug-type Equipment:

For all electrical plug-type equipment such as battery chargers, some

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product pumps, office equipment, powered hand tools, powered bench tools, lathes, fans, etc., the following procedure shall be followed to prevent accidental or sudden startup:

1. Unplug the electrical equipment from wall socket or in-line socket.
2. Attach "Do Not Operate" tag and lockout device on the end of the power cord.

   **An exception is allowed if the cord & plug remain in the exclusive control of the employee working on, adjusting or inspecting the equipment.
3. Test the equipment to make sure power source has been removed by depressing the "Start" or “On" Switch.
4. Perform the required operations.
5. Replace all guards removed.
6. Remove lockout device and tag.
7. Inspect power cord and socket before plugging equipment into power source. Any defects must be repaired before placing the equipment back in service.

Lockout Tag out Procedure for Apparatus

Tilting Cab

When it is necessary to service or maintain apparatus, the employee authorized to perform the service or maintenance shall notify all affected employees that servicing or maintenance is required and that the apparatus must be shut down and locked out to perform the servicing or

maintenance. The following sequence will be followed.

1. Prepare cab to tilt:
    A. Park on level surface
    B. Set Parking Brake
    C. Secure loose items in cab
    D. No obstructions in tilt path
2. Turn ON battery switch
3. Turn ON ignition switch
4. Turn Control Switch to UP
5. Press tether switch until cab fully tilts
6. Swing safety Stay-Arm into pocket
7. Secure Stay Arms

Lowering Cab

When the servicing or maintenance is completed and the apparatus is ready to return to normal operating condition, the following steps shall be taken.

1. Prepare cab to lower:
    A. Check that no persons or object are in tilt path
    B. Fold steps on rear wall
2. Make sure that parking brake is still set
3. Turn ON battery switch
4. Turn ON ignition switch
5. Turn Control Switch to UP

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6. Press tether switch to raise cab off of Stay-Arm
7. Stow and secure Stay-Arm
8. Turn Control Switch to DN
9. Press tether switch until cab fully lowers and for 5 seconds after cab comes to rest 10. Make sure cab is latched before operating vehicle.

Fire Chief/Battalion Chief and Fire Department Safety Officer:

1. Only the employee that locks out tags out apparatus/machinery, equipment or processes may remove his/her lock and tag.

2. Should the employee leave the facility before removing his/her lock and tag, the Fire Department Safety Officer should be immediately notified.

3. The Fire Department Safety Officer shall be required to exercise due diligence in investigating the circumstances, and may remove the lock and/or tag.

4. The Fire Department Safety Officer must be assured that all tools have been removed, all guards have been replaced and all employees are free from any hazard before the lock and tag are removed and the machinery, equipment or process are returned to service.

5. As part of his/her due diligence, the Fire Department Safety Officer shall endeavor to contact the employee who placed the lockout tagout prior to removing it, and shall ensure that the employee is notified of the situation.

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6. Where the Fire Department Safety Officer cannot determine that it is safe to remove the lockout tagout, the lockout tagout shall remain in place.

7. In the absence of the Fire Department Safety Officer, the Fire Chief/ Battalion Chief may remove the lock and/or tag.

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Hazard Communication (Right to Know)

The purpose of this policy is to ensure that information about the dangers of all hazardous chemicals used by Lehi City Fire Department are known by all affected employees. The following hazard communication program has been established.

Responsibility:

All employees of Lehi City Fire Department will participate in the hazard communication program. This written program will be available in the EMS manager electronic library for review by any interested employee.

Container Labeling:

The fire department employee receiving the material will verify that all containers received for use at the fire department will be clearly labeled as to the contents, note the appropriate hazard warning and ensure the name and address of the manufacturer is listed on the label. Existing labels on incoming containers of hazardous chemicals will not be removed or defaced, unless the container is immediately marked with the required information.

Material Safety Data Sheets (MSDSs):

The fire department Hazardous Communications Specialist is responsible for establishing and monitoring the company MSDS program. He/she will make sure procedures are developed to obtain the necessary MSDSs and will review incoming MSDSs for new or significant health and safety information. He/she will see that any new information is passed on to affected employees. If the MSDS is not provided with the shipment and

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MSDS will be obtained from the manufacturer or importer as soon as possible.

Copies of MSDSs for all hazardous chemicals to which employees are exposed or are potentially exposed will be kept in the closet where the hazardous chemicals are stored.

MSDSs will be readily available, with no barriers, to all employees during each work shift. If an MSDS is not available, contact the Hazardous Communications Specialist.

When MSDSs are revised, they will be updated with current ones and the out of date MSDSs will be maintained as an employee exposure record in accordance with 29 CFR 1910.1020.

Employee Training and Information:

The Hazardous Communication Specialist and the Training Division are responsible for implementing and maintaining the hazard communication program. They will ensure that all program elements specified below are carried out.

Prior to starting work, each new employee will attend a health and safety orientation that includes the following information and training:

1. An overview of the requirements contained in the Hazard Communication Standard.

2. The hazardous chemicals present at his/her work area.

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3. The physical and health hazards of the hazardous chemicals and potential risks.

4. Symptoms of overexposure.

5. How to determine the presence or release of hazardous chemicals in the work area (methods and observations, such as continuous monitoring devices, visual appearance or odor of chemical).

6. How to reduce or prevent exposure to hazardous chemicals through use of control procedures, work practices and personal protective equipment.

7. Specific emergency procedures

8. Steps the company has taken to reduce or prevent exposure to hazardous chemicals.

9. Procedures to follow if employees are overexposed to hazardous chemicals.

10. How to read labels and MSDSs to obtain hazard information.

11. Location of the MSDS file and written hazard communication program.

12. Hazards of non-routine tasks (for example, the cleaning of tanks) and the hazards associated with chemicals contained in unlabeled pipes in their work area.

Prior to introducing a new chemical hazard into any section of this

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company, each employee in that section will be given information and training as outlined above for the new chemical hazard. The training format will be as follows; audiovisuals, interactive computer programs, classroom instruction, etc.

Informing other Employers:

It is the responsibility of the Hazardous Communications Specialist to provide other
employers with information about hazardous chemicals their employees may be exposed to on a job site and suggested precautions for employees. It is the responsibility of the Hazardous Communication Specialist to obtain information about hazardous chemicals used by other employers to which employees of this company may be exposed.

On-site access to MSDSs will be provided to other employers for each hazardous chemical generated by the fire departments operation.

Material safety data sheets will be provided to other employers in the following manner; paper copies of MSDSs, electronic access, or other alternatives for maintaining MSDSs.

In addition to providing a copy of an MSDS to other employers, other employers will be informed of precautionary measures needed to be taken to protect their employees who are exposed to operations performed by this company.

Also, other employers will be informed of the hazard labels used by the company. If symbolic or numerical labeling systems are used, the other employees will be provided with information to understand the labels used for hazardous chemicals for which their employees may have exposure.

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List of Hazardous Chemicals:

The list of all known hazardous chemicals used by Lehi City Fire Department is included in the MSDS book located in the closet where the chemicals are stored. This list includes the name of the chemical manufacturer, the work area the chemicals are used in, the dates of use, and the quantity used.

When new chemicals are received, this list is updated (including date the chemicals were introduced), within 30 days of introduction into the workplace. The hazardous chemical inventory was compiled and is maintained by the Hazardous Communication Specialist.

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Social Media

Lehi City Fire Department (LFD) acknowledges that the appropriate use of technology by emergency service organizations provides several useful benefits including training and the acquisition of useful information for the betterment of the department and its members. It also allows for the dissemination of information to the public for recruitment, safety education and public relations purposes. As such, LFD encourages the use of instant communication technology to that end. For the purposes of this policy, the term instant communication technology is defined as resources including, but not limited to, instant messaging, texting, paging and social networking sites such as Facebook, Myspace, LinkedIn, Twitter, YouTube and any other information-sharing services, websites and/or blogs.

This policy governs the use of LFD social media and instant communication technology and is intended to mitigate associated risks and potential negative impacts from the use of this technology where possible.

This policy applies to all employees of LFD, consultants and contractors performing business on behalf of the LFD, and is to be used in conjunction with the Lehi City Electronic Communication Usage policy.

Responsibility:

The Internet and other information-sharing platforms are ubiquitous and have little or no control of users or content. Therefore, available content may contain material of a controversial nature. LFD is not responsible for information found onthese sources.

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LFD understands the value of such technology, but also understands the concerns and issues raised when information is released that violates privacy concerns or portrays LFD (intentionally or unintentionally) in an illegal, negative, or unprofessional manner that reduces the public's trust in the department.

Under this restriction, employees are prohibited from disseminating or transmitting any photographs or images of individuals receiving emergency medical assistance. Any such transmission may violate Utah State Laws and/or the HIPAA privacy rights of such individuals and may result in a criminal, civil, and or disciplinary proceeding being commenced against members and employees violating this provision of the policy.

All department social media sites or pages shall be approved by the Fire Chief or designee and shall be administered by the department. Social media pages shall clearly indicate they are maintained by the fire department and shall have the department logo and contact information prominently displayed. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies of the department.

This policy is not intended to limit an employee's right to freedom of speech or expression; but as the department is a public entity, this policy has been adopted to protect the integrity and professionalism of this department, its employees and the public LFD is sworn to protect. Employees are advised that speech that is related to their official duties--whether or not the employee is on duty or off duty-- either directly or by means of instant communication technology, may not be protected speech under the First Amendment. Speech that impairs or impedes the performance of LFD, undermines discipline and morale among co-workers or negatively affects the public perception of LFD may be

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sanctioned and the employee subject to disciplinary action.

Employees must follow the following guidelines when discussing LFD on social media websites:

- Do not make any disparaging or false statements or use profane language.
- Do not make any statements or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion orprotected class of individual.
- Make clear that you are expressing your personal opinion and not that ofthe Fire Department.
- Do not share confidential or proprietary information.
- Do not violate LFD policies including the Lehi City Code of Ethics.

• Do not display department logos, uniforms or similar identifying items in a way that disparages or casts the department in a negative light, ordamages the reputation of the department.

• Do not release information to the public that has not been authorized by the PIO or Chief Officer.

• Do not publish any materials that could reasonably be considered to represent the views or positions of the department without authorization.

Employees are advised that they have no reasonable expectation of privacy in any of the data or files stored on or created by any city-owned computer, network, cell phone or other information system or device, including city e-mail and instant messaging systems. LFD has the right to monitor e-mail, instant messages and their content, as well as any and all

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employee use of the internet and city-owned computer equipment used to create, view, or access e-mail and internet content. Employees must be aware that the electronic messages sent and received on LFD equipment, software or web pages (owned or leased) are not private and are subject to viewing, downloading, inspection, release, and archiving by LFD at all times. LFD has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media associated

with LFD in order to assure compliance with policy and state and federal laws.

Inappropriate use of the internet and instant technology regarding LFD business may result in disciplinary action, up to and including termination as an employee or contractor of LFD.

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Physical Fitness/Wellness Policy

Purpose

1. Promote firefighter health and wellness through fitness assessment, counseling, and exercise participation.

2. Ensure job preparedness through participation in a validated assessment of physical job performance.

3. Promote medical health through tracking of voluntary compliance to required medical examination schedules.

Personnel

1. Physical Fitness Coordinator is responsible for:

(I) Administration of all incumbent fitness and job task evaluation.

(II) Counseling personnel on exercise training, weight control and associated health issues.

(III) Tracking of mandatory compliance and required medical examination schedules.

(IV) Oversight of the physical test process for applicants.

(V) Training for physical fitness team members.

2. The company officer is responsible for:

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(I) Ensuring the participation of his subordinates in required fitness examinations, job task evaluations, and required exercise participation.

(II) Providing time during each shift for physical fitness.

3. The physical fitness team members are responsible for:

(I) Offering basic counseling to firefighters.

(II) Assisting and offering feedback to the Physical Fitness Coordinator regarding areas of concern and opportunities for improvement.

(III) Oversight of Job Related Physical Ability Test and Pack Test.

Physical Examination

1. A physical examination will be administered annually by the designated fire department physician. This exam is designed to promote health and fitness and to educate firefighters. The department physician will determine that current members meet the medical requirements of NFPA 1582 1-4.19.

2. Any member that does not meet these requirements may be immediately removed from operations duty assignments and be

dealt with on an individual basis as a fitness for duty issue (See return to duty policy).

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Job Related Physical Ability Test (JRPAT)

1. The JRPAT will be administered annually in the spring. The Physical Fitness Coordinator will provide individual results to the firefighter.

2. The Job Related Physical Test will consist of the following:

(I) While wearing helmet and designated harness, climb the aerial apparatus that is fully extended at a 65 degree angle. You must maintain three points of contact at all times during the ascent and descent. Each member must climb to the designated operating position of the aerial controls, then descend back down. This event is not timed.

(II) Within thirty seconds of descending the aerial apparatus, each member will walk to the bottom of the training tower to being the timed portion of the test. Time will begin and run continuously when the member touches the first step of the training tower.

(III) Ascend and descend the training tower 2 times to the fourth story platform. You may skip stairs on the ascent, but every stair must be taken on the decent. This event simulates high rise operations.

(IV) Move the dummy to the designated point of return and back to the starting position. This event simulates victim removal.

(V) Use a pike pole to push up the 60 pound hinged door 15 times. Then, hook the pike pole to pull the 60 pound hinged door down 15 times. This event simulates opening ceiling inside a structure.

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(VI) Standing or sitting, pull the unweighted sled to the designated stop point using hand over hand technique. This simulates hoisting or rope operations.

(VII) Pick up 2 twenty five pound weights and walk around the station in following the physical fitness team member's instruction and lead. This event simulates carrying saws and tools to the fire scene.

(VIII) Put turn outs on with SCBA pack and mask. Everything must be secured and checked before moving on to the next event. PT member will ensure this is complete. This event simulates preparing for entry into an IDLH atmosphere. Mask and "on air "is not required at this point.

(IX) Pull 100 feet of 2 ½ to the designated turn around point and return it to the starting point. This event simulates deploying hose operations.

(X) Pick up and carry a 24 foot extension ladder to the designated deployment site. Use the wall or ground to stand the ladder into position. Extend the ladder to the designated stopping point and lock it in place. Put the ladder into an optimal climbing position. Retract the ladder into the locked position and lower to the ground using the ground or wall. This event simulates single person ladder operations.

(XI) Don your SCBA mask and go "on air".

(XII) At the hydrant, secure both 2 ½" and 5" gate valves. Turn the hydrant all the way on utilizing the hydrant wrench. This event simulates taking a water supply.

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(XIII) Crawl through the 20 ft. pipe. “On air” must be maintained and SCBA pack managed. SCBA pack must be secured before moving to the next event. This event simulates crawling in a diminished space for emergency or Mayday procedure.

(XIV) Using the Halligan, force the door prop open. Time will stop when the door is in the open position.

Pack Test

1. The Pack Test will be administered annually in the fall. The Physical Fitness Team members will provide individual results to the firefighter.

2. The Pack Test will be administered in accordance with NWCG administrator guidelines. All LFD personnel will complete the “Arduous” test to comply with NWCG standards and allow members to maintain required Incident Qualification Card (Red Card).

3. The Pack Test will be monitored and documented by LFD Physical Fitness Team members.

4. The test shall consist of:

(I) While wearing a 45 lb. pack, walk 3 miles in 45 minutes or less.

(II) The designated course and documentation shall follow NWCG guidelines.

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JRPAT/Pack Test Pass/Fail Determination

Scoring on the JRPAT and Pack Test will be pass/fail based on time completion. Beginning in 2020, a passing time of 21 minutes or less for the JRPAT will be required. A passing time of 45 minutes or less is required for the Pack Test. Failure to achieve a passing score on the JRPAT or the Pack Test will result in:

1. Consult with a physical fitness coordinator to determine re-test date with a reasonable time limit, or immediate removal from operational duties as assigned.

2. A medical examination. Department physician clearance as determined by the Fire Chief or his designee (see Return to Duty policy). Lack of clearance will be dealt with on an individual basis as a fitness for duty issue.

3. Assigned to a Physical Fitness Team member, under the direction of the Physical Fitness Coordinator, for a period not to exceed 90 days. During this period, the firefighter will participate in an exercise regimen prescribed by the Physical Fitness Coordinator. The firefighter may choose to take the JRPAT/Pack Test at any time during the 90 days in order to return to full duty (if a passing score is achieved). Failure to successfully pass the JRPAT/Pack Test within the initial 45 days will result in a meeting with the Fire Chief.

4. Failure to pass the JRPAT/Pack Test within 90 days or the original test may result in disciplinary action up to and including recommendations of Lehi City Policy.

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Leave Selection Policy

Purpose:

The purpose of this guideline is to provide a management tool to assist in the fair distribution of the available time off.

Responsibility:

The responsibility for determining staffing parameters and requirements rest with the Command Staff. The Operations Battalion Chief isresponsible for insuring the Leave Bid Guideline is followed and staffing requirements are met.

All modifications to this policy will be at the discretion of the Operational Battalion Chief or Chief of the department.

Staffing:

Daily fire department **maximum** staffing is 19 personnel (including the Battalion Chief).
Minimum daily staffing is 14 personnel (including the Battalion Chief).

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Definitions:

Draw list: A department vacation and holiday draw list will be established and provided.

Leave: Accrued vacation or holiday time may be taken according to Lehi City Policy.

Tour: two 24hrs shifts back to back, or 48hrs straight

Selection Cycle:

Vacation will be drawn first, no holidays will be allowed to be taken off during vacation draw. Those holidays are; Christmas, Christmas Eve, Thanksgiving, New year's eve, New years day, labor day, memorial day. Then holidays will be drawn.

The Fourth of July is a blacked out day, no employees allowed off.

Vacation will be drawn in the following order:

Battalion Chief

Captain

Engineer, Paramedic, Firefighter will drawn in order of time on the job.

Employees will only be allowed to draw the number of vacation days to be earned in the year (no banked time during vacation draw).

Round 1: The employee will draw two tours

Round 2: The employee will draw two tours

Round 3: The employee will draw one tour

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Holidays will be drawn in the following order:

Time on the job

Round 1: employees will draw two 24hr shifts, they may be consecutive. Only one of the above mentioned holidays may be drawn.

Round 2: Employee will draw two 24hr shifts.

Round 3: Employee will draw two 24hr shifts.

After the third round of Holidays employee will be allowed to drawbanked time off in order of the vacation draw list and only 96hrs may be put down per round.

Procedure:

- The time off schedule will start January 1st and end December 31ST. The schedule can continue into the next year if the full 48 hour shift is split between the last day of the year and the first day of the next year.
- All full-time suppression personnel shall participate in the leave draw. If a crew member is absent from duty for training or leave purposes he/she may draw vacation via absentee by turning in requests to their Captain and have them draw the requests.
- The formal selection process starting 2020 will take place the morning following the first tour in November.
- A maximum of three suppression personal per platoon will be permitted leave on any given day. Special circumstances will be considered by the administration. A maximum of two officers will be allowed off a day.

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- All employees are responsible to be in compliance with Lehi City Policy and Procedures found in the Employee Handbook (found on staffing program), regarding the use of accumulated time in reserve.
- After the selection process is complete, vacant leave slots will be available on a first come first serve basis by submitting the request in the staffing program a minimum of 7 days prior to the requested day. The appropriate Battalion Chief will either approve or deny the request.
- Open holidays that are created by crew movement, retirement, or by other departmental causes will be awarded via the holiday draw list.
- Cancellation of a scheduled vacation request will be permitted with 14 days' notice to the Battalion Chief after the vacation schedule has been published.

- After the scheduled leave draw, it is the responsibility of the Administrative Assistant to enter all leave in to the staffing program
- If a member is transferred from his/her platoon and the Department is the cause of the transfer, then that member's scheduled vacation during a specific time frame will be granted. Transfers by promotion or transfers requested by a member are exempt from the above guarantee
- All employees are encouraged to schedule all their vacation days off during their platoon vacation draw.
- The Battalion chief may assign an injured employee on light duty to one of the three approved time off slots (if not been previously drawn) to ensure adequate staffing. This will not bump an employee from their drawn day.

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- Battalion chiefs will draw their 40 hours of personal time at the end of the vacation round.
- All vacation can be up to the discretion of the Battalion Chief.

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Round 2: The employee will draw two tours
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- All vacation can be up to the discretion of the Battalion Chief.

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Sick Leave

Purpose

To provide a guideline for reporting of sick leave and to identify expectations of employees utilizing sick leave.

The use of sick leave will be in accordance with Lehi City's Sick leave policy. For the purpose of the policy, a shift is considered a 24 hour work period.

Guidelines

1. When an employee determines he or she is physically too ill to perform the required work, a notification, via phone call, will be made before 0630 of his or hers scheduled work shift.

2. The employee must first contact their battalion chief. If their battalion chief cannot be contacted, the company officer must be contacted. The company officer will then contact the Battalion Chief.

3. For illnesses or injuries that may result in the employee missing more than 2 consecutive work shifts (48 hrs.), a signed physician's note will be required prior to their return to duty.

4. It is assumed that the employee has sufficientlyrecovered and will be at work if notification to their Battalion chief has not been received at least 1 hour prior to the scheduled

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beginning of the employee's shift. Every effort should be made to notify their Battalion chief as early

as possible of their intent to return to duty. For obvious long-term illnesses, this notification requirement may be waived by the department.

5. Sick leave is a privilege not a right, and shall be allowed only in case of necessity and actual personal sickness or disability except as otherwise indicated (refer to Lehi City sick leave policy). An employee on sick leave, because of an injury that prohibits normal work performance, are required to report to a physician and/or clinic for an evaluation of his/her ability to return to regular duty or to a light-duty assignment under certain conditions deemed by department administration.

6. Prior to returning to duty from a long term illness or injury that prohibits the ability to perform assigned duties, see the Return to Work Policy.

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Return to Work

Purpose:

Lehi Fire Department values the health and safety of its employees. This guideline is to render guidance to those members sick or injured in returning to an on-duty status.

Responsibility:

1. **Members:** It is the returning member's responsibility to submit all return to duty documents prior to returning to duty. All return to duty documents must be submitted to the duty chief.

2. **Department:** Provide for medical evaluations of sick or injured members prior to returning to on- duty status.

3. **Duty Chief:** Ensure that all return to duty documents are completed prior to giving return to duty approval.

Definition:

Fire Department Physician: The licensed doctor of medicine or osteopathy designated to provide professional expertise in the areas of occupational safety and health as they relate to emergency services personnel.

Medically Certified: A determination by the fire department physician that the candidate or current member meets the medical requirements of NFPA *1582 1-4.19*

Return to Duty: To return to duty in an operational assignment.

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Return to Work: To return to work in a modified assignment.

Policy:

Personnel returning from a period of sick leave exceeding 7 calendar days *(Lehi Personnel Policies and Procedures*) or that has been absent from duty for a medical condition of a nature or duration that could affect performance, must present a medical certification form completed by either the individual's personal doctor or the appointed fire department physician to the duty chief. The duty chief will forward a copy of the form to the Executive Office Assistant for filing purposes.

Prior to returning to an operational assignment, all medical certifications must be reviewed and approved by the department physician.

The department will comply with NFPA *1582 - Standard* on Medical Requirement for Firefighters, and OSHA Standard *29* CFR *1910.134* Respiratory Protection. Human Resources' Risk Manager may assign an independent caseworker to monitor an injured individual's recovery.

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Procedures:

Members must submit a completed Return to Duty Medical Evaluation Form from their treating physician to the duty chief. The duty chief will forward the form to the Executive Office Assistant for filing. For operational personnel not treated by the department appointed physician, the duty chief will forward the form to the department appointed physician for review to determine if the completed evaluation form is sufficient or further testing and/or evaluation is required.

When the department physician does not concur with the individual's personal physician as to the physical status of the individual, the individual will not return to duty without written release by the department's physician.

Prior to a member returning to duty, a caseworker assigned by Human Resources Risk Manager may request a reevaluation.

References:

NFPA 1582 Medical Requirements for Firefighters & Fire Department Physicians

Lehi City Policies & Procedures

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NFPA 1582 2-5.1 A member who has been absent from duty for a medical condition of a nature or duration that could affect performance will be evaluated by the fire department physician before returning to duty.

Staffing – Operations

1. PURPOSE AND SCOPE

The core function of Lehi Fire Department is emergency response. To ensure the safety of our personnel and the quality of service to our citizens, there are certain staffing levels or qualified personnel must be maintained. This policy is intended to provide the policies and procedures to meet the staffing requirements of daily operations.

This policy applies to all Combat Shift Personnel.

2. POLICY

It is the policy of Lehi Fire Department to maintain minimum staffing levels with the goal of reaching standards of cover. The policies and procedures listed in this policy are intendedto meet those standards.

3. DEFINITIONS

Appointed: When a person is asked to fill the role of captain, engineer, or battalion chief due to a long term (30 calendar days) vacancy (i.e: promotion, retirement, injury).

Appropriately Relieved: Employer's position requirement satisfied in a way not to createdeficiencies with Department coverage.

Call-Back Overtime: Overtime where employees volunteer to work using requirements for thepositions currently open.

Constant staffing: The act whereby an employee is paid their vacation leave in lieu of actualtime being taken off.

CrewSense: Staffing software used by the department.

FLSA: Fair Labor Standards Act.

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Mandatory Overtime: Overtime used as a last resort where employees are required to work tomeet minimum staffing levels.

Minimum Staffing: The minimum daily acceptable staffing level for both numbers andqualifications.

Shift: Half of the Tour of Duty or 24 hours beginning at 0700 to 0700 the following day.

Shift Trade: When two employees agree to exchange shifts with one another for the purpose oftaking time away from the shift.

Standard of Cover: The desired daily staffing with the desired number and qualifications ofindividuals.

Tour of Duty: The full 48 hours when that an individual is scheduled to work.

4. Work assignment

Lehi fire department personnel may be assigned to a platoon (A, B, or C), or days. Personnel assigned to a platoon will work a 48 hour on 96 hour off schedule, and will be on a 24 day cycle. Per FLSA hours exceeding 182 in the 24 day cycle will be considered overtime if the employee's cycle is not broken (For broken cycle definition see Lehi City Employee manual section III: Compensation Policies). Employee will be paid 112 hours bi-weekly (2912 hours annually). FLSA pay and overtime will be paid the first pay period following the end of the 24 day cycle.

Those employees assigned to days will work 4-10 hour days. They will be paid 80 hours bi-weekly. Per FLSA hours exceeding 80 hours will be paid at an overtime rate if the employee's cycle is not broken (For broken cycle definition see Lehi City Employee manual section III: Compensation Policies). Employees promoted under FLSA exempt classification will follow Lehi City employee manual section III.

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5. STANDARDS OF COVER GOALS

Lehi Fire Department's staffing goal is to provide the compliment of personnel that meet the qualifications for the positions every shift. This is accomplished by:

(a) Staffing with one battalion chief

(b) Staffing with three captains, one per engine/tower.

(c) Staffing with three engineers, one per engine/tower.

(d) Staffing with two paramedics at all stations

(e) Staffing with at least one firefighter on Engine 81 and Engine 83

(f) Staffing with two firefighters on Tower 82.

Battalion Chief

Engine 81	**Tower 82**	**Engine 83**
Captain	Captain	Captain
Engineer	Engineer	Engineer
PM/AEMT	PM/AEMT	PM/AEMT
	PM/AEMT	

Ambulance 81	**Ambulance 82**	**Ambulance 83**
PM	PM	PM
PM/AEMT	PM/AEMT	PM/AEMT

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6. STANDARDS OF COVER REALITY

Staffing of the Department is extremely fluid based on multiple scenarios and differing needs on aday-to-day basis. The reality of staffing will be from minimum staffing up to and including standardsof cover.

7. MINIMUM STAFFING

Lehi Fire has determined the following guidelines will be used as minimum staffing.

Minimum staffing be looked at in two parts. The first being total number of personnel, the second being qualified personnel.

Total number of personnel 14;

(a) Battalion chief
(b) Station 81 4 personnel
(c) Station 82 5 personnel
(d) Station 83 4 personnel

Qualified personnel:

(a) Promoted/appointed officers 2 (captains or battalion chief)
(b) Promoted/appointed engineers 1
(c) paramedics 6 including engineers and captains paramedics
(d) paramedics per station 2 including engineers and captain paramedic
(e) Paramedic 1 per ambulance not the captain or engineer

Under very rare circumstances when staffing falls below minimum, it should be for no more than four (4) hours.

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8. CALL-BACK INITIATION

When assessing the staffing needs for a particular shift, the Battalion Chief should start with the Battalion Chief position first and move down through the ranks from top to bottom. The following are the expected steps to be used to cover each position:

(a) **Battalion Chief:** 1) Minimum Staffing moves 2) Off duty Battalion Chief 3) Off-Duty Captain 4) Mandatory

(b) **Captain:** 1) Constant staffing; 2) Off-duty Captain; 3) Off-duty acting Captain; 4) Minimum staffing moves; 5) Mandatory.

(c) **Engineer:** 1) Constant staffing; 2) Off-duty Engineer 3) Off-duty acting Engineer; 4) Minimum staffing moves; 5) Mandatory.

(d) **Firefighter/Paramedic:** 1) Constant staffing; 2) Off-duty firefighter or paramedic; 3) Minimum staffing moves; 4) Mandatory

(e) **Christmas, Christmas Eve or Thanksgiving:** 1) Constant staffing 2) Off-duty call-back; 3) Minimum staffing moves; 4) Vacation recall; 5) Mandatory.

9. CALL-BACK INITIATION TIMES

Battalion Chiefs should initiate call-backs as follows:

(a) Initial call-back – Battalion Chief should initiate call-back 45 days out from beginning of shift.

(b) Secondary call-back-Battalion Chief should initiate secondary call-back anywhere from 30 to 5 days for secondary call-back.

(c) Holidays - All holidays should be initiated for initial call-back after vacation draw in November.

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10. EMERGENCY CALL-BACKS

Emergency call-backs are anything five (5) days or less prior to the start of the shift. This time should give a Battalion Chief and all personnel ample time to solve staffing needs prior to mandatory overtime. During this time, Battalion Chiefs should use any means at their disposal tofill openings in the timeliest manner.

11. CALL-BACK PRIORITIZATION

When initiating call-back positions, selecting should be based on:

(a) Most qualified
(b) Least number of overtime hours worked in a calendar year
(c) Seniority if there is a tie.

12. CONSTANT STAFFING

Constant staffing may be offered by the department to employees for their existing scheduled vacation. The procedure for how and when this will be offered is found in **Call-Back Initiation**. While employees may benefit from constant staffing, the expressed purpose of this is to meet staffing objectives and help avoid mandatory overtime. Decisions regarding constant staffing are at the discretion of the department. There is no inference or otherwise by the department that employees are entitled to constant staffing, and is based on the discretion of the department. In order to be eligible for constant staffing, the vacation day must have been taken during vacation draw, or 60 days prior to the need.

Employee are limited to 240 hours of constant staffing in a calendar year.

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13. MANDATORY OVERTIME

MANDATORY STAFFING PROCEDURE

(a) Mandatory overtime will be used only to maintain minimum staffing. It is the Department's intent to use mandatory overtime only after all other methods have failed.

(b) Mandatory overtime will be issued by the Chief/Deputy Chief after conferring with the Battalion Chief. In the event the Chief/Deputy Chief is not available, the Battalion Chief should initiate the mandatory overtime.

(c) It is the responsibility of all personnel to ensure their personal contact information in Crewsense is current and accurate.

(g) Selection will be based on the first available employee to meet minimum staffing requirements for numbers and qualifications.

(h) Positions will be staffed rank-for-rank, as much as possible - firefighter for firefighter,an engineer for an engineer, etc. (ie. If a captain is on top of the mandatory list and captain spot is available the captain gets mandatory).

(i) Mandatory staffing shifts will be scheduled on a shift-by-shift basis, with a minimum shift time of 12 hours and a maximum of 24 hours.

(j) Mandatory staffing can be implemented up until 1900 hours each day, and firefightersare obligated to return to fill a shift when called back to work.

(k) When possible, mandatory staffing shifts will be filled by 2100 hours on the day before the scheduled shift. Vacancies occurring the morning of the shift will be filled with mandatory staffing as needed

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(m) Operations personnel will not leave their duty assignmentsat shift change until their replacement arrives and they are appropriately relieved, unless authorized by the Battalion Chief. The inability to staff vacancies through mandatory staffing may require individuals to hold over until the shift if filled.

(n) Employees meeting the position requirement and at the top of the list will be scheduledfor mandatory overtime first. Once the shift is scheduled and worked, that employee will go to the bottom of the list.

(o) Employees are encouraged to be mindful of their position on the Crewsense mandatory Hire List and plan accordingly.

14. **PROTECTIONS FROM MANDATORY SHIFTS**

The follow conditions are exempt from Mandatory overtime.

(a) An employee who has worked a mandatory overtime within the last 72 hours.

(b) An employee who has scheduled vacation time within 96 hours both before and afterthe shift to be filled. This includes both 96 hours before and after a Tour of Duty. If the employee only has one shift off, the four days attached.

(c) Similar to the vacation exemption, 24-hour shift trades, deployments of any kind, and military leave will exclude the employee from the mandatory staffing list.

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(d) When an employee has been off on sick leave for a scheduled shift, they may stillbe eligible for a mandatory shift call back on their non-platoon scheduled days unlessthey are on FMLA.

(e) Employees off on **extended** leave, such as Sick, Administrative, Funeral and Bereavement, or Jury and Witness duty will be exempt and the same process as described in paragraph (b.).

(f) Employees on light duty assignment.

MANDATORY TRADES

(a) Employees are allowed to find coverage for their mandatory shift but cannot cause a significant delay in staffing units.

(b) The employee who initiated the trade (was initially mandated) will be moved to the bottom of the list as though they worked the shift. Like other trades, the responsibility rests with the two individuals making the trade.

15. **MANDATORY EXEMPT**

An employee can show themselves as unavailable up to three (3) times per calendar year. By doing so, the employee will not show up on the mandatory list. The rules for this request are as follows:

(a) Each request will be for a period of four (4) days between the employee's regular tour of duty.

(b) Each request will be made no less than five (5) days in advance of scheduled time unavailable with the exception of two (2) request which can be used under emergency situations less than five (5) days.

(c) Once time is requested, it cannot be change

16. **REFUSAL OF MANDATORY OVERTIME**

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(a) Failure to accept a mandatory staffing shift will result in the loss of two "Mandatory Exempt" sign ups from the annual allowance.

(b) If an employee has exhausted all three (3) of their "Mandatory Exempt" sign ups, through use or by penalty, and refuses a mandatory staffing shift, corrective action may be applied in accordance policy.

17. MANDATORY OVERTIME VIOLATIONS

(a) Violations of this policy will affect all or a combination of the following:

1. Corrective action up to and including discipline;
2. Performance evaluations;
3. Promotion opportunities;
4. Requests for transfer.

18. SICK LEAVE

(a) Employees scheduled for a shift trade and call in sick will be charged time to their sick leave bank.

(b) Employees scheduled for an overtime shift that call in sick will be taken off the schedule with no time charged to sick leave bank.

(c) Employees who call in sick on a mandatory overtime will be moved back to their previous position on the force-hire list.

19. SHIFT REASSIGNMENT

(a) **Promotions** - Employees that are promoted and moved to

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another shift will be given limited opportunities for vacation even if it exceeds the number off limits. Limited opportunities means a negotiated time off to minimize impact on Department while allowing the employee priority days off for scheduled vacations, trips etc.

(b) **Shift Transfers**– Employees leaving a shift on their own volition are not entitled to time off on the new shift unless there are less than three people off.

(c) **Reassignment** – When the department reassigns an employee to a different shift, thedepartment will grant the equivalent of the time off already scheduled by the employeefor that year unless the reassignment was the result of an employee corrective action.

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Drone Policy

Purpose

By their nature, low-frequency, high-risk incidents require every available means of gathering information to increase firefighter safety and increase situational awareness. Emergencies where the complexity or scope of the incident require critical decision making on the part of the incident commander and or pose a significant risk to firefighter safety could require the use of a Department UAS.

Those calls would include, but are not limited to:

(a) Hazardous materials incidents
(b) Confined space rescues
(c) High/ low angle rescues
(d) Swift or moving water rescues or
(e) …and any other expanded or extended incident.

A process for requesting a UAS follows in this document.

Objectives

1. To clearly define the conditions and parameters under which the Department will operate and deploy a UAS within the City limits and mutual aid communities as a supplement to pre-planning, training, incident assessment, and incident command operations.
2. The primary role of the UAS is insertion into emergent or ongoing events that pose a risk to public safety or threats to the City's infrastructure by providing "real time" hazard assessment utilizing High Resolution (zoom capable) cameras, Infrared/Thermal Sensors.

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As stated, these deployments will not be part of the typical Department response. Information garnered from a Department UAS will be used for informational and/or training purposes.

The Department's UAS will not be used to monitor members of the public or provide surveillance for law enforcement purposes. Its intended use is to provide greater situational awareness to incident commanders thereby enhancing firefighter safety in response to and mitigation of emergent situations and incident types unrelated to citizen monitoring or surveillance.

Drone Use

The UAS will only be used at the Incident Commander's request and will in no way interfere with life saving duties.

1. The Department UAS will only be operated by trained, certified and (FAA part 107 or higher) licensed members (operators and observer) of the Department.
2. The UAS will be used for Department- related purposes only. The Department might, as part of Utah regional partnerships, Mutual Aid or Automatic Aid agreements, operate the UAS outside of "city" boundaries when dispatched to assist another regional Fire Department.
3. The UAS will NOT be lent to any other department or agency. However, if dispatched or properly requested, the UAS, operated by an Department UAS team member(s), can be utilized in accordance with the provisions of the COA and the Department UAS Policy.

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4. For Department UAS flights during live incidents, the “pilot in charge” SHALL ensure or request the UAS be added to the existing Incident. In all cases, incident information SHALL include: launch time, exact location, pilot in charge, mission type and UAS ID.
5. The UAS will not be used for any police operations requiring a warrant.
6. The UAS will not interfere with any life saving operations on the fire scene.

All video and photos will be transferred and stored to the common drive.

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Incident reporting

Purpose:

The purpose of this policy is to ensure consistent, complete, and accurate documentation of all Fire and EMS incidents responded to by the Lehi Fire Department.

Policy:

It is the responsibility of all fire department members to:

1. Complete fire and EMS reports in Image Trend
2. Know and follow the Utah County SOGs for medical care and Lehi Fire Department's SOGs and Policies

Procedures:

1. A Fire Report and an EMS Run Report shall be filled out whenever a fire apparatus or an ambulance is dispatched or a run number is assigned through dispatch. If only the ambulance is dispatched (i.e. a mutual aid call) then it should be the responsibility of the ambulance crew to complete the fire and ems report.

2. A run report shall be completed for each patient involved in the incident. For the purpose of this section, a patient is defined as:

    i. Someone who appears to have been involved in an accident of any type, which could be expected to cause injury, no matter how slight, i.e. vehicle accident, trip, or fall etc.

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ii. Someone for whom fire and EMS has been called due to a medical problem, whether they have a complaint or not.

3. A fire report that involves a structure fire, vehicle fire, or any major event that a Battalion Chief is called to shall be completed by the Battalion Chief or Acting Battalion Chief. If there is no Battalion Chief present then the Incident Commander shall complete the report.

4. Patients under the age of 18 who wish to refuse treatment or transportation must produce a parent at the scene or by phone to sign the run report.

*A parent is defined as:

A parent or surrogate parent such as a guardian or adult family member.

5. No Patient Contact Situations

A. If no patient is found or the EMS crew is canceled prior to arrival on the scene, then a run report shall be completed with Canceled Enroute box filled in, as well as a brief narrative of the event.

B. This would also include instances of Good Intent Calls when someone called for what turned out to be a non-accident or medical problem.

Completion of reports

1. It is the responsibility of the EMS provider or designee for the fire reports to ensure all reports re done nd re ie ed y o icer s soon s possi le.

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2. At the end of each shift, it is the Captain or Acting Captain's responsibility for confirming that all Incident reports have been entered into Image trend and that it has been reviewed for NFIRS and or marked for billing or not billable for an EMS run.
3. Officers are responsible to ensure crew reports are accurate and complete.
4. Battalion Chiefs are responsible for ensuring that reports are completed by shift end.

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Part Time Employee Policy

Purpose:

Establish guidelines and classifications for part time personnel working for the Lehi City Fire Department (referred to as Lehi FD).

Responsibility:

The part-time employees of Lehi FD are expected to follow these policies and procedures.

Definition:

Part Time Employee: Defined as personnel that are not hired by the Lehi FD to work on a full time basis as defined by Lehi City policies. Part-time employees are not entitled to Lehi City benefits including, but not limited to: insurance, retirement, paid vacation, sick leave, holidays, deferred compensation or other benefits.

Probationary Firefighter: All new employees shall be subject to a one year probationary-introductory period. During this period, the employee may be terminated with or without notice for any or no reason without any right to due process, notice, explanation, or appeal in connection with said termination.

Requirements:

Part Time Employee:

Minimum certification requirements include: A-EMT Certification, Firefighter II Certification, and Wildland Red Card. Other certifications are encouraged but not required.

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Part time employees must sign up for a minimum of 72 hours per month. Shifts will be posted on the department's scheduling program. Dates that shift requests must be entered into the scheduler program are:

Dec 15 for Jan/Feb
Feb 15 for March/April
April 15 for May/June
June 15 for July/August
August 15 for Sept/Oct
Oct 15 for Nov/Dec

The shifts may include assigned part time roles, coverage for full time personnel (vacation, holiday, and sick time), scheduled training, etc.

Part-time employees are permitted to work a maximum of 1272 hours annually. Hours worked will be monitored on a monthly basis by the department's administrative assistant.

Employees are responsible for finding coverage in the event they are unable to fulfill an assigned shift and shall notify the battalion chief of the effected platoon.

Training:

It is the responsibility of the part time employee to track and report his/her training hours and submit the hours to the training officer. Each employee is responsible for maintaining and tracking his/her own training hours to retain required certifications. Part time employees can participate in the training done by each shift at their own discretion in the event they need training in specific areas that are being reviewed Compensation for training hour will be at the department's discretion.

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Part time employees are required to attend the following recertification trainings: ACLS, PALS, Red Card, PHTLS, Mayday/RIT, and any other training the department deems necessary to enhance team performance while serving the public.

Sick Time

Part time employees are not eligible for compensated sick time. However, in accordance with Lehi City Policy, in the event they are not fit for duty, they must not report for duty and must contact the on duty battalion chief no later than 60 minutes prior to the start of the shift (except in rare emergent cases).

As always, earlier notification is always welcome, and this is a minimum standard. The part time employee may be required to find coverage for any shift they are unable to fulfill.

Shift Trades:

Shift trades are allowed but must have the approval of the scheduling management for Lehi FD. Changes should be scheduled and approved at least 24 hours in advance. Shifts must be covered like for like unless otherwise approved.

Disciplinary Actions:

Part time employees are responsible for monitoring their own compliance to the position requirements. In the event the part time employee fails to meet the requirements, it is the responsibility of the part time employee to notify their manager in writing of the infraction and include a brief plan of action.

In the event Lehi FD management becomes aware of the deficiency, the part time employee will be notified in writing of the infraction and the employee will have 10 business days to respond in writing. When responding to the written notice, the plan of action must include the elements outlined below.

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Failure to respond will result in actions up to and including termination.

Plan of action elements must include:

1. Description of the Infraction
2. Events leading to the infraction
3. Actions being taken by the employee, up to resigning the position, to correct the behavior to prevent future occurrences.
4. Include a minimum six month probationary period where further infractions will result in immediate termination of employment

A plan of action may be modified but must be approved by the chief of the department.

Late Arrival/No Show

Refer to Lehi Fire Department Staffing /Attendance policy under the Late Arrival/No Show section.

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Exposure Prevention and Decontamination

Purpose:

To provide Lehi Fire Department policy and procedure regarding on scene decontamination of personal protective equipment (PPE) and skin following the exposure to the products of combustion. This policy extends to decontamination of the skin using the station decon shower if available.

Background:

On scene decontamination of PPE and skin is performed to remove contaminants following exposure to the products of combustion. On scene decontamination can reduce hazardous compounds entering the body through absorption, ingestion and inhalation. Showering as soon as possible after an incident can further reduce absorption of hazardous compounds.

Scope:

This instruction applies to all Department personnel involved in on scene emergency operations resulting in exposures to the products of combustion that can be removed using the prescribed procedures.

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Incident response to the following provide an example, but not a complete list of incidents to which this procedure applies:

- Structure Fires
- Training Fires
- Hazmat Runs
- Vehicle Fires
- Wildland Fires
- Dumpster Fires

Other details where it is determined decontamination is needed.

Objective:

To provide on scene decontamination of PPE and skin to reduce the possibility of hazardous compounds found in the products of combustion from entering the body.

I. RESPONSIBILITY

A. All uniformed personnel exposed to the products of combustion are responsible for ensuring they complete on scene decontamination as directed by the incident commander (IC) or his/her designee and after completing all operational assignments. This includes returning to the station for showers when directed by the IC.

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B. Incident commanders are responsible for:

1. Determining when on scene decontamination is required.
2. Determine the level of firefighting decontamination appropriate for personnel.
3. Identifying exposure to hazardous materials and implementing procedures outlined.
4. Announcing the location of where decontamination will occur.
5. Developing a resource release schedule that limits out of service time while units return to quarters for personal showers.
6. Ensuring personnel are compliant with directive.

C. All officers are responsible for:

1. Monitoring their personnel for exposure to the products of combustion and ensuring decontamination of PPE and skin starts on scene.
2. Complying with the resource release schedule to limit out of service time as personnel return to quarters for showers.
3. Ensuring their unit is made available for responses as soon as feasible after personnel and equipment are clean.

D. All firefighters are responsible for the daily inspection, cleanliness, and working order of the PPE. PPE requiring cleaning or repair shall be cleaned according to Department procedure. Company Offices will monitor to ensure compliance.

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E. A unit that is designated by the IC to preform decon is responsible for:

1. Identifying the location of on scene decontamination and informing the IC.
2. Preparing the on-scene decontamination area.
3. Performing on scene decontamination.
4. Preparing PPE doffing area.

ll. Implementation

A. Initiation of On Scene Decontamination. On scene decontamination of PPE shall be performed on incidents where personnel are exposed to the products of combustion and when the IC determines it is required.

B. On Scene Decontamination Area. An on-scene decontamination area shall be upwind from the operational area at a distance where no additional exposure may be possible. The following items shall be positioned at this location:

1. Dry brush.
2. Five-gallon bucket.
3. Liquid soap/water mixture: three-ounce dish soap mixed with three gallons water.
4. Plastic scrub brush.
5. One inch hose line from apparatus with low flow fog nozzle or garden hose with spray nozzle.
6. Large trash bags to bag contaminated turnouts.

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7. Tyvek suits for extreme situations
8. Flip flops for extreme situations

C. On Scene Decontamination. On scene decontamination requires personnel being decontaminated to remain in full PPE with facepiece donned and breathing from the air bottle. Personnel performing decontamination shall be in appropriate PPE to support personnel in operational area; nitrile gloves, eye protection and N95 mask at minimum.

- Personnel should be assigned to on scene decontamination as assigned units. (Assignment by unit allows all personnel on the unit to be decontaminated together so they can be released to the station for showers as a unit.)
- On scene decontamination is a head to toe, and front and back, cleaning of the PPE that may consist of either of the following types as determined by the degree of exposure. The IC or his/her designee makes the determination:

Light Exposure – Exposure to dry products of combustion for a short duration.

1) Decontamination requirements - Dry brush used to remove dry contaminates and the use electric fan to blow away contaminates.

Moderate to Heavy Exposure - Exposure to interior firefighting or exterior operations while working in close proximity to the fire for longer durations.

1) Decontamination requirements - Water and soap mixture scrub followed with water spray rinse. See appendix for procedure.

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D. Doffing PPE after Decontamination. PPE doffing shall take place next to the decontamination area and downwind but adjacent to the rehabilitation/medical treatment area. The following items shall be positioned at this location:

1. Impermeable gloves.
2. Sanitation wipes.
3. Respiratory protection masks.
4. Large plastic trash bags for PPE and trash (soiled sanitation wipes and disposable towels).
5. Towels for cleaning.

E. Cleaning of skin during Doffing of PPE. Personnel shall use Department approved sanitation wipes to remove contaminants on the skin during the doffing process.

F. Compliance with incident rehabilitation/medical treatment plan is required immediately after doffing of PPE is completed.

G. On Scene Doffing of Contaminated PPE. Personnel shall limit skin contact with PPE at the conclusion of decontamination by wearing impermeable gloves while removing PPE. Contaminated turnout coat, pants gloves, and hood should be placed in a plastic bag with the top secured and transported back to the station in a compartment where exposure is minimized.

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H. Resource Release Schedule. Resources with exposed personnel shall be released in a systematic fashion so operational personnel remain on scene to complete incident objectives. Released resources shall remain assigned to the incident while en route to the station for showers. Resources shall go available as soon as feasible after exposed personnel have showered and placed clean PPEs on the apparatus.

I. Showering Following Exposure. On scene decontamination extends to showering at the station as soon as feasible following exposure to the products of combustion for a more thorough washing of the skin.

J. Engines, trucks and quints shall maintain items required for on scene decontamination and doffing of equipment as per this instruction.

K. Elements of this policy may not apply when emergency incidents require immediate engagement of personnel and equipment.

III. PROCEDURES APPENDIX A

A. Firefighting operations that result in exposure to products of combustion.

B. Determine the need for on scene decontamination in collaboration with rehabilitation/medical. IC shall:

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1. Recognize hazard and determine on scene decontamination requirements (type, location, equipment and personnel resource needs).
2. Assign unit(s) to be responsible for on scene decontamination and provide direction on type of decontamination required for personnel.
3. Transmit decontamination expectations and location of on scene decontamination area on Command and Tactical radio channels.

C. Preparing on scene decontamination area.

1. Personnel assigned to on scene decontamination unit(s) shall locate and prepare the area upwind from the incident and downwind from the rehabilitation/medical treatment area. Personnel decontaminating others shall don appropriate PPE as per policy.
2. Position dry brush for use.
3. Position 1" hose line charged to pump pressure with nozzle adjusted to medium flow and medium fog stream. Garden hose with spray nozzle can also be used.
4. Prepare soap water mixture of three-ounce dish soap with three gallons water in five gallon bucket with brush.

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D. Personnel to be Decontaminated.

1. Enter decontamination area after completing all operational assignments and while in full PPE and breathing air from SCBA.
2. Close all PPE pockets and open storm flaps exposing zipper.
3. The individual being decontaminated stands upright with arms extended away from body at 90 degrees and feet shoulder width apart.
4. Perform decontamination as indicated by degree of exposure. Decontamination is head to toe and front and back.
    a. Dry brush used for light exposure of dry contaminants. Begin at head and brush in a downward fashion until entire body has been brushed.
    b. Water applied head to toe and front and back followed by soap applied with a scrub brush used for moderate to heavy exposures resulting from extended time in close proximity to the fire and smoke. Starting at the head, scrub with water soap mixture and work around the body to the feet. Rinse with water from hose line.

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E. Doffing PPE.

1. Personnel shall move from the decontamination area to the designated doffing area.
2. Position firefighter near large plastic bag used for transporting all PPE. Place items in bag as removed.
3. Remove structure gloves. Place in plastic bag. Avoid skin contact with exterior of gloves
4. Use sanitation wipes to clean hands. Place soiled wipe in trash bag.
5. Dry hands with clean disposable towel.
6. Don impermeable gloves.
7. Remove all PPE beginning with the face-piece and SCBA and working toward the feet. Place helmet, hood, face piece, jacket and pants and turnout boots in plastic bag with gloves.
8. Seal plastic bag.
9. Remove impermeable gloves and place in trash bag.
10. Use sanitation wipes to clean skin areas susceptible to exposure of contaminants. These areas include but are not limited to: face, ears, neck, arms, wrists, and legs. Place soiled wipe in trash bag.

F. Follow incident rehabilitation/medical treatment requirements as directed.

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G. Returning to quarters for showers as soon as operationally feasible.

Keep the cab of the apparatus as clean as practical and to avoid transferring toxins and harmful products back to the fire station, it is extremely important to perform gross decontamination prior to leaving the incident scene.

1. Personnel shall return to quarters in uniform.
2. Secure bagged PPEs in apparatus compartment or location where exposure is minimized.
3. Clean and return all equipment to operational readiness before showering.
4. Resource remains assigned to incident while en route to the station and until all exposed personnel have showered and clean PPEs are placed on apparatus. This shall be completed in an expeditious manner so the resource can be available for responses.

H. Resource in-service and available for responses.

1. Resource shall be made available for responses when company officer determines personnel and equipment are response ready.

I. Cleaning of contaminated PPE returned to the station.

1. Contaminated PPEs shall be cleaned following the Department approved process.

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Gross Cleaning and Elimination of Possible Contaminants: Equipment

All fire equipment shall be cleaned before placing back on the fire apparatus which includes but not limited to the following items:

- SCBA
- SCBA Face piece using the proper cleaning agent All hand tools
- Nozzles Hose

While loading hose or equipment personnel should wear gloves, other than used structural firefighting gloves, to protect their hands from the products of combustion or being contaminated.

Steps for On Scene Gross Decon

According to current research completing on scene gross decontamination using a water and soap solution immediately upon exiting the fire ground has shown a median reduction of 85% of the fire ground contaminates from firefighter personal protections equipment

- When it is decided to start releasing personnel command will assign a decon group and location.
- Decon area will be marked off with cones. Decon bucket will be retrieved. The booster line or the reducer and hose will be hooked to the suppling engine. The bucket will be filled with water and soap added to the water.

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- Crews will exit fire ground to the decon area remaining on air.
- Firefighter that is the lowest on air will go first.
- Starting with the helmet and working down, the firefighter will be sprayed and brushed off.
- After gross decon firefighter will move to the side and doff turnouts leaving gloves on as long and you can. After gloves are removed, medical gloves will be put on for the remainder on the doffing.
- Turnouts will be placed in a bag in the following order; gloves coat with the liner in, boots and pants with the helmet on the side.
- Bag will be twisted shut and taped.
- Bag will be returned to the station outside the cab.
- Bag wil be opened outside the station with everything removed and allowed to off gas.
- Shells and liners will be washed separately with gloves washed separately

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Decon Kit

- 5 Gallon Bucket with Lid
- Liquid Soap
- Soft Bristle Brush
- 2 ½” to 1” Reducer
- 1” Hose 50’ for Tower
- Sprayer for Tower
- Plastic Garbage sacks
- Tape

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Apparatus and Equipment

This standard establishes schedule for the inspection and maintenance of all apparatus and equipment owned or operated by the department. It ensures that emergency response vehicles are maintained in a constant state of readiness. It implements a preventative maintenance schedule for all apparatus and establishes procedures for the daily inspection of apparatus, equipment, and support vehicles.

Apparatus and equipment shall be:

1. Maintained in a constant state of readiness.
2. Refueled whenever the fuel level drops below half of a tank. Oil and ancillary fluid reservoirsshall also be kept full at all times.
3. Kept clean at all times.

*All maintenance, both preventative and repair, shall berecorded in the appropriate vehicle logbook.

After each use

1. Every vehicle used shall be inspected. The member performing the inspection shall record his findings in the appropriate vehicle logbook.
2. The member performing the inspection shall correct the defects that are found provided that the member has the expertise, tools, and supplies to do so.
3. The items that are corrected shall be noted in the comments section of the vehicle logbook. Defects that cannot immediately be corrected shall be noted in the vehicle logbookand reported to the Chief or Officer in Charge.

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A. If a defect requires that a vehicle be placed out of service, the person doing the Inspection shallnotify the Chief or Officer in Charge.

B, Weekly Inspections.

1. All apparatus and equipment used shall be inspected .
   The member performing the inspection shall record his findings in the appropriate vehicle logbook.
2. Refueled whenever the fuel level drops below half of a tank. Oil and ancillary fluid reservoirs shall also be kept full at all times.
3. All engine-powered equipment shall be run for a minimum of five minutes. Their fuel tanks shall be refilled whenever the level drops below half of a tank. The oil will be checked and oil shall be added if necessary.

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Hazardous Materials

Lehi Fire Department functions at the Operations level. At the operations level, we possess the basic knowledge necessary to protect the public from harm due to the exposure of hazardous materials. Prior to responding to a known or suspected hazardous materials incident, all personnel shall have Hazardous Materials training at the awareness and operations level.

An incident involving hazardous materials can pose significant risk to the public and responding personnel. While all effort shall be made to protect the public, responders must NOT rush into the incident. Many HAZMAT incidents require the assistance, involvement, and response of other agencies; as such, mitigating the incident can take an extended period of time. All actions shall be based on informed decisions from qualified individuals.

Examples of activities and functions appropriate at the **AWARENESS** level include:

- Recognition of a Hazmat incident
- Recognition of hazards
- Identifying resource needs
- Initiating response of operations and/or technician level personnel
- Establishing scene control and management

Arrival on Scene

A. The Emergency Response Guidebook (ERG) shall be used to identify containers, chemicals involved, staging, and isolation zones.

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B. All units shall stage a safe distance away from the incident in accordance to ERG recommendations and current conditions. When selecting a staging area take into consideration the following: Wind direction, topography, accessibility, proximity to the incident, overhead obstacles, and potential for fire.
C. The first arriving officer should establish command and complete an initial size-up
D. Isolate the incident from all directions and evacuate as needed. Refuse admittance to the area. Note: In some situations, sheltering-in-place may be the most viable option.
E. All persons who have been exposed to the material(s) shall be moved to a locationwhere they are isolated from others and the incident so that they may be monitored and decontaminated if necessary.
F. Obtain Safety Data Sheets and any chemical information available. This may include a, waybill, manifest, or other form of shipping papers if the incident involves the transportation of hazardous materials.
G. Make contact with any company representatives and notifythe appropriate agencies including a Level I HAZMAT Technician team if necessary.
H. Assign an incident safety officer immediately. It is also suggested that the incident commander assign an assistant or scribe to begin documentation of all incident plans and operations.

Scene Safety

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A. Establish hot, warm, and cold zones (utilize barriertape and natural boundaries)
B. Ensure that unauthorized/untrained personnel do notenter the hazardous area

Incident Actions

A. All incident actions shall not exceed the scope of the hazardous materials operations level which is limitedto establishing command, identifying the materials involved, isolating the incident, and securing the scene. Other actions may occur only if the personnel have the appropriate level of PPE and training to SAFELY carry out the tasks associated with his/her assignments.
B. An Incident Action Plan shall be created that identifies exposures, hazards, and incident objectives.
C. Dike and/or dam areas to contain run-off and prevent further contamination of other areas and water sources.
D. Remove all ignition sources if materials arecombustible or flammable in nature.
E. Collaborate with the DNR, EPA, County Officials,company representatives, specialists/technicians, andthe HAZMAT team as needed.
F. Communications and accountability of all incidentpersonnel shall be maintained at all times.

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Reports and Documentation

A. The release of information regarding the incident shall be controlled by the OIC and the designated Public Information Officer. Only the OIC, County Emergency Management, or other designated Public Information Officer shall have the authority to provide public information.
B. The Incident Action Plan and all operations performed on the incident shall be documented. A written report shall be completed by the OIC and filed with allother documents created.
C. A log of all department personnel who were exposed or potentially exposed shall be maintained during the incident and filed along with other incident reports.
D. record o ll other gencies nd their corresponding personnel ho responded sh ll lso e ept.
E. record o ll ite s used th t ill need to e repl ced nd ny other e penses sh ll e ept during the incident nd iled ith the other incident reports.

Clean-Up

Clean up of materials is the sole responsibility of the person or company responsible for the hazardous material(s) incident. All of the personnel and equipment in contact with the hazardous material(s) shall be decontaminated prior to returning to service.

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Natural Gas Response

Purpose

This policy is based on natural gas pipeline emergencies with the product already in its gaseous/vapor form. This policy does not address liquefied or compressed natural gas emergencies.

Natural gas is a naturally occurring hydrocarbon gas mixture consisting primarily of methane. Natural gas is a fossil fuel used as a source of energy for heating, cooking, and electricity generation

These types of incidents will be approached with the utmost caution and ALL natural gas pipeline SOP's MUST be followed to prevent death, significant injury, and Fire Department liability.

Natural Gas - Fire Diamond

- Health – 2
- Flammability – 4
- Instability – 0
- Special - none

Natural Gas Physical Properties

- Colorless, tasteless, odorless gas (unless an odor causing agent has been added)
- Natural gas is predominantly methane
- Natural gas is a Class 2 Flammable gas
- Ignition Temperature - 1163º F
- Flash point - minus 180 Celsius
- Molecular weight 16.04 (air is 28.97)

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- Natural gas is much lighter than air and will dissipate rapidly outside
- Inside of buildings and any other contained vessels, natural gastends to pocket, particularly in attics, under stairs, and in dead air spaces
- The flammable limits are 5 percent to 15 percent in air (remember that your meter is reading the percentage of the lower explosive limit not the actual percentage of the product in air)
- Odorized natural gas can be smelled at concentrations of less than 1%
- Any meter reading showing a LEL will require immediate evacuation of the building or area with the reading

Natural gas physical and health effect on humans

Natural gas is non-toxic and considered a simple asphyxiate. Vapors may cause dizziness or asphyxiation without warning. Some may be irritating if inhaled at high concentrations.

Natural gas greatest threat to public/responders

- Explosions

Natural gas typically originates in underground deposits and is extracted in a number of ways. Energy companies have developed alternative processing methods to create natural gas. Transmission pipelines transport the natural gas at pressures of up to 1,500 psi throughout the country to local natural gas distributors.

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Local, gas distribution systems operate at pressures ranging from 99 to 0.25 psi (0.25 psi is the usual pressure downstream of a residential gas meter) and consist of mains, services, valves and meters that are constructed of steel, cast iron, ductile iron, wrought iron or plastic, depending on the system age and type of service. Natural gas transmission and distribution piping system installations must conform to rigid construction requirements set forth in ANSI B31.8, Gas Transmission and Distribution Piping System Standard.

Natural Gas Pipeline Response Levels

1. Natural gas reported OUTSIDE of a building with no explosion
   - 1 Engine
   - 1 Battalion Chief
2. Ruptured, cut, broken, or leaking high pressure natural gas lines with no explosion
   - 2 Engines
   - 1 Ladder/ Tower
   - 1 Ambulance
   - 1 Battalion Chief
3. Natural gas reported inside of any building or structure (or space – i.e. sewer, etc.) with no explosion
   - 2 Engines
   - 1 Ladder/ Tower
   - 1 Ambulance
   - 1 Battalion Chief
4. Any known gas explosion
   - Full 1st Alarm structural response
   - Appropriate HAZMAT response based on the caller info (with a minimum response of 1 HAZMAT Unit (with at least 2 Techs))

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HAZMAT Qualifications to control

- FF 1 & 2 with HAZMAT Operations Level credential
- Understanding of Gas Monitoring and its limitations
- Trained in process of metering to include where to meter
- Understanding of the properties of Natural Gas (lighter than air)

PPE and required equipment

- All members working in the warm zone of the incident will wear full structural FF PPE, SCBA on, with the members face piece available to rapidly don
- 4 gas meter with the following sensors – O2, LEL, H2S, CO. The meter must be "zeroed out" in fresh air before using in the hazard zone.
- FD personnel in the warm zone will be limited to the absolute minimum required to size up the incident

Responding to Natural Gas Incidents

Natural Gas may be encountered in a variety of situations and incident types, each presenting a different set of hazards and problems. Again, natural gas explosions represent a major cause of FF LODDs and serious injury on HAZMAT incidents. These types of incidents must be approached with the utmost caution.

If the level and type of release is known while responding, first due units will use their ERG to determine safe apparatus placement locations and staging areas (a minimum of 333 ft.).

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ERG information

- The material name is listed as “Natural gas, compressed” in the Blue pages
- Directs the user to Guide #115
- Chemical ID number: 1971

Natural gas pipeline emergencies fall into 3 separate, distinct categories:

A. Natural gas leaks with no visible ignition
B. Natural gas leaks with ignition (free burning)
C. Natural gas leaks that have exploded

Reported gas Leak - NO visible ignition

Use the ERG as a basic guide for natural gas leaks. When responding to a reported gas leak with no fire or explosion, the first arriving unit should:

- Spot their apparatus at least two houses away or 333 feet from the dispatched address, upwind whenever possible
- All later arriving units shall maintain Level-2 staging a minimum of 800 feet away from the address/area of the leak, upwind whenever possible
- Only a minimum number of personnel shall be allowed to size-up the situation
- All personnel must be in full PPE and crew must be equipped with a 4-gas monitor (preferably 2 monitors) capable of detecting natural gas
- Personnel are metering for the percentage of LEL and the possible displacement of Oxygen in confined areas and dead spaces within

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and around the structure

- In the cold zone, start monitoring the environment when approaching the leak area
- Personnel in the warm zone must be in full PPE with SCBA on with their face piece ready to don

When metering for natural gas, any positive LEL readings indicate that natural gas is present. Units shall:

- Immediately go from the Offensive strategy (investigation mode) to the Defensive strategy
- Ensure the local natural gas provider is responding
- Evacuate any civilian and firefighting personnel from the structure a minimum of at least 2 houses away or 333 ft.
- Upon evacuation, if easily accessible, isolate and shut-off the gas meter to the occupancy (typically opposite side of house from garage)
- Single family home; evacuate at least the 2 homes around all sides of the house (or 333 ft.)
- Multi ily i ed use nd co erci l occup ncies the entire uilding should e e cu ted initi lly ith consider tion or ddition l e cu tion o the e posures depending on their dist nce nd rr nge ent round the source using the 333 t. guideline
- it the loc l utility co p ny or control itig tion

Ruptured gas lines that are exposed to open air:

- Immediately assume the Defensive strategy
- Ensure the local natural gas provider is responding
- Evacuate any civilian and firefighting personnel from the structure a minimum of at least 333 ft away

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- Natural gas providers are the AHJ for natural gas incidents. They have all the necessary personnel and equipment to mitigate these types of events. FD personnel at no time should try to mitigate/ control the leak
- Fire department members will remain outside of the hot zone and will only provide warm and cold zone support to the natural gas provider
- Fire department shall not provide “protection lines” for natural gas workers. The greatest threat of natural gas is an explosion. A hand line will not put out an explosion and only exposes more people to the threat

Underground, migrating natural gas leaks

Natural gas explosions have occurred in structures which were not served by natural gas. Underground leaks may permit gas to travel considerable distances before entering a structure through:

- The foundation
- Around pipes
- Storm drains and sumps
- Other void spaces

Once an underground leak has been identified:

- Ensure the local natural gas provider is responding
- Evacuation distances for these types of incidents could be much further than the standard 333 ft.
- While evacuating, continue to meter the exterior of structures to determine the overall scope of the incident (size of the hot zone)

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- Do not rely on gas odor, the odorant in the gas may be scrubbed out by passage through the ground
- Continued metering will be performed by the natural gas provider to determine the proper evacuation distances and what control measures will be taken to stabilize

Natural Gas – No Ignition - General Guidelines

The greatest risk of natural gas is an explosion which can be ignited by a spark or open flame. Sparks can come from turning electrical equipment on and off. If possible, radios, pagers, cell phones, etc. should be turned off before approaching the area. Fire fighters should avoid using doorbells or any other electrical equipment. Prohibit smoking and prevent other potential sources of ignition.

Flipping electrical breakers off could have the potential to cause a spark, causing an explosion if a concentration of gas were present. The local electrical provider must be requested if the power to the structure needs to be secured to reduce the explosion hazard. **FD members must NOT secure the electric utilities in these situations, have the power company do it.**

Anytime a gas meter is secured (turned off) the local natural gas provider must be notified, dispatched to the scene, and command transferred over to them.

If fire department personnel shut off/isolate any type of natural gas equipment located upstream of an occupancy's gas meter, THEY MUST LEAVE THAT EQUIPMENT OFF and notify the local natural gas provider. The local gas company is the ONLY agency that can turn on ANY natural gas piping or equipment.

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If the problem is an extinguished pilot light on an appliance, Fire Department personnel shall attempt to close the shut-off to that appliance. Fire Department personnel shall not re-light pilot lights even if they are assured there is not an explosive accumulation in the area. If the gas leak cannot be stopped by an in-line shut-off, then the gas supply to the building shall be shut off and red tagged until repairs are completed.

Natural gas leaks with ignition (free burning)

Burning natural gas should not be extinguished, since this changes the hazard from being visible to invisible and creates a high explosion hazard. By nature, these are all Defensive incidents until the natural gas provider can verify there is no more explosion hazard present. Natural gas fires should be controlled by:

- Evacuate any occupants to minimum safe distances
- Protect exposures
- Continue to monitor the area for any natural gas reading/ concentrations to define the hot zone
- Await the local utility company for final control/mitigation

This is a very short IAP for something that is on fire. It is not in a firefighter's nature to let something "burn". But when something is on fire that is fueled by natural gas, we have to use the above IAP until the fuel source can be secured. Once secured and the natural gas provider has verified there is no more explosion hazard present, the incident becomes a standard structural fire deployment.

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An explosion has occurred

Units arriving at the scene of a structure explosion must consider natural gas as a significant possible cause. In these circumstances, the cause of the explosion may be difficult to determine. Until it can be determined that the area is safe from the danger of further explosions, evacuate all civilians and keep the number of fire department personnel in the area to an absolute minimum. The area (blast zone) hosting the explosion shall be considered Defensive. No member shall enter this area until the proper gas and electric companies have deemed the area is safe from hosting any further gas explosions. A standard IAP for a natural gas explosion:

- Notify the gas and electric companies and request an immediate response
- The number of exposed personnel shall be kept to an absolute minimum. All apparatus must spot at least two houses away or 333 ft. away from the explosion area, in the cold zone. A SAFETY PERIMETER SHALL BE ESTABLISHED AND MAINTAINED AROUND ANY SUSPECTED GAS LEAK, FIRE, OR EXPLOSION
- Conduct a recon and search for possible victims outside of the explosion zone. Interview neighbors or witnesses to try to determine if the building(s) was occupied. Victims can be found a long distance from the origin of the explosion
- Observe for signs of gas leaks, i.e., flames coming through cracks in the ground or around foundations, or bubbling through puddles
- Do not extinguish flames coming up through the ground
- Check systematically using combustible gas meters, following the “Reported gas Leak - NO visible ignition” metering guidelines

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- Any metering readings of LEL - all personnel must be evacuated a minimum of 333 ft from the last zero reading on the meter
- Evacuate all exposed structures. Do not enter the structure after it has been evacuated. The natural gas provider will meter the interior all the exposures during their size-up
- Always beware of the possibility of additional explosions
- Shut off the gas in other exposed buildings if easily accessible and it's safe to do so (you're out of the hot zone)

Because something has just exploded, other structures located in close proximity could be involved in fire. Most of the nearby structures will have also suffered structural damage. If a structure in the defensive blast area is involved in fire, operations will be conducted only in the warm zone to protect exposures. No entry shall be made in the hot zone for any firefighting activity.

Reported gas in sewers, drainage systems, and below grade vaults

Various types of gas from a variety of sources can be found in sewers, drainage systems, and below grade vaults. This includes natural gas, propane, gasoline, sewage gas, hydrogen sulfide (very lethal), and CO from electrical cable burnout.

If on fire, do not attempt to extinguish any flames if a gas becomes ignited in a sewer or underground vault. This will be a defensive incident. Establish a hot zone around the opening and keep vehicles and bystanders away from nearby manhole covers. Prohibit smoking and eliminate other potential sources of ignition.

Any type of flammable gas in a sewer system can travel long distances from its source. When gas has been confirmed in a sewer, these types of events generally require a much larger evacuation area and large HAZMAT organizations.

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These types of incidents create very high hazards for both the public and responders. Only a Type 3 HAZMAT Team and above can make entry in a confined space that is suspected of containing hazardous materials of any kind. The Operations level shall only meter above grade and follow the policies outlined in this training module.

Decon

Decon is not required for natural gas only issues.

Organization used for natural gas incidents

Most natural gas incidents are handled by the first responding unit and the local utility company and these incidents don't require large command organizations.

Arrangements will need to be made for both agencies (FD and Utility company) to meet at a designated command post, in the cold zone, to perform a face to face on what both agencies need to do to support each other.

Law enforcement may be necessary to coordinate intermediate and large-scale evacuations when they are required.

Natural gas incidents have the potential of exposing large numbers of people that may require the IC to expand the command structure to include EMS and/or a hazmat branches.

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MAYDAY

PURPOSE: This standard shall have guidelines to be followed in the event of a lost, trapped or injured firefighter and identify the roles and procedures of all parties involved at an incident where a "MAYDAY" has been transmitted.

STANDARD: Due to the nature of fire service activities, fire department personal may be called to operate in hazardous environments. It is the standard that all members shall take every precaution to safeguard themselves and their crew members at all times during operations. If any member becomes lost, trapped, injured or in any way needs immediate assistance while operating in a hazardous environment, this standard shall be followed.

DEFINITIONS:

Emergency Traffic: Emergency Traffic is the term used to alert all operating personnel of an on scene emergency or imminent danger. Any member can request "Emergency Traffic". When Emergency Traffic is complete, Command should state, "*All clear, resume normal radio traffic" [NFPA 1561 Emergency Services IMS, Section 2-2.4.1&2].*

Mayday: All reports of "Mayday" shall receive priority radio traffic. The term "Mayday" shall be reserved ONLY to report firefighters in imminent danger. The term "Mayday" typically will be used in the following situations:

1. By member[s] who are lost, trapped, injured or in trouble
2. By the company officer, Group/Division officer, or any member who cannot account for a firefighter[s] operating in a hazard zone.
3. By a member who witnesses or has discovered a trapped or

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injured firefighter[s] in trouble.

To ensure that a message is transmitted and received, the term “Mayday” should be repeated at least [3] times [e.g. “ Mayday, Mayday, Mayday”].

GENERAL PROCEDURE:

Command, through the use of Personnel Accountability System [PAR], shall track the location of all personnel at the emergency incident. In the event a firefighter cannot be located through PAR, or any other time a firefighter is reported missing, the Incident Commander or any fire ground personnel shall announce a “Mayday”. Command shall respond to the “Mayday” by implementing the Rapid Intervention Team [RIT] standard. Until accounted for a missing firefighter[s] is assumed lost or trapped. Rapid, concise decisions and action must be taken to increase survivability. Command and others shall take the following actions for reported missing or distressed firefighter[s].

The following guidelines do not necessarily need to be accomplished in the order listed.

1. Mayday Initiation

a. The firefighter[s] in distress or a firefighter that recognizes a need for assistance shall call a “Mayday” [ex: “Mayday, Mayday, Mayday”].
b. Upon the recognition of a missing or distressed firefighter, or a declaration of “Mayday”, Command immediately shall gain control of the assigned fire ground frequency by announcing “Emergency Traffic” to acknowledge Mayday and alert all personnel working at the incident. [e.g.”Command copies a Mayday...emergency traffic...repeat...emergency traffic...go ahead Mayday”].

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c. If possible, the Mayday firefighter[s] gives a report using the E.S.C.A.P.E. acronym:

E-Engine/Truck number, current assignment and position

S-Situation

C-Conditions

A-Air Supply

P-Position

E-Escape plan

Escape Example: "Truck two, [Attack team Bravo, Captain,... I've fallen through the first floor, I'm pinned and injured...heavy smoke, zero visibility, moderate heat...my low air alarm is sounding...I think I'm somewhere in the basement in the middle of the room...I can't move."

d. Command shall confirm the "Mayday" report, attempt to get more

information using the E.S.C.A.P.E. acronym, give direction and support if possible. Review with the firefighter the following:

- Are others trapped/lost or is the firefighter alone?
- Last known assignment or operating area.
- Can they hear anything [fans, saws, air horns, etc.
- Activate PASS and flashlight.
- Direct firefighter to a doorway, window or wall.
- Positive emotional support and calm them down.

e. Command shall deploy RIT and immediately announce, "We have a RIT activation". *[See RIT Standard]* 1. Command shall direct dispatch to activate emergency traffic tones. 2. Advise the Mayday and RIT crews to remain on current fire cannel. 3. Advise all others on current fire cannel to switch to new tactical channel

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tobe determined by command.

f. Command shall conduct a PAR of all companies on new tactical channel.

2. Communications Center Responsibilities

a. The Communications Center shall notify Command when they have received a "Mayday" from a portable radio an inform them which firefighter the radio was assigned.

b. If the Communications Center is contacted by the missing firefighter on any channel, the Communications Center shall keep the firefighter on that frequency and advise Command immediately.

c. When a firefighter is declared lost, trapped or injured, the Communications Center shall report the "Mayday" message on all fire ground channels.

d. Restrict the channel to emergency traffic only.

3. Mayday Termination

a. Mayday shall be terminated upon direction of Command.

b. Upon the direction of Command the Communications Center shall broadcast the termination of Mayday on all fire ground channels.

c. At the discretion of Command units may be switched back to the original incident channel and a PAR performed.

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RAPID INTERVENTION TEAM (RIT)

Purpose

The rescue of trapped or lost firefighters in a burning building is especially time sensitive. There is a very narrow “window of survivability” for a firefighter who is out of SCBA air supply or trapped by approaching fire. Individual firefighters must not delay reporting to command if they become lost, trapped or in need of assistance. Company officers must also not delay the reporting of lost firefighters or inability to complete accountability reports. Command and company officers must always assume that the missing firefighter is lost in the building until the firefighter can be accounted for. Command must also restructure the strategy and action plan to include a priority rescue effort.

RIT (Rapid Intervention Team)

An on-scene team consisting of at least FOUR MEMBERS designated and equipped to perform an immediate search and rescue operation for a lost, distressed, trapped or injured firefighter.

1. Communication:

Communication from the distressed firefighter to the Incident Commander (IC) and ultimately the RIT members is imperative. This should be accomplished in the simplest and most effective manner possible. The easiest way to establish communication with the Incident Commander is to contact him/her via the assigned fire ground frequency. The IC will answer and give this situation the highest priority.

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• Firefighters responsibilities; If a firefighter becomes lost or has knowledge of someone who is lost, trapped or witnesses someone who becomes trapped, runs dangerously low on air or any other situation or event that is deemed as life threatening a Mayday shall be declared. SeeMayday standard.

• Incident Commander's responsibility; The IC will transmit "Emergency Traffic", at which time all other radio traffic will cease. The IC will then announce, "We have a RIT activation. All fire ground operations, with the exception of those involved in the Mayday (RIT and those who activated Mayday), switch to the alternate fire channel, Channel_." At this time Incident Command shall call for a PAR check for the fire ground operations on the alternate fire channel. See Mayday standard.

• Individual Companies responsibilities; Upon hearing the Mayday and RIT activation announcement all units and personnel at the scene, except RIT and those who activated Mayday, shall move to assigned channel. The company officer shall prepare to give a Personnel Accountability Report (PAR). **It is imperative that fire ground frequencies be kept clear of all non-emergency radio traffic.**

2. Staffing Procedures:

The following shall be the minimum requirements for a Rapid Intervention Team:

• Minimum Staffing will consist of one Officer and three firefighters. When the incident dictates, a RIT Support Officer shall be established.

• Through Incident Command, RIT can expand the team based on the incident size and complexity.

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• In the event the team cannot meet the minimum staffing, RIT shall notify command. Command shall re-assign personnel to the RIT as they become available to meet the minimum staffing level.

• RIT may request additional resources to accomplish functional tasks as necessary through Command.

Standard Exceptions to the RIT Requirement at Working Incidents

• When there is a report or suspected life hazard where immediate action could prevent the loss of life.

• When the fire is in an incipient stage that could be controlled by a portable fire extinguisher, without the use of PPE or SCBA.

3. Equipment Staging:

• Whenever RIT is established, a RIT specific staging area shall be established with an equipment cache designated using a tarp. The following considerations should be used when established the RIT staging area:

1. The staging area should offer a view of two sides of

the building. 2. The staging area should be near the command post. If this is not possible, the RIT officer shall remain near the IC. 3. All RIT members shall be in full protective clothing,

SCBA and have a portable radio.

• For High Rise Fires, RIT shall be assigned to staging positions in stairwells, or other appropriate locations. A secondary standby location may be in the lobby.

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4. Tools and Equipment:

• Depending on the type of situation the equipment cache may vary. At a minimum the cache shall include:

1. Tarp
2. RIT Bag (department compatible SCBA)
3. Rotary saw (with a selection of blades)
4. Chain saw
5. Set of irons
6. Rope bag
7. Thermal imager camera
8. Hand tools (wire cutters, bolt cutters, pliers, etc.)
9. Hand lights
10. Stokes
11. Ground ladders 12’ roof and 24’ extension
12. Portable radio for all RIT members

- Additional equipment may be needed to provide an adequate RIT response. The RIT officer will work with IC/Operations to make sure that the necessary tools, resources, and expertise are assigned to RIT to handle any situation that may arise.

5. Command Response to Missing Firefighters:

- The incident commander MUST ALWAYS assume that the missing firefighter is lost or trapped in the building until the firefighter is

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accounted for. Rapid, concise, decisions and actions must be taken to increase survivability. The following is a list of actions to be taken by command:

1. Move fire ground communications to a separate channel.
2. Call for immediate PAR for all working units.
3. Change of strategy to rescue mode.
4. Commit RIT
5. Develop a medical group and a helicopter on standby.
6. Request additional help
7. Expand command organization

8. Ensure no one abandons firefighting positions already in place

9. Hold the fire in check while rescue efforts are being accomplished.

10. Continue to support means of egress.

6. Responsibilities of RIT:

- Develop and discuss search and rescue plan
- Monitor tactical radio channel
- Confirm utilities are secure
- Remove security bars and devices
- Assemble and assess tool cache
- Assess situation (recon area)
- Identify means of egress
- Establish separate water supply (if applicable)

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Incident Command System

Lehi Fire Department responds to a wide range of emergency incidents. In order to effectively manage personnel and resources and to provide for the safety and welfare of personnel, we will always operate within the Incident Command System at the incident scene. This procedure identifiesthe Standard Operating Procedure (SOP) to be employed in establishing command components of the Incident Command System and applicable components of the National Incident Management System (NIMS).

Command Procedures are designed to:

- Establish and identify the responsibility for command on a certain individual through a standard identification system, depending on the arrival sequence of members, companies, and command officers.
- Ensure that a strong, direct and visible command will be established from the onset of the incident.
- Establish an effective incident organization defining the activities and responsibilities assigned to the Incident Commander (IC) and the individuals operating within the Incident Command System
- Provide a system to process information to support incident management, planning, and decision making.
- Provide a system for the orderly transfer of command to subsequent arriving officers
- Ensure a seamless transition from type 5/4 Incident Management Teams to type 3/2/1 Incident Management Teams (NIMS).

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Responsibilities of Command:

The Incident Commander is responsible for the completion of the tactical objectives. The tactical objectives (listed in order of priority) are:

1. Remove endangered occupants and treat the injured.

2. Stabilize the incident and provide for life safety

3. Provide for the safety, accountability, and welfare of personnel.

*This priority is ongoing throughout the incident.

4. Conserve Property

Functions of Command

The functions of command define standard activities performed by the incident commander. They are:

1. Assumption/Position-To quickly establish and confirm a single IC and place that individual in the most effective initial-command position
2. Situation Evaluation-Create safe operations based on accurate initial and ongoing incident evaluation and information management
3. Communications-To initiate, maintain, and control efficient communications
4. Deployment-To provide and manage a steady, adequate, timely stream of appropriate resources
5. Strategy/IAP-To use a systematic method to make basic strategic decisions, and develop and initiate a tactical IAP

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6. Organization To-Develop an effective incident organization by delegating geographic and functional responsibility
7. Review/Revise-To Confirm that current IAP is meeting the tactical requirements of the incident and adequately provides safety of the workers, and to identify and address any areas that are not covered
8. Transfer/Revise-To provide the required duration of command necessary to complete tactical priorities, to standardize how command is transferred and up upgraded, and to insure that operations are safely concluded

Establishing Command

The first fire officer or acting officer of the department to arrive at the scene of an incident shall assume command of the incident. The initial Incident Commander (IC) shall remain in command until command is transferred or the incident is stabilized and command is terminated.

The fire officer that initiates command will give an initial arrival report providing the following information:

- Unit designation of first arriving
- Location (repeat address)
- Building/Area description
  - Size (see below for determination)
  - Height
  - Occupancy type
- Problem description (i.e. nothing showing)
- Initial Incident Action plan
- Tasks
- Location
- Tactical objective(s) to be addressed

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(Example—"Engine 83 will be taking a water supply, stretching a handline to the Alpha side first floor for primary search and fire control."

- Declare Strategy

- Announce Command Mode
- Establish Command - command name, command location, your name and rank
- Resource determination

- Identify "A" side

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Size

The size of the structure should be defined by the areas we can cover with a 200' handline and the maximum depths we can safely achieve inside the structure. This applies to all occupancy types—from houses to warehouses.

- Small: A 200' line can access 100 percent of the fire area/occupancy.
- Medium: A 200" line can access plus or minus 75 percent of the fire area/occupancy.
- Large: A 200" line can access plus or minus 50 percent of the fire area/occupancy.
- Mega: A 200' line can access less than 25 percent (or less) of the fire area/occupancy, leaving large areas of the structure past the 200 ft entry depth rule.

Radio Designation

To ensure uniformity, each response district has been assigned a standard command designation. The following "standard command designations" will be used for each response district:

- District 81= Old Town Command
- District 82= Eagle Crest Command
- District 83= Traverse Command
- Lehi, street name, or business name may be used if all other designations have been taken

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360° Size-Up

A 360 shall be completed after providing the initial radio report. A 360 size-up is mandatory at all incidents and shall be completed as early into the incident as possible.

- If an officer encounters an emergent situation requiring immediate action, that officer may assign members of their crew, in a pair, to address the emergent situation so the officer can continue with the 360° size-up.
- If unable to complete the 360° size-up, due to building size or obstructions, the IC should delegate an individual or company to continue the process so that all sides of the incident are visualized.
- The IC must announce on the Follow-Up Report when a 360° assessment of the structure cannot be performed (i.e.; “360 not performed due to the buildings size/arrangement”).

Follow-Up Report

The follow-up report should be transmitted with the following pertinent information:

- 360 complete/incomplete
- Stories from Charlie Side
- Basement and/or Type
- Home/Business Owner Report
- Business Name (if not stated in the initial arrival report)
- Changes to the incident action plan
- Accountability location

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Communications

A reliable communications system is essential to obtain information on emergencies, and to direct and control our resources responding to those situations. A department's communication system can set the stage for efficient actions and improve effectiveness of tasks being performed on emergency scenes. Central Dispatch currently runs on a radio system that has both repeated and non-repeated channels.

Order Model

The order model standardizes the communication process between incident participants and outlines how the exchange will take place over the two-way radio. The following is the Order Model and an example of how it should work on the fire ground:

Order Model:	Example:
Sender contacts the receiver	"Engine 81 from Eagle Crest Command"
Receiver indicates readiness to receive the message	"Engine 81, go ahead Command"
Sender transmits the message / order over the radio	"Engine 81, I need you to stretch a handline to the Charlie side to reset the fire in the Charlie/Delta Corner"

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Receiver restates the message (paraphrasing) to confirm understanding of the message	"Engine 81 copies. Stretching a handline to the Charlie/Delta corner to reset the fire"
Sender corrects any misunderstandings	

CAN Reports

A concise communications process that provides the recipient with the most pertinent information. The sender reports the Conditions they have, the Actions they are taking, and the Needs from their position. This communications format should be used at all levels of the incident organizational structure. The CAN Report is most commonly used as a progress report and should be integrated in to the following reports: Mayday Traffic, Priority Traffic, Roof Report, and Status Change.

1. Mayday Traffic: The report of a Mayday signifies that a firefighter(s) is in severe danger, in a critical situation, or in need of immediate help. A Mayday transmission will be delivered in accordance with LFD SOG (see Mayday). The term MAYDAY can be initiated by anyone on the fireground, and begins with the phrase "MAYDAY, MAYDAY, MAYDAY".
2. Priority Traffic: A CAN report used to notify the IC of issues needing immediate attention. Priority traffic should follow the Order Model but can interrupt communication loops. Reasons to use priority radio traffic include the following:
    i. Unable to complete a critical assignment/task or tactical objective.
    ii. Urgent need to be reinforced to complete an assigned task/tactical objective.
    iii. Victims encountered.

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iv. Working concealed space fire that is not easily controlled.

v. A roof report that includes an attic fire, unsafe roof conditions, eminent collapse potential.

vi. Sudden, significant events (flashover, back draft, collapse, etc.).

3. Roof Reports: A statement that provides an overall assessment (size-up) of the roof conditions to the IC and companies working inside the structure. The roof report should include the following information:

i. Type of roof (peaked, flat, etc.)

ii. Condition of the roof (stable / unstable)

iii. Fire or smoke conditions (if present, the location of the conditions)

iv. Location of firewalls

v. Heavy roof loads such as HVAC systems (if present)

vi. Conditions in the attic space (if known or attainable)

vii. Building blueprint or layout (if unusual or unknown)

4. Routine Traffic: This is the most common form of communication that takes place on the fire ground. Routine radio traffic is generally initiated by the IC and will follow the Order Model. Once assigned to the hazard zone by IC, companies should work to maintain radio silence unless contacted by command for an updated CAN Report.

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5. Status Change: A status change can occur on the fire ground for many reasons and must be provided as soon as possible using the Order Model. A status change might be necessary for the following reasons:
    i. Completed the assignment and ready to be re-assigned
    ii. Changing locations within the hazard zone
    iii. Need to exit the structure to rehab

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• Review preplan of building (if applicable)

• Support egress – note exits, place ladders at appropriate locations, and monitor entrance points and maintain clear pathways.

• Notify command RIT is ready

• Monitor progress of teams and situation

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Vehicle Fire

Fire Control Operations:

The minimum level of protection for firefighters is full PPE and SCBA. Officers must wear full protective clothing in order to directly supervise crews.

Hose Selection:

The line choice used will be designated by the officer, however, a 1 ¾" handline is most commonly used.

Apparatus Placement

1. Apparatus should be placed upwind and uphill of the incident if possible. This is to protect from hazardous liquids and vapors and reduces smoke in the work area.

2. Consideration must be given to using the apparatus as a barrier, to shield the incident scene from traffic hazards. Warning lights should be left operating, in conjunction with the use of traffic cones where needed.

3. Additional consideration should be given to positioning the apparatus at an angle to better allow the removal of any hose from the preconnect cross-lay compartments.

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Water Supply

1. If the water carried on the responding apparatus will not be sufficient, early considerations must be given to additional water supply sources.

2. A supply line or other engines/tenders may be required.

3. Aerial apparatus may be used as an improvised standpipe at incidents on elevated freeways or parking garages.

Fire Attack

1. A working fire involving the interior of the vehicle passenger compartment will damage the vehicle beyond repair. As such, the attack plan should be a safe and appropriate approach and a fire attack must be implemented.

2. Where patients are trapped in the vehicle, first water should be applied to protect the patients and permit rescue.

3. When rescue is not a factor, first water should be applied for several seconds to extinguish the fire or cool down the area around any fuel tanks or fuel systems. This is especially important if the fuel tanks are Liquified Petroleum Gas (LPG) or Liquid Natural Gas (LNG).

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4. At least one member of the attack team must have forcible entry tools in his/her possession to provide prompt, and safe entry into the vehicle.

5. Immobilize the vehicle by chocking the wheels.

HAZARDS AND SAFETY CONSIDERATIONS

A. Liquid Petroleum Gas (LPG) and Liquid Natural Gas (LNG) are becoming commonplace as fuel for vehicles. Pressure release devices can create a lengthy "blow torch" effect, or should the pressure relief device fail, a BLEVE may occur. Vehicles may not be marked to identify this fuel hazard. If there is a flame impingement on a visible LPG/LNG storage tank, take action to control the fire and cool the tank.

B. If vapors escaping from the storage tank relief valve have ignited, allow the LPG/ LNG to burn while protecting exposures and cooling the tank. The flow of gas through piping can be controlled by shutting off the valve at the storage tank.

C. Energy Absorbing Bumpers--Consist of gas and fluid-filled cylinders that, when heated during a fire, will develop high pressures which may result in the sudden release of the bumper assembly. This could result in serious injury to anyone in its path. Bumper assemblies have been known to travel 25 feet.

D. Batteries--Explosion hazard due to presence of hydrogen vapors. Avoid contact with battery acid. When the situation is stable, disconnect battery cables (ground cable first).

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E. Combustible Metals--Some vehicles have various parts made of combustible metals, such as engine blocks, heads, wheels, etc. When these metals are burning, attempts to extinguish them with water will usually add to the intensity of the fire. Large quantities of water, however, will cool the metal below its ignition temperature. After some initial intensification, the fire should go out. Dry chemical extinguishers can also be effective.

F. Trunk/Rear Hatch/Engine Hoods--Hold-open devices may employ, along with or in any combination with any of the following: springs, gas cylinders, extending arms, etc. When gas cylinders are exposed to heat, failure or rupture of these devices should be expected. Excessive pressure may develop in lift assists causing a trunk, hatch or hood to fly open with explosive force when the latch mechanism is released. To ensure personal safety, be sure to allow sufficient clearance when releasing latches.

G. Fires involving the trunk/cargo area should be approached with extreme caution. Contents may include toxic, flammable, or other hazardous materials. Expect the worst!

H. Fuel Tanks--May be constructed of sheet metal or plastic. A rupture or burn-through may occur with these tanks causing a rapid flash fire of the fuel. Do not remove the gas cap, as the tank may have become pressurized. Do not direct hose stream into the tank, as this will cause pressurization of the tank, with a possible result of burning fuel spewing from the tank fill opening.

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EMS Response

Purpose:

To ensure an appropriate response to a medical call, provide the highest level of patient care, and to take all necessary precautions to protect EMS crew members.

Response:

When personnel are notified of a call via station tones, radio traffic, or ISpy notification it is imperative they understand the initial call details to determine the type of response they will use. Once all units responded check en route, dispatch will give further obtained information and attach a dispatch code (A, B, C, D, E, Z) to the call. This code along with further information given can determine the type of response, 10-39 (lights and sirens) or 10-40 (no lights or sirens). However, response type may be decided by crew member discretion based on the information given, traffic, and response delay.

Police Response for Scene Safety:

If not previously stated in dispatch details and crew members deem it necessary for members of the police department to respond for scene safety crew may ask for a response from the police department. Staging in the area of the call may be necessary to allow police officers time to secure scene safety and notify dispatch that the scene is safe for the crew to respond in.

On Scene:

Once on scene and with appropriate PPE crews' patient care efforts should follow all appropriate and current Utah County Operating Guidelines UCOG. If transport via ambulance is required for the patient crew should also refer to UCOGs for proper hospital destination and consult the family on destination decision. Crew should also take into account current traffic and weather

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conditions and always keep the patient's best interests in mind when deciding on transport destinations.

En Route to Hospital:

Once the patient has been safely placed and secured in the ambulance the driver shall inform dispatch of the transport destination of the ambulance. Any changes or diversions from the original destination needs to be communicated to dispatch via radio. The driver of the ambulance is responsible for the safe arrival of the ambulance and occupants to the destination. They must follow the Safe Driving under Driving Requirements Policy. If a non-emergent transport to destination is made the ambulance driver needs to remember they are representing the department, city, themselves, and obey all traffic laws with courtesy. The crew member handling patient care must call the destination hospital and give a report of the patient. This can be done via cell phone or radio. It is the crew members' responsibility to know how to use each option.

Arrival at Hospital:

Once the ambulance has safely arrived at its destination the driver will inform dispatch of arrival at the destination. Crew member handling patient care will then handle the information exchange with hospital representative who is taking over patient care; i.e. nurse, doctor, or facility care provider of higher care. Patient care is the highest priority, however, the crew must be timely with patient handoff and collection of all documents for their patient care report and return to response area promptly.

Availability:

Once the Ambulance has returned to Lehi Fire Department's jurisdiction and is able to take another call they are to inform dispatch that they are available via radio. If restocking of supplies is needed prior to becoming available. the ambulance will clear the call; will restock as needed and then go available.

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I. Interior--Well sealed interiors of modern vehicles present the potential for backdraft. Use caution when opening doors or breaking windows. Appropriate approach, ventilation, and safety concerns must be considered. Have a charged handline ready before making entry

J. Vehicle Stability--Tires or split rims exposed to fire may explode, causing the vehicle to drop suddenly. Expect exploding rim parts or tire debris to be expelled outward from the sides. Approach from the front or rear of the vehicle for maximum protection from potential flying debris. Some larger vehicles, such as buses, employ an air suspension system. When these systems are exposed to heat or flame, they may fail, causing the vehicle to SUDDENLY drop several inches.

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Residential Structure Fires

Arrival On Scene

A. The first arriving Officer will provide an arrival report and ongoing scene size-up, assume command, and develop a Incident Action Plan(IAP) as indicated in *Incident Command Standard Operating Guideline.*

B. The first arriving officer needs to base their decisions on/ if current fire conditions create an interior tenable environment for victims. If these conditions are present, we must have an aggressive rescue/fire attack mindset, while providing for safety.

C. The Officer will complete a 360 degree viewing of the structure to determine number of stories, type of structure, what is showing, location of problem, exposures, what is burning, where it is going, and the need for additional resources. Officer will then communicate findings of 360, basement assessment*, and restate IAP.

*Basement types (finished or unfinished)

i. None
ii. Look up (small window not able to egress)
iii. Look out includes (Window Well or window that is large enough for egress)
iv. Walk out/ Walk up

D. The first arriving officer will start to make assignments

E. If the initial IC utilizes Fast Action Mode, he/she shall pass the command to an incoming exterior officer at first opportunity. Incident Command shall be retained by an officer in an unencumbered position to manage and account for all resources on scene until a higher-ranking officer assumes command.

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F. A Chief officer will assume command after restating assignments and IAP and getting Conditions, Actions , and Needs (CAN) report from initial officer in command. The Chief will assume command and restate IAP.

Initial Incident Actions

SLICE"RS"

S – Size-Up

L – Locate the Fire (360)

I –Identify and Isolate the flow patch

C – Cool (This may be done from a tactical position outside prior to entrance)

E – Extinguish

Fit in as applicable

R – Rescue

S – Salvage

First Arriving Heavy Apparatus

A. If heavy smoke is observed prior to arriving strongly consider establishing your own water supply, or have plans for next incoming unit to establish supply.A dry lay from the hydrant may be an option if limited on personal.
B. Spot Apparatus in a position that leaves room for the Aerial Apparatus
C. Stretch lines to appropriate entrance to the home to initiate fire attack.
D. Hand tools for forcible entry and a TIC taken interior. A fan if positive pressure attack is going to be used.
E. Give Command a quick conditions actions needs CAN report from the interior
F. Coordinate with command and truck company on ventilation. If

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ventilation is not done, use door control to minimize flow path disruption.

G. Move to the seat of the fire quickly for extinguishment
H. If second in crew is not assigned search; complete a primary search of the fire floor

Second Arriving Heavy Apparatus

A. Spot Truck in an advantageous position to use the aerial; typically directly in front of house.
B. Rescue is first priority, so as command directs utilize: Vent, Enter, Isolate, Search (VEIS). Other search techniques may be utilized to optimize efficiency and effectiveness.
C. Determine most beneficial vent tactics and coordinate ventilation with interior crew
D. Checking for extension while searching to ensure fire is contained

Incident Commander

Responsibility:

A. Establish incident strategy (offensive/ defensive).
B. Identifies incident objectives and allocated resources to meet incident priorities and tactical benchmarks.
C. Identifies and communicates special hazards to all personnel.
D. IC maintains PAR and insures all personnel operate in a safe and effective manner throughout the duration of the incident.
E. Communicates strategy (offensive/defensive) and mode (command/investigation/ fast action) after each five minute notification from dispatch.

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F. Identify the location of the command post and advise all units if command will not be located there (i.e. "all units command is mobile at this time").

Alarm Assignment

First Alarm

The following minimum units shall be dispatched to all calls for fires within or threatening residential structures:

1- Battalion Chief

2 -Engines

1 -Aerial

3 Ambulances

Second Alarm

2 -engines

1 -aerial

2-ambulances

1 -battalion chief/ deputy chief

(Consider air truck, lights, rehab trailer, or any other resources necessary)

Upon confirmation of a "working fire/incident" administrative notifications and utilities should be made by dispatch.

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Incident Priorities *RECEO-VS* *(RECEO-VS does not have to be done sequentially. The order may be changed to facilitate the specific fire scene to ensure; life safety, incident stabilization, and property conservation.)*

Rescue

A. Human life is the most important consideration.

B. The primary functions of an adequately staffed truck shall be rescue, often to include Vent, enter, isolate, and search (VEIS)

C. A primary and secondary search* shall be conducted at all structure fires. During the search all rooms should be assessed for victims, searches should be Thermal Imaging Camera (TIC) assisted to maximize efficiency and effectiveness.

*Secondary search must be done by a different search group than the group that completed the primary search.

Exposure Protection

A. Prevent the fire from spreading to the uninvolved building(s), through use of hose lines, positive pressure fans, or other opportunistic techniques.

B. The Incident Commander shall be responsible for ensuring the initial protection of exposures and assigning teams appropriately.

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Confinement

A. Identify and control the flow-path.

B. The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.

C. Whenever possible, the most effective method of confining fire spread is a direct attack on the fire.

D. The Incident Commander shall decide whether to make an offensive approach or a defensive approach. There may be situations when both approaches could be used, but a defensive attack should not be used when crews are operating on the interior.

E. All avenues of fire spread must be considered examples: shafts, openings, utility raceways, ducts etc.

F. Where fires involve concealed spaces (attic, ceilings, construction voids, etc.) it becomes very important that the vent crews open up and fire attacks operate fire streams into such areas.

Extinguishment

A. In most fire situations a quick and aggressive attack on the seat of the fire will take care of rescue, exposures, and confinement at the same time. This can include hitting fire from the exterior if visible and can be hit to cool the fire compartment prior to entering the structure.

B. The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire.

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Overhaul

A. The purpose of overhaul is to make sure the fire is completely out.
B. Overhaul operations must be properly coordinated with fire investigation efforts.
C. Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same.
D. During overhaul most fire fighters are more relaxed, tired, perhaps less alert and thus more apt to get injured.
E. Personnel should not remove their breathing apparatus until the area is completely cleared of toxic gases.
F. When available, a fresh crew should perform overhaul.
G. Particular attention should be given to hidden areas during overhaul.
H. During overhaul care should be given to protect personnel from exposure to carbon monoxide and other by products of combustion.

Ventilation

A. Based upon the situation, ventilation may need to occur anytime during the operation.
B. Ventilation shall be employed to:
    1. Channel heat, smoke and flames from potential victims.
    2. To prevent backdraft and flashover.
    3. To remove heat and smoke from the building so to reduce property damage.
    4. To allow the interior of the structure to be more tenable and safer for firefighting operations.
C. A ventilation profile to determine best method of ventilation and the coordination with interior crews.

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D. A ventilation profile may deem the best ventilation is no ventilation until fire is controlled.

Salvage

A. Salvage may need to begin at various points during a fire operation.
B. Salvage is those operations required to safe guard personal property, furnishings,and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather.
C. Salvage should include:
    1. The use of salvage covers.
    2. Removing water from the structure.
    3. Removing furniture and personal belongings to a safe location.
    4. Debris removal.
    5. Removal of valuables from debris.
    6. Covering openings to keep weather out and to secure the building.
D. All members are expected to perform in a manner that continually reduces loss during fire.
E. Take precautions to preserve evidence, advise Fire Investigator and/or Incident Command of any suspicious devices or burn patterns.

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Utility Control

A. Utilities should be shut down and brought under control to insure that they will not contribute to the fires spread, overall damage or create any type of safetyhazard.

B. At structure fires where electrical involvement or damage has occurred, request viaradio the response of the proper electric company.

C. If the electric company is not available in time, fire personnel may shutdown the power via circuit breakers.

D. If necessary, shut down gas lines at the meter and have the Gas Department notified. Meters that have been shut off by fire department personnel should be properlylocked.

E. If necessary, shut down water supplies to the structure at the valve closest to the point of usage.

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Firefighter Code of Conduct

RESPONSIBILITY

Each individual is charged with the personal responsibility to conduct themselves in a professional manner in accordance with this policy.

Each Company Captain/Acting Captain is charged with the responsibility for enforcement of this policy and shall discipline appropriately.

PROCEDURE

The following list of directives represents the personal conduct standardsfor all members of Lehi City Fire Department.

EVERY MEMBER SHALL:

1. Conduct themselves in a professional manner while performing servicefor Lehi City Fire Department.
2. Follow the Policies and Procedures Manual from Lehi City and LehiCity Fire Department.
3. Work competently in their positions to cause all Department programs to operate effectively.
4. Always conduct themselves to reflect credit to the Department.
5. Supervisors will manage in an effective, considerate manner. Subordinates will follow instructions in a positive, cooperative manner.

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6. Always conduct themselves in a manner that creates good order inside the Department.

7. Keep themselves informed of pertinent professional information inorder to do their jobs effectively.

8. Be concerned and protective of each other's welfare.

9. Operate safely and use good judgment.

10. Keep themselves physically fit.

11. Observe the work hours of their positions.

12. Obey all laws.

13. Be careful and considerate of Department equipment and property.

14. Respect general privacy.

MEMBERS SHALL NOT:

1. Engage in any activity that is detrimental to the Department.

2. Engage in sexual activities while on duty. (See Lehi City Sexual Harassment Policy in the Employees Handbook, Sec. V, pg. 16)

3. Corruptly use or attempt to use their official position, or any property or resource which may be within his/her trust, or perform their official duties,to secure a special privilege, benefit, or exemption for himself/herself or for others.

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4. Use or store alcoholic beverages, debilitating drugs of any substancewhich could impair their physical or mental capacities while on duty.
5. Fight.
6. Steal.
7. Abuse sick leave.
8. Use reprehensible, indecent language which might be offensive.
9. Display any type of indecency or lewdness or conduct unbecoming ofan officer or firefighter.
10. Falsify records and reports.
11. Use City equipment for any personal use without permission of the Fire Chief or his designee.

There will be discipline up to termination of any fire personnel, where it has been positively confirmed they have shoplifted or stolen from any business, establishment or private residence. (Refer to the Lehi City Policy and Procedures Manual: Disciplinary Action)

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LEHI FIRE DEPARTMENT TACTICAL WORKSHEET

DATE	ALARM TIME	INCIDENT ADDRESS	COMMAND NAME
INCIDENT #		**INCIDENT COMMANDER**	**SUPPORT OFFICER**

Value?	☐ Yes ☐ No	Time:	Size: (GPM = [Length x Width] ÷ 3)

PROBLEMS	STRATEGIES	TACTICS	UNITS

Reminders

- ☐ Fire Attack
- ☐ Search/Rescue
- ☐ Ventilation
- ☐ RIT
- ☐ Exposure
- ☐ Water Supply
- ☐ Back-up-Line
- ☐ Medical
- ☐ Rehab
- ☐ Salvage
- ☐ Overhaul
- ☐ Haz-Mat
- ☐ Decon
- ☐ Investigator
- ☐ PIO
- ☐ Law

Utilities

- ☐ Power
- ☐ Water
- ☐ Gas

BENCHMARKS

Primary All Clear	Secondary All Clear	Under Control	Loss Stop
☐ Yes Time:	☐ Yes Time:	☐ Yes Time:	☐ Yes Time:

5	
10	
15	
20	
25	
30	
35	
40	
45	
50	
55	
60	
65	
70	
75	
80	
85	
90	
95	
100	

Utilities Secured? ☐Yes ☐No **Sprinklered?** ☐Yes ☐No **Activated?** ☐Yes ☐No

FIRE		SMOKE		EXPOSURES	
Offensive	Handlines	Vertical	Open Roof	Pressure	PPV
Defensive	Master Stream	Horizontal	PPV	Remove	Dozer
Transitional	Agent	Ignore	Natural	Cool	Move Away
Ignore	Extinguisher	Investigate	Hydraulic	Monitor	Apply Water
				Ignore	Observe

POSSIBLE OCCUPANT		VERIFIED OCCUPANT		ACCESS	
Locate	Primary Search	Rescue	Ladder, Rope	Provide	Forcable Entry
Direct	Secondary Search	Direct	Yell, Radio, PA	Deny	Ladder
Notify	Yell/Radio/PA	Protect	Hoseline		Barricade
Determine	Ask/Look/Listen	Shelter	Assist		Tape
					Police

Radio Channels

Alarm Response

Apparatus	# Personel	Arrived	Assigned

Arrival Report

- **First Arriving Unit:**
- **Location/Address:**
- **Identify “ALPHA” Side:**
- **Building Size:** ☐Sm ☐Med ☐Lg ☐Mga
- **Building Stories:**
- **Building Occupancy:**
- **Building Construction:**
- **Conditions Found:**
- **Establish Command:**
  - **Name, Location, Name/Rank**
- **Declare Strategy:**
- **Announce Mode:**
- **Status of RIT/IRIT:**

LEHI FIRE DEPARTMENT MAYDAY WORKSHEET

MAYDAY COMMAND CHECKLIST	*"MAYDAY MAYDAY MAYDAY"*	MAYDAY CHANNEL	TACTICAL CHANNEL	**MAYDAY TIME**

LISTEN

- ☐ From MAYDAY Caller:
  - ○ WHO
  - ○ WHAT
  - ○ WHERE
  - ○ AIR

ACT

- ☐ Alert fireground of MAYDAY → →
- ☐ Quickly assess tenability and structural stability
- ☐ Commit RIT – Assign new RIT team
- ☐ Notify Central Dispatch → → →
- ☐ Move unaffected units to channel 16 (optional)
- ☐ Conduct fireground PAR
- ☐ Reinforce firefighting positions
- ☐ Request additional resources/alarms
- ☐ Create rescue branch
- ☐ Insure ALS availability, consider air transport
- ☐ Request SRT
- ☐ Maintain tenability – on going
- ☐ Monitor structural stability – on going
- ☐ Maintain strong supervision and control of crews
- ☐ Build a think tank
- ☐ Control media

NAME	COMPANY	FLOOR	QUADRANT	PROBLEMS (Including air supply and needs)

"Command to all units, a MAYDAY has been declared on the fireground. Stop all routine radio traffic and continue fire attack. The following units are assigned to the Mayday Branch (*Give units*). All other units switch to Channel ____. Prepare for accountability roll-call."

"Central from _____ Command, a MAYDAY has been declared at (address), by (unit), for (describe nature of problem). A MAYDAY Branch has been established on Channel ____. All other units switch to Channel ____. (Order the next alarm and designate a staging area.)"

STAGING AREA:

MULTIPLE ALARM AND SPECIAL UNITS:

MAYDAY BRANCH DIRECTOR:	
RIT SAFETY OFFICER:	

RIT Group 1	RIT Group 2	RIT Group 3	Support Group	EMS Group
Supervisor:	Supervisor:	Supervisor:	Supervisor:	Supervisor:

LFD HAZMAT WORKSHEET

INFORMATION

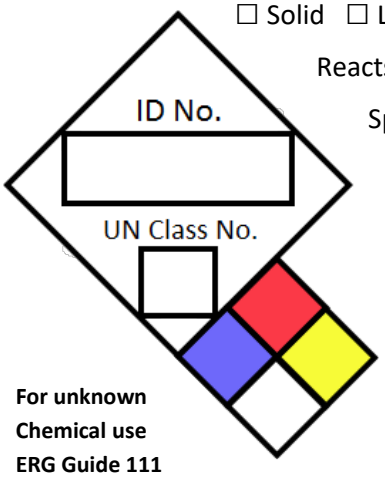
Name of Material:_____ DOT/UN/NA Identification #:_____ DOT Guide #:_____

Placard Color:_____ Dot Class:_____ CAS #:_____

Approx. Amt. of Material:_____ Type of Packaging or Container:_____ MFR:_____

Shipper:_____

CHARACTERISTICS



For unknown Chemical use ERG Guide 111

☐ Solid ☐ Liquid ☐ Gas Color:_____ Radioactive? ☐ Yes ☐ No Type:_____

Reacts With Water? ☐ Yes ☐ No Solubility In Water:_____

Specific Gravity:_____ ☐ Floats On Water ☐ Sinks In Water

Vapor Density:_____ ☐ Lighter Than Air ☐ Heavier Than Air

Vapor Pressure:_____ Boiling Point:_____ PH:_____

Flash Point:_____ Fire Point:_____ Ignition Temp:_____

LEL:_____% UEL: _____% Isolation Distance:_____

Toxicity Hazards

Toxic By: ☐Inhalation ☐Absorption ☐Ingestion ☐Injection

IDLH:_____ PEL:_____ STEL:_____ LD_{50}:_____ LC_{50}:_____

REFERENCE INFORMATION

Placard Color Coding

Orange	Explosive
Red & White	Flammable Liquid/Gas
Red	Flammable Solid
Yellow	Oxidizer/Organic Peroxide
White	Toxic/Infectious
Black & White	Corrosive
Blue	Water Reactive
Yellow & White	Radioactive
Green	Non-Flammable Gas

DOT Placard Class

Class 1 – Explosives
Class 2 – Gasses
Class 3 – Flammable Liquids
Class 4 – Flammable Solids
Class 5 – Oxidizers/Organic Peroxides
Class 6 – Toxic/Infectious Substances
Class 7 – Radioactive Materials
Class 8 – Corrosive Substances
Class 9 – Miscellaneous Hazards

Weather Conditions

Wind Speed:_____
Wind Direction:_____
Temperature:_____
Humidity:_____
Precipitation:_____
Notes:

NFPA 704

Blue	Health Hazard (0 – 4)
Red	Flammability Hazard (0 – 4)
Yellow	Reactivity/Instability (0 – 4)
White	Special Hazard (Symbols)

Health Hazard (Blue)

4 – Extreme - Can Be Lethal
3 – Serious - Can Cause Serious Injury
2 – Moderate - Can Cause Injury
1 – Slight - Can Cause Irritation
0 – Minimal - No Hazard

Special Hazard (White)

OX – Oxidizer
W – Water Reactive
SA – Simple Asphyxiant
COR – Corrosive
ACID – Acidic
ALK – Alkaline
POI – Poisonous
CYL or **CRYO** – Cryogenic
BIO or ☣ – Biological Hazard
RA, RAD or ☢ – Radioactive

Flammability Hazard (Red)

4 – Extreme – Flash Point Below 75° F
3 – Serious – Flash Point Below 100° F
2 – Moderate – Flash Point 100° - 200° F
1 – Slight – Requires Strong Heating To Ignite
0 – Minimal – Will Not Normally Burn

Reactivity/Instability (Yellow)

4 – Extreme – May Explode
3 – Serious – Shock/Heat May Detonate
2 – Moderate – Violent Chemical Change
1 – Slight – Unstable when heated
0 – Minimal – Stable

COMMON CHEMICALS

Chemical Name	DOT ID #	DOT Guide	Isolation	Chemical Name	DOT ID #	DOT Guide	Isolation
Gasoline	1203	128	No	Diesel Fuel	1993	128	No
Propane	1075/1978	115	No	Petrol. Crude Oil	1267	128	No
Oxygen	1072/1073	122	No	Chlorine	1017	124	Yes
Sulfuric Acid	1830/1831	137	No	Ammonia, Anhy	1005	125	Yes
Nitrogen, Liquid	1977	120	No	Natural Gas	1971	115	No

PHONE #S

UDEQ Haz. Waste Division (24hr #) – 801-536-4123	Enviro Care Inc. – 801-299-1900 or 1-800-820-9058
Utah County Health Dept. – 801-851-7525	POISON CONTROL – 1-800-222-1222
CHEMTREC® – 1-800-424-9300	MILITARY SHIPMENTS – 1-800-851-8061
National Response Center – 1-800-424-8802	IM Flash Dispatch – 801-767-6543

Lehi Fire Department
After Action Review

Date: Click here to enter date.	**Time:** Click here to enter time.	**IC:** Enter IC name.
Location: Enter incident address.	**Incident #:** Enter incident number.	
Details: Click here to enter text.		
Plan: Click here to enter text.		
Leadership: Click here to enter text.		
Obstacles: Click here to enter text.		
Weaknesses: Click here to enter text.		
Strengths: Click here to enter text.		

Communications:

Primary Radio Channel_____

RTF OPS channel_____

Staging Channel_____

PIO and Contact_____

Active Shooter Command Organization

Victims per floor

Unified Command
PD LT/ Fire BC

_____

_____

PD Tactical Command

_____

RTF Group
Company Officer

Medical Branch Director
Company Officer

Staging
Company Officer

_____

PD Contact Team(s)

_____

Rescue Task Force
PD/Fire

RTF 1_____

RTF 2_____

RTF 3_____

RTF 4_____

RTF 5_____

Extraction

Triage

Transfer

Treatment

Transport