

**ANIMAS VOL.
FIRE & RESCUE
DEPARTMENT**



**STANDARD OPERATING
PROCEDURES**

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"Fireman's Prayer"

*When I am called to duty, God
whenever flames may rage,
give me the strength to save some life
whatever be its age.*

*Help me to embrace a little child
before it's too late,
or some older person
from the horror of that fate.*

*Enable me to be alert
and hear the weakest shout,
and quickly and efficiently
to put the fire out.*

*I want to fill my calling
and give the best in me,
to guard my neighbor
and protect his property.*

And if according to my fate

*I am to lose my life,
please bless with your protecting hand
my children and my wife.*



100.0 INTRODUCTION

- 100.1 The purpose of this manual is to provide uniform standards for the operations of the Animas Vol. Fire & Rescue Department.
- 100.2 This manual is for the use of every member of the Animas Vol. Fire & Rescue Department, to help each person better represent our profession and our department.
- 100.3 The content of this manual shall not be construed to interfere with or delay the prompt response to any emergency. Where there is doubt as to the intent of any policy and time does not permit an opportunity for clarification, good judgment shall be exercised in performing the required duties and responsibilities by all member of this department.
- 100.4 Our department is judged by the performance of each individual member and the community. Therefore, all of us should strive for a higher level of professionalism and dedication.
- 100.5 Although most of the common and generally used operations are covered and the rules of good conduct are recorded, each firefighter and each incident must be considered separately. Therefore, this manual in no way should be interpreted as removing the discretionary powers of individual firefighters in unique situations. Wherever possible, departmental policies and procedures must be followed. However, when the incident dictates the need to make a judgment decision, the firefighter is not, and cannot be, restricted by this manual.
- 100.6 No manual, however detailed, can be used as a substitute for good judgment and common sense.
- 100.7 Upon appointment to the department, it is most important that you fully realize the responsibilities of your position. It is not just a “*job*” to which you have been appointed. It is a position of **TRUST**. We have been entrusted with the preservation of life and property by the citizens of Animas and Hidalgo County.
- 100.8 At no time shall this SOP override the Hidalgo County Fire Department By-laws approved by the Hidalgo County Commissioners.

101.0 REVOKING PREVIOUS RULES

- 101.1 From the adaptation of the Standard Operating Policies, Guidelines, Rules and Regulations, all Operating Policies or orders issued or promulgated heretofore, in any manner conflicting with the Standard Operating Polices and Rules & Regulations herein contained, are hereby revoked, repealed and rendered inoperative and of no force.
- 101.2 Violations of any of the Polices, Rules and Regulations or neglect of any of the duties prescribed herein are considered offenses. Any member found guilty shall, at the discretion of the Fire Chief, be subject to reprimand, suspension, demotion or dismissal from the department.
- 101.3 Policies, Rules and Regulations governing every case cannot be made in advance, and from time to time, necessary general and special orders can be issued, following a 2/3rd majority vote.

- 101.4 All general and special orders that may be issued hereafter relating to the discipline or duties of the members shall be recognized and considered as part of these SOP's and Rules and Regulations.

102.0 STATEMENT OF POLICY

- 102.1 It is Animas Vol. Fire & Rescue Department's policy to provide a safe and healthy environment for every member and abide by the accident prevention regulations set forth by the federal, state, and local governments. We are absolutely committed to the safety and welfare of our members and believe that accident prevention is essential in maintaining a safe efficient operation.
- 102.2 It is the organizations requirement that all safety rules be strictly observed at all times, although it is impossible to publish a rule to cover every circumstance. If a safety rule has been omitted or overlooked, it does not excuse carelessness or lack of common sense in the performance of job duties.
- 102.3 You are urged to cooperate fully. Abuse of, or disregard for rules is a violation of the Animas Vol. Fire & Rescue Department's Policy and will be treated accordingly by the Fire Chief. Your help in preventing accidents benefits not only yourself, but also your fellow members and the public. Always Prevent Harm, Survive, and Be Nice!

103.0 MISSION STATEMENT

- 103.1 The Animas Vol. Fire & Rescue Department is committed to providing the highest level of public safety services to our community. We will protect lives and property through Fire Suppression, Rescue Emergencies, Wildland Urban Interface Suppression, Fire Prevention, Pre-fire Planning and Public Education. Our members will Prevent Harm, Survive, and Be Nice!
- 103.2 ***Service Excellence***
We do all we can to insure the best possible service to our internal and external customers/communities through smart, well trained, humble, dedicated, competent, hard-working, safe members. We are active participants in the communities where we live and work.
- 103.3 ***Integrity and Honesty***
We value the public's trust and are committed to honest and ethical behavior. We hold ourselves accountable to this value. We believe in a personal commitment to the organization and community. Self-discipline is the foundation for managing behavior.
- 103.4 ***Embrace Diversity***
Recognizing the value of diversity helps us to work together as a team to serve our community. We are dedicated to reflecting and respecting diversity throughout our organization.
- 103.5 ***Teamwork***
We seek out and value the input and opinions of members at all levels of the organization. Teamwork is the building block that drives the department's labor/management process. We work as a team to cooperate locally, regionally, and nationally to improve service to the public and maintain a safe and effective work environment. We believe that members have a responsibility to mentor others.
- 103.6 ***Innovation***
We recognize the value of change in responding to and meeting the ever-evolving needs of our

customers and members. We are committed to seeking out effective methods and progressive thinking toward change. We recognize the value of ongoing education and training.

103.7 ***Honor and Respect***

We are a fire department family. We are committed and accountable to each other because our lives depend on it. We value the role each member plays in our organization. We respect those that came before us and will strive to make the organization better for those who follow.

103.8 ***Communication***

We believe communication is essential to the cohesiveness and performance of our organization. We are committed to providing effective and responsive means of communication throughout the organization and community.

104.0 RULES & REGULATIONS

- 104.1 These rules and regulations cannot, nor are they expected to, provide a solution to every question or problem which may arise in an organization established to render emergency service. It is expected that they will be sufficiently comprehensive to cover, whether in a general or specific way, the obligations and duties of the members of the Animas Vol. Fire & Rescue Department.
- 104.2 They are not designed nor intended to limit any member in the exercise of their judgment or initiative in taking the action a reasonable person would take in extra-ordinary situations. Much, by necessity, must be left to the loyalty, integrity and discretion of members.
- 104.3 These rules and regulations apply to all members as designated, general, applying to all members, and subsequent divisions apply to those members specifically classified.
- 104.4 These rules and regulations shall apply where applicable to volunteer support members. All members connected with the Animas Vol. Fire & Rescue Department shall abide by these rules and regulations.
- 104.5 Enforcement of these rules and regulations shall be done by the process as established by department policy and chain of command structure.
- 104.6 The responsibility for such enforcement shall be as designated by the job descriptions, or department policy, or as delegated by the Fire Chief. The enforcement of these rules and regulations will be accomplished as follows:
 1. Verbal Warning (notation in members file)
 2. Written Warning will follow with a copy placed in the members file
 3. Suspension (until member appears before Fire Chief for possible terms of reinstatement or termination from the department)
- 104.7 All disciplinary action shall be conducted in accordance with the guidelines set forth under Article X, Section 9.0, Discipline of Member, Hidalgo County Fire Department Bylaws.

105.0 CONDUCT RULES

- 105.1 Because of the duties performed by firefighters, a firefighter is seen as a person in the public trust. Therefore, firefighters can and must be held to a higher moral and ethical standard than a citizen. All members must follow the SOP's.
- 105.2 The following standards of conduct shall apply to all members:
 - 105.2.1 Familiarize themselves with and be obedient to the orders, rules and regulations of the Fire Department and County By-Laws.
 - 105.2.2 Members wearing and/or displaying all or a portion of the Animas Vol. Fire & Rescue Department shirts, caps, badges, shorts, bags, patches, lanyards, uniforms, or identifying him/herself as a member of the Animas Vol. Fire & Rescue Department, shall be subject to the rules and regulations of this department.
 - 105.2.3 Attend all fires or alarms to which they may be assigned, detailed or summoned, and assert their greatest energy or best ability to perform their full duty under any and all circumstances.
 - 105.2.4 Keep themselves in readiness to perform their duty and not absent themselves from duty or place of assignment without specific permission of the chief.
 - 105.2.5 Exercise precautionary measures to avoid injuries to themselves and to others while in the performance of duty. Become familiar with and abide by all safety rules and all policies, orders, and manuals as issued by the Fire Department.
 - 105.2.6 Exercise due caution to avoid unnecessary damage to or loss of department property.
 - 105.2.7 Be responsible for the safekeeping and proper care of all department property in their charge.
 - 105.2.8 Practice economy in the use of supplies and metered services and see that waste is avoided.
 - 105.2.9 Accord obedience, respect, and courtesy to superior officers and those performing the duties of a higher rank.
 - 105.2.10 Be courteous and respectful in their dealings with the public.
 - 105.2.11 If relieved from duty, promptly surrender all department property to the chief.
 - 105.2.12 Instruct those designated to act in their stead and satisfy themselves that their relief shift have ability and are capable of performing the duties to which they are assigned.
 - 105.2.13 When assigned to act in a position of higher rank, accept responsibility for the performance of the duties of that position.
 - 105.2.14 Report any accidents, or injury sustained while on an incident or department business to the chief no matter how trivial.
 - 105.2.15 Members shall maintain a telephone and keep the department informed as to their current address and telephone number.
 - 105.2.16 Keep their persons, uniforms, gear, and lockers in a neat, clean condition.
 - 105.2.17 Persistence in uncleanliness or offensive habits will be just cause for disciplinary action.
 - 105.2.18 Promptly notify the chief of any matter coming to their attention that they believe would affect the interest and welfare of the department.
 - 105.2.19 Participate in drills and other department training activities as directed, be thoroughly familiar with all equipment they may be required to use in the full performance of their duties and perform related work as required.

- 105.2.20 Suggestions for the improvement of the Fire Department or well-being of the membership will, when presented through channels, be welcomed and carefully considered.
- 105.2.21 Members making recommendations for changes, alterations, or improvements shall consult with and report in writing to the chief.
- 105.2.22 All regular members of the Fire Department shall be regarded as part of the working force and may be required to perform such duties as circumstances of the service demand.
- 105.2.23 When two or more members of same rank find themselves in a position which requires initiative action, the member in charge at a scene will assume command until relieved by a superior officer.
- 105.2.24 When a member receives an order which is in conflict with a previous order, he/she shall so inform the officer who issued the conflicting order and be governed by his instructions.
- 105.2.25 Any member having cause to believe that he has been unjustly or unfairly treated may appeal in writing through channels to the fire chief.
- 105.2.26 Articles of protective equipment, such as fire hoods, gloves, lights, batteries, etc., shall be issued to members by the Fire Chief. The Fire Department shall keep an accurate record of items issued.
- 105.2.27 All members are subject to the rules and regulations and orders that govern all department members particularly such rules and regulations as apply to conduct, discipline and transgression of regulations.
- 105.2.28 No member shall use membership with the Fire Department for the purpose of personal gain.
- 105.2.29 No member of the Fire Department shall lend his name to any commercial enterprise; nor shall the member approve or condone the use of the name and prestige of the Fire Department for any such purpose.
- 105.2.30 No member shall receive or accept a reward, fee or gift from any person or service incidental to performance of duty, except with the permission of the Fire Chief.
- 105.2.31 No member shall directly or indirectly intercede with a member of a hearing board, a government official, or any judicial hearing in his or her behalf or on behalf of any member of the department, except as provided by law.
- 105.2.32 Members shall not loan, sell, give away or appropriate for their own use department & county property, nor shall they pilfer or be guilty of theft at fires or elsewhere.
- 105.2.33 Members shall not use their position with the fire department to influence the vote of any person for or against any candidate for public office.
- 105.2.34 Members shall avoid political or religious arguments in quarters or elsewhere while representing the Fire Department.
- 105.2.35 No information relative to the business affairs of the department shall be furnished to persons not connected therewith, except as authorized by the Fire Chief or as permitted by department policy.
- 105.2.36 No member shall report for or be on duty under the influence of any intoxicating liquor, drug or substance; nor shall he be absent from duty or unfit to fully perform his duties due to their use.
- 105.2.37 No member shall bring or cause to be brought into quarters any intoxicating liquor, illegal drug, or illegal substance.

- 105.2.38 If any member is taking a legally prescribed drug, it is his responsibility to notify the supervisor who will determine his ability to operate equipment.
- 105.2.39 No member shall be party to any malicious gossip, report, or activity which would tend to disrupt morale in the department or bring discredit to the department or any member thereof.
- 105.2.40 Members shall not use obscene, uncivil, or boisterous language while on the scene of an emergency, while at the station, or anytime he or she is representing the Fire Department in public places.
- 105.2.41 The falsification of records, the making of misleading entries or statements with intent to deceive, or the willful mutilation of any Fire Department record, log, or document will be considered a serious offense.
- 105.2.42 Smoking by members will not be permitted at any time in the fire stations or any other place where smoking is prohibited by regulations. Smoking will be prohibited on all fire apparatus and at emergency scenes. Reasonable exceptions may be made by the officer in charge when an emergency no longer exists, but this authority will not extend to permitting smoking on firefighting apparatus at any time or under any conditions. This rule includes passenger cars.
- 105.2.43 Smokeless tobacco shall be used only in accordance to current County Policies.
- 105.2.44 Inefficiency or indifference in members in the performance of their duties shall be sufficient cause for disciplinary action.
- 105.2.45 No member shall willfully disobey any reasonable order issued by his supervisor.
- 105.1.46 The wrongful or injurious exercise of authority by any member of the department will be grounds for disciplinary action against the offender.
- 105.2.47 Members are expressly forbidden to engage in any rough or boisterous conduct (horseplay) or similar activities that would interrupt the normal activities of the department or that might cause accidental injury.
- 105.2.48 Members shall familiarize themselves with the contents of all communications posted on the bulletin board, ER, texts, pages, etc.
- 105.2.49 No animal shall be allowed at the station.
- 105.2.50 Members shall not change or alter the arrangement of firefighting equipment or apparatus without discussion held with majority of membership at a regular meeting and with the approval of the Fire Chief.
- 105.2.51 No member shall engage in physical or verbal altercations in the station or in public.
- 105.2.52 No member shall enter into a contract or incur a debt under the name of the department without prior approval of the Fire Chief or his/her designee.
- 105.2.53 No member shall represent themselves as a spokesperson for any group in the department, or the department as a whole, without approval of the Fire Chief or his/her designee.
- 105.2.54 No member shall dismiss themselves from an assigned duty without first obtaining permission from the Incident Commander or the Fire Chief.
- 105.2.55 The violation of any of the provisions of the rules and regulations or orders of the Fire Department, or the neglect or evasion of the duties prescribed, shall be subject to disciplinary action.

106.0 STATION REQUIREMENTS

- 106.1 Fire station shall be kept clean inside and out (Sweeping and Chopping Weeds).
- 106.2 All equipment used shall be put back to where it was found (neatly).

- 106.3 Equipment or station equipment may not leave station for personal use.
- 106.4 Fire station bays are not to be used for personal parking.
- 106.5 Fire station restroom is to be swept, mopped and cleaned as needed.
- 106.6 All Fire Apparatus are to be clean inside and out and kept in operational readiness at all times.
- 106.7 Office use shall be prohibited to personal use.
- 106.8 Bay doors are to be closed after apparatus has left bay to emergency and non-emergency events.
- 106.9 Trash around station or in station shall be dumped and picked up and thrown away when trash receptacles are full or if directed by the chief or officer.
- 106.10 Any equipment needing repairs should be addressed immediately. The equipment should be clean and neat at all times.
- 106.11 Anything of the department requiring washing shall be washed in the department's washer or extractor except personal items, unless soiled during an emergency or training.

107.0 DEPARTMENT SECURITY

- 107.1 The Animas Vol. Fire & Rescue Department makes use of video surveillance cameras primarily to record access at building entrances and of department equipment. The primary purpose of the video surveillance system is to allow after-the-fact investigation of crimes committed against the department. The system may also be used to assist in the investigation of certain types of occupational health and safety violations.
- 107.2 The video surveillance systems are capable of being monitored by the Chief and any designees exclusively for the investigation of security and safety incidents. The video surveillance system shall not record audio.
- 107.3 To limit department access to active members only, the Animas Vol. Fire & Rescue Department will utilize a door access system that requires individual access codes and logs each entry. Each member will be issued an individual access code and they are not to share that access code with anyone.
- 107.4 The fire station shall remain locked at all times when members are not physically in the building or on the premises.
- 107.5 The last person to leave the station shall secure the building and turn off unnecessary lighting and turn air conditioning or heating to the most economical setting.

108.0 MEMBERS USE OF PRIVATE VEHICLES

- 108.1 No Fire Department member is authorized from this Department to operate any auxiliary emergency lights on their private vehicle responding to an emergency incident. The use of four-way flashers is not recommended and does not, in any way allow him/her to exceed the speed limit or violate any traffic laws while responding to an alarm.
- 108.2 Members in private vehicles, when responding to an incident, shall obey all traffic laws, including speed limits.
- 108.3 Members in private vehicles following behind Emergency Vehicles shall do so at a safe distance, using extreme caution.

- 108.4 Members responding in private vehicles will yield the right of way to Emergency Vehicles. Members will not attempt to pass an Emergency Vehicle while responding to an incident.
- 108.5 Members responding to the incident scene in private vehicle will park their vehicle well clear of the scene, preferably off the roadway, knowing that the responding Apparatus and Ambulance may need ample space to work the incident, stage, maneuver or turn around.
- 108.6 Members should remember that their conduct, including the operation of their Private Vehicles responding to an alarm, will reflect in some manner on the reputation of the Fire Department. It is in the best interest of both the Department and the member that their actions contribute to the enhancement of the Department's reputation. Once again, keep in mind each member will be held accountable for his/her actions responding to an alarm, either in their private vehicles or in a fire Apparatus.
- 108.7 Any member who receives a citation from law enforcement for violation of traffic laws either in their personal vehicle or in a Fire Department vehicle will be personally responsible for his/her fines and court costs.
- 108.8 No member under the influence of drugs and/or alcohol shall be permitted to operate any apparatus or equipment at any time. This also includes personal vehicles that are responding to the station or the scene. If they are caught, he or she will be suspended on the spot and will be fully prosecuted to the fullest extent of the law.
- 108.9 The last member or group leaving the fire station will ensure that the station doors are closed and locked and that all lights, air conditioning or heating is turned off or set to predetermined levels depending on the season.
- 108.10 Any keys to the fire station, equipment, mailbox, etc. that are lost or stolen will be reported to the Chief or ranking fire officer. No person shall duplicate any fire department keys without the consent of the Chief. No person shall issue a key or combination without the consent of the Chief.
- 108.11 Keys to apparatus will remain in the apparatus at all times. An emergency ignition key will be kept in the key box of the fire station office for each apparatus.
- 108.12 Anyone visiting the fire department must be accompanied by an active member of the fire department.

109.0 PERSONAL SAFETY MEASURES

- 109.1 It is policy of the Fire Department to provide members with the appropriate protective clothing and equipment.
- 109.2 This protective clothing and equipment shall be used whenever an individual is exposed or potentially exposed to workplace hazards.
- 109.3 The protective clothing and equipment purchased by the department shall meet or exceed the requirements of NFPA 1971-Standard on Protective Ensembles for Structural Firefighting and Proximity Firefighting and specifications in effect at the time of purchase.

- 109.3.1 All PPE shall be replaced when it reaches 10 years of age or shows wear and tear that can increase the firefighter's risk of injury.
- 109.4 Everyone is responsible to utilize and maintain their protective clothing and equipment consistent with the manufacturer's instructions and department policy.
- 109.5 Protective clothing shall not be modified in any manner without written approval from the department and manufacturer.
- 109.6 Only personal protective clothing or equipment issued by the fire department is authorized for use.
- 109.7 Personal items such as hand lights, wire cutters, small tools, etc. may be utilized provided they do not reduce the level of protection provided by issued clothing/equipment.
- 109.8 Members shall not remove their protective clothing until such time that their company officer or the Incident Commander determines that such protection is no longer necessary.
- 109.9 If operating conditions warrant, company officers may increase or decrease the required level of PPE but the responsibility to protect their members from injury remains with the officer.
- 109.10 All members shall have a working knowledge of their assigned personal protective equipment. They shall be able to identify when the PPE is necessary, what PPE is necessary, how to properly don, duff, adjust, and wear the PPE, the limitations of the PPE, and how to properly care for, maintain, and dispose of the PPE.
- 109.11 Protective Clothing and equipment shall be stored on the gear rack in the fire station. Protective clothing shall not be placed in gear bags and stored on top of tables or on the floors at the fire station. Exception for gear to be in a bag is when the member is traveling to training.
- 109.12 It is the responsibility of the Fire Chief or officer to ensure that members maintain clean turnout gear. Frequent cleaning may be required based on exposure to fire products or blood borne contamination.
- 109.12.1 Washing of turnouts is to be done at the station in the gear washer. Turnout gear shall not be washed at home, at a laundromat or dry cleaner.
- 109.12.2 Turnout gear with blood borne contamination may be first sprayed/rinsed with an approved product to help in removal of any stains, and then washed in the turnout gear washer.
- 109.12.3 Turnout gear should be inspected after every use and quarterly per NFPA 1851.
- 109.12.4 For other than regularly scheduled inspections, if assigned gear becomes unserviceable, the member shall notify the Fire Chief or Officer.
- 109.12.5 Any unserviceable turnout clothing is to be cleaned, removed from service, and repaired or replaced.
- 109.13 Members working at an incident which places them in close proximity to traffic will wear, at the minimum, a helmet and either a bunker coat or traffic vest. (if incident is a night scene, flashlights will also be utilized). Members will use a traffic flag or a traffic sign when being utilized for traffic control.
- 109.14 Traffic control personnel will also use portable radios to assist in directing traffic, whenever possible.
- 109.15 Pump Operators and Firefighters performing functions in areas with high noise levels will wear full bunker gear including hearing protection.
- 109.16 Ventilation and suppression crews will wear full protective gear including, bunker coat, bunker pants, helmet with face shield down, SCBA (as needed), hood, boots and gloves. Ventilation crews will be made up of a minimum of two fire-fighters with sufficient communication capabilities. Ventilation crews will not perform any functions until there is a charged line available and in place.
- 109.17 All members functioning in a vehicle extrication situation will wear full protective clothing including: bunker coat, bunker pants, helmet with the face shield down, hood, boots and gloves.

If the situation warrants, SCBA may also be required. Depending on the situation and location of the extrication power equipment, proper hearing protection may also be required.

- 109.18 All members that have the potential of bloodborne pathogen exposure will use universal precautions when necessary.
- 109.19 Accidents (including vehicular) with or without injuries and exposure, shall be reported immediately to a Line Officer. A “first report of injury” form shall be filed with the Fire Chief within 24 hours.
- 109.20 Unsafe conditions existing in the work environment shall be reported immediately to an Officer to ensure that corrective actions can be taken. Equipment that is unsafe to operate should be tagged so that it will not be used until necessary repairs have been made.

110.0 MANDATORY SEATBELTS

- 110.1 The driver of any Animas Vol. Fire & Rescue Department Apparatus shall be directly responsible for the safe operation of the Apparatus.
- 110.2 When the driver is under supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver.
- 110.3 Drivers shall not move Fire Department apparatus until all persons are seated and secured with seat belts in approved riding positions.
- 110.4 All persons riding in Fire Department apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion.
- 110.5 Riding on tail boards, side steps, running boards, or in any other exposed positions, or standing while riding shall be prohibited, in the exception of loading LDH hose and if the Apparatus is traveling under 15mph.

111.0 DRIVING REQUIREMENTS

- 111.1 State and local laws provide certain exemptions for authorized emergency vehicles from regular traffic laws when responding to emergencies. However, neither state or local laws nor these procedures are intended to absolve the driver of an emergency vehicle from the responsibility of due regard for the safety of others on the road.
- 111.2 Fire apparatus may only be operated by individuals meeting all of the following requirements:
 - 111.2.1 Members have a valid driver's license.
 - 111.2.2 Members who have successfully completed an approved driver training program. (Trainee drivers may operate apparatus when under the supervision of a qualified driver).
 - 111.2.3 Members over the age of 18
- 111.3 Before entering the Fire Station:

- 111.3.1 A spotter should always be used when backing, (if available).
 - 111.3.2 Consideration must be taken for the possibility of pedestrians within the fire station.
 - 111.3.3 Honk your horn once before backing up
 - 111.3.4 Activate all emergency warning lights before backing up
- 111.4 Before exiting from the Fire Station:
- 111.4.1 The driver will ensure all apparatus compartment doors are securely closed by performing a walk around
 - 111.4.2 All members are seat belted in proper locations
 - 111.4.3 Ensure that the apparatus bay door is raised fully, and enough clearance is available to clear apparatus height
 - 111.4.4 Test brakes before entering the street
 - 111.4.5 Ensure the bay door is completely closed before leaving the station property.
- 111.5 Safe Driving & Responding to Emergency/Non-Emergency Incidents:
- 111.5.1 All audible and visible warning devices shall be in operation when responding to an emergency incident.
 - 111.5.2 The driver shall maintain a speed that is safe under the prevailing conditions and may only exceed the posted speed limit by 10mph while maintaining due regard.
 - 111.5.2.1 When traveling non-emergent on dirt roads, follow posted speed limits. If there is no posted speed limit on a dirt road, the maximum speed shall be 35mph on a county-maintained dirt road and 25mph on all non-county-maintained dirt roads.
 - 111.5.2.2 When traveling emergent on dirt roads, you may go 10 mph over the posted speed limit. If there is no posted speed limit on a dirt road, the maximum speed shall be 45 mph on a county-maintained dirt road and 35mph on all non-county-maintained dirt roads.
 - 111.5.3 When approaching a controlled intersection (stop sign, traffic light, yield sign, etc.): the driver of an authorized apparatus may proceed past a stop sign or red light only after slowing down or stopping to ascertain that the intersection is clear. the driver of an authorized apparatus 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.

- 111.5.4 School Zone related driving: observe the posted speed limit for school zones when children are present or when speed warning lights are flashing. Fire apparatus, both during emergency and non-emergency, traffic shall stop for school buses loading or unloading as indicated by their flashing lights and/or stop sign.
- 111.6 Upon first unit's arrival on an emergency scene: the scene should be evaluated, if the situation is not urgent, other responding units should be advised to continue to the scene "non-emergency" mode and or disregard and return their stations. Drivers of fire apparatus shall directly be responsible for the safe and prudent operation of the vehicle at all times.
- 111.7 Any member of the Animas Vol. Fire & Rescue Department who is involved in an accident while responding to an incident shall remain on the scene of the accident and immediately notify the proper authorities and Fire Chief.
- 111.8 All members on the apparatus are to wear their PPE except the driver. The Driver/Operator does not have to be in full PPE but must have it on the apparatus and readily available. Helmets are not to be worn when the vehicle is in motion.
- 111.9 A minimum of two members are to be on any apparatus in response to an incident before leaving the station. Exceptions are when responding to a wildland fire in a brush truck or tender and it is known that another member will meet the apparatus on scene. Under no circumstance is a member to engage in a fire of any kind without at least one other member present.

112.0 USE OF DRUGS, TOBACCO & ALCOHOL

- 112.1 There will be no tobacco use in any fire department vehicle or on fire department property.
- 112.2 The Animas Vol. Fire & Rescue Department maintains a zero-tolerance policy regarding the use of alcohol and/or drugs. It is the policy of the department that no member shall respond to or sign-in for incident responses or performs any functions for the fire department when the member uses or is under the influence of any controlled substance or alcohol.
- 112.3 For the purposes of this policy, the definition of fire department functions includes all fireground operations and training. These functions include, but are not limited to:
- 112.3.1 Driving and/or operating department apparatus, vehicles, or equipment
- 112.3.2 Responding to or performing fireground, training, or roof operations
- 112.3.3 Traffic control operations
- 112.3.4 Incident command or fireground sector command
- 112.3.5 Mandatory drills and testing
- 112.3.6 Participation in fire department training activities
- 112.3.7 Participation in any other activity where the member is serving as a representative of the department, either officially or unofficially
- 112.4 Prohibited Conduct
- 112.4.1 No member shall participate in or perform any functions for or on behalf of the Animas Vol. Fire & Rescue Department after having consumed any alcoholic

beverage within the previous eight-hour period or while under the influence of alcohol.

112.4.2 No member shall participate in or perform any functions for or on behalf of the Animas Vol. Fire & Rescue Department when that firefighter uses any controlled substance or prescription medication, except when such use is pursuant to the instructions of a physician, and the department has been provided with written assurance by the physician that such use will not adversely affect the ability to perform safety-sensitive functions.

112.4.3 Members shall report any use of prescribed medication that could adversely affect the ability to perform fire department functions to a Chief Officer or other officer of the fire department.

112.5 Alcohol & Substance Abuse Testing Requirements:

112.5.1 In order to ensure the safe and effective provision of emergency services in our community, and the safety of individual members of the fire department, the fire department intends to test firefighters for the presence of alcohol and/or controlled substances, per Hidalgo County Policy.

112.5.2 The testing of samples for the following purposes:

- 112.5.2.1 Investigation of a vehicular accident involving department's apparatus or vehicles or personal vehicle while traveling to or from a call
- 112.5.2.2 Investigation of a fire ground or training accident
- 112.5.2.3 When there is a reasonable suspicion of alcohol and/or controlled substance use.

112.6 Any member convicted of DUI/DWI in a private vehicle will immediately lose department driving privileges for a period of 5 years. Conviction of DUI/DWI in a fire department vehicle, or while responding (POV) to a fire department emergency incident, will be grounds for immediate termination of membership.

113.0 LOSS OF / OR DAMAGE TO EQUIPMENT

113.1 When a Pager, Portable Radio, Equipment, PPE or any other department issued property is damaged or lost, the Fire Chief shall be notified immediately.

113.2 A damage or lost report explaining the specific circumstance of the damage or loss shall be completed and turned into the chief within 24 hours.

113.3 The necessary replacement of damaged or lost pagers, radios, equipment, PPE or any other department issued property, due to member negligence, may be replaced at the expense of the member.

114.0 FIREFIGHTER CODE OF ETHICS

- 114.1 I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. In so doing, I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following...
- 114.1.1 Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
- 114.1.2 Accept responsibility for my actions and for the consequences of my actions.
- 114.1.3 Support the concept of fairness and the value of diverse thoughts and opinions.
- 114.1.4 Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- 114.1.5 Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- 114.1.6 Conduct my personal affairs in a manner that does not improperly influence the performance of my duties or bring discredit to my organization.
- 114.1.7 Be respectful and conscious of each member's safety and welfare.
- 114.1.8 Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- 114.1.9 Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- 114.1.10 Avoid financial investments, outside membership, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- 114.1.11 Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- 114.1.12 Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety.
- 114.1.13 Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- 114.1.14 Never harass, intimidate or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- 114.1.15 Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate use of this media equates to condoning this behavior

115.0 FACILITIES

- 115.1 All members of the department are authorized, within the following guidelines, to use the fire department facilities. Use of the facilities, outside of these guidelines, requires the approval of the Fire Chief.

- 115.2 It shall be the responsibility of each member to maintain the station in a clean and orderly fashion. Each member is expected to clean up after each use. Any mess created by a member or their guests is their responsibility and will be cleaned up before leaving the firehouse.
- 115.3 Use of exercise equipment shall be limited to members.
 - 115.3.1 Members of other fire departments or law enforcement departments may use the equipment with permission from the Fire Chief. They will be expected to follow all department facility policies including policies regarding exercise equipment.
- 115.4 It is the responsibility of each member to control their own guests and to ensure that their guests observe the same rules the govern members.
- 115.5 No activities will be engaged in which may result in personnel injury, loss or damage to buildings or department property.
- 115.6 Office areas are restricted to authorized personnel for fire department business only. They will not be used for social gathering or personal phone calls.
- 115.7 The station phone shall be used with discretion, keeping calls to a minimum in duration. Long distance calls for fire business shall be made from department office phones. When answering the station phone, state: "Animas Vol. Fire & Rescue Dept."
- 105.8 The use of the department computer shall be limited to department members only.
 - 105.8.1 Members shall not load any software, pictures or any other files to the computer without permission of the Fire Chief or his/her designee.
- 105.9 Absolutely no smoking in the firehouse or on fire department property.
- 105.10 Use of station facilities to clean and do minor maintenance work on personal vehicles will be permitted, with the authorization by an Officer of the Department. Only vehicles belonging to immediate family members of members can be worked on at or in the firehouse. Any mess created by working on a vehicle must be cleaned up as soon as the work is complete. No private vehicles can be left in the firehouse. No work can be performed which has the potential for damaging the facility such as spray painting or welding. Failure to adhere to the regulations on use of the firehouse facilities will result in discipline up to and including suspension from the department.
- 105.11 Bay doors shall never be blocked to impede in the ingress or egress of emergency vehicles.

116.0 WEAPONS

- 116.1 The Animas Vol Fire & Rescue Department will follow Hidalgo County policy on "Weapons in the Work Place."
- 116.2 Members are strictly prohibited from introducing, possessing, using, buying, or selling weapons, firearms, ammunition, explosives, or other items constituting deadly weapons pursuant to NMSA 1978, 30-1-12(B) (1963), as amended, said weapons are prohibited on any premises controlled by the County.
- 116.3 The aforementioned policy statement regarding the possession of firearms or other dangerous items does not pertain to deputies commissioned by and for the Sheriff's Department, Animal Control Officers or those Detention Officers authorized to carry firearms by the director of the Detention Center, when said employees are in the lawful possession of discharge of their duties.
- 116.4 The aforementioned policy statement regarding the possession of firearms does not prohibit an employee who lawfully possesses a firearm and/or ammunition from transporting or storing a firearm or ammunition in a locked privately owned motor vehicle in a county parking lot or parking area.

- 116.5 The aforementioned policy statement regarding the possession of firearms does not prohibit a member with a valid concealed handgun license to carry a handgun consistent with the limitations imposed by NMSA 1978, Section 29-19-1 et seq.
- 115.6 This policy applies to all members, family members and visitors, as well as all clients and contractors, whether or not they are licensed to carry a concealed handgun.
- 116.7 If a member has questions about this policy, or becomes aware of anyone acting in violation of this policy, the member shall contact an Officer or the Chief immediately.
- 116.8 Failure to abide by the terms of this policy may result in discipline up to and including dismissal.

117.0 CELL PHONE AND ELECTRONIC DEVICES POLICY

117.1 Purpose

117.1.1 Distracted driving is a leading cause of major incidents producing catastrophic injuries and fatalities. As emergency responders, it is our duty to ensure the safety of the citizens of our communities to the best of our ability. This directive is intended to provide direction and accountability in the proper use of cell phones and other electronic media. This will assist in the safe and efficient response of AVFRD personnel to and from emergencies; while allowing the AVFRD to provide an effective example to those around us.

117.1.2 AVFRD Personnel shall use cell phones and other electronic devices in accordance with AVFRD policies and procedures.

117.2 Procedure

117.2.1 At NO time will any AVFRD member operating an emergency apparatus or vehicle initiate or receive cell phone calls or text messages or use any personal electronic devices such as PDA's, MP3 players or other potentially distractible devices. The exception to this rule is present apparatus or vehicles with a parrot type device or hands free option for the purpose of making and receiving non-personal phone calls. Cell phones and other devices should be turned off or placed in a status so as to avoid distraction i.e. vibrate or silent and safely stowed in the apparatus during all incident responses. Ensuring a safe and effective response is critical for the Driver. While providing for the safety of assigned personnel and the Citizens is the responsibility of all responders, specifically the Officer in charge; therefore, it is imperative that personnel not allow themselves to become distracted.

117.2.2 Cellular phone communications while on a call will be limited to the following situations and will not interfere with personnel responsibilities:

117.2.2.1 Enroute: Inability of Alarm / dispatch to maintain reliable communications with the Apparatus over the radio. In this circumstance, only the officer or other personnel, not driving, may use a cell phone.

117.2.2.2 On Scene: At times, cell phone use on a scene may be necessary such as contacting dispatch, land owners, utility companies or

- other sources in order to effectively conduct on scene responsibilities / mission.
- 117.2.2.3 Officers, not driving, may use a cell phone to coordinate and organize resources in order to complete an emergency call.
- 117.2.2.4 Personal use of cell phones or other devices during an incident response, at an incident, public events or at departmental functions and during designated training activities or meetings is inappropriate and unprofessional.
- 117.2.5 Personal cell phones may be carried while on duty, but damage caused to the cell phone by work-related conditions is not the responsibility of the Fire Department. It is incumbent upon officers to ensure that firefighters focus on their respective job duties and not personal business.



Section 200 General Administration

200.0 CHAIN OF COMMAND

- 200.1 The Chain of Command of the Fire Department is the order or chain of vested authority and responsibility by which the business of the department shall be conducted. It serves the function of allowing information to flow in an orderly manner from Member to the Chief and to all steps between.
- 200.2 The proper use of the Chain of Command depends upon each member of the Department working within his assigned sphere of authority and responsibility. The Chain of Command is the vehicle used for all orders, grievances, requests, etc., and its proper use by all members of the Department is both necessary and mandatory.
- 200.3 Staff Chain of Command:
- | | |
|---------|---------------------|
| 200.3.1 | County Fire Marshal |
| 200.3.2 | Chief |
| 200.3.2 | Assistant Chief |
| 200.3.3 | Secretary |
| 200.3.4 | Treasurer |
- 200.4 Line Chain of Command:
- | | |
|---------|-----------------|
| 200.4.1 | Chief |
| 200.4.2 | Assistant Chief |
| 200.4.3 | Captain |
| 200.4.4 | Lieutenant |
| 200.4.5 | Lieutenant |
| 200.4.6 | Firefighter |
- 200.5 Captain is elected if membership is =>14 active members.
- 200.6 Lieutenant is elected if membership is => 18 active members.
- 200.7 Second Lieutenant is elected if membership is => 20 active members.
- 200.8 If active membership drops below the threshold for an office, then such office will be terminated.
- 200.9 If membership rises again to such threshold, then elections will be held for such office.
- 200.10 All positions within the Animas Vol. Fire & Rescue Department are subject to the rules and requirements outlined under Section 201.0 – Officer Duties & Qualifications & Section 204.0 – Attendance. As well as the Hidalgo County Fire Department Bylaws, Article II.

201.0 OFFICER DUTIES & QUALIFICATIONS

- 201.1 Chief
- 201.1.1 This officer must be a member of the department for a period of at least one year and have active status. The Fire Chief is the executive officer of the department and is

directly responsible for the proper and efficient operation of the department. The Fire Chief shall be responsible for the following:

- 201.1.1.1 Supervising, regulating and managing the department. The fire chief shall control all department activities.
 - 201.1.1.2 Prescribing the specifications for Personal Protective Equipment (PPE).
 - 201.1.1.3 Reorganizing any part of the department when in his judgment, such reorganization would best serve the department.
 - 201.1.1.4 Establishing rules, regulations and procedure as necessary to ensure department efficiency and effectiveness.
 - 201.1.1.5 Enforcing the department's rules, regulations and procedures.
 - 201.1.1.6 Reprimanding, suspending or dismissing members when conditions so warrant.
 - 201.1.1.7 Preparing and submitting the department's annual budget to the County Government, State Fire Marshal and State EMS Bureau.
 - 201.1.1.8 Monitoring the expenditure of funds allocated to the department.
 - 201.1.1.9 Work in close cooperation with the Hidalgo County Fire Marshal.
- 201.1.2 Must have IS 100, 200, 700 & 800
- 201.1.3 Must obtain IS 300 & IS 400 within 1 year of taking position
- 201.2 Assistant Chief
- 201.2.1 The Assistant Chief is the position immediately below the Fire Chief.
 - 201.2.2 This officer must be a member of the department for a period of at least one year and have active status.
 - 201.2.3 Under direction of the Fire Chief, the Assistant Chief, plans, organizes, directs, and administers all operations of the fire department assigned to him/her by the Fire Chief within the authority delegated.
 - 201.2.4 In the absence of the Fire Chief, the assistant Fire Chief shall perform ALL applicable duties of the Fire Chief in a sufficient manner until arrival/return of the Fire Chief.
 - 201.2.5 Supervises and participate in specialized tasks such as fire prevention work and pre-incident surveys.
 - 201.2.6 The Assistant Chief may also perform the same duties as a firefighter.

201.2.7 Must have IS 100, 200, 700 & 800

201.2.8 IS 300 & IS 400 is strongly recommended but not required.

201.3 Secretary

201.3.1 This officer must be a member of the department for a period of at least 6 months and have active status.

201.3.2 The Secretary shall keep minutes of all meetings.

201.3.3 The Secretary shall keep accurate roll call and records for all meetings and training sessions.

201.3.4 The Secretary shall maintain such non-financial records as shall be deemed necessary for the proper and efficient operation of the department.

201.4 Treasurer

201.4.1 This officer must be a member of the department for a period of at least 6 months and have active status.

201.4.2 Assists the Fire Chief with the financial functions of the department. This includes receiving and paying all the bills, presenting the membership with a monthly budget report and assisting the Chief with the preparation of the annual budget.

201.4.3 The Treasurer shall maintain a correct account of the budget balance of Fire Protection Fund (FPF) Monies and Forestry Monies.

201.4.4 The Treasurer shall render a true report of receipts, disbursements and current balances at each business meeting.

201.5 Captain

201.5.1 The Captain(s) is the position immediately below the Assistant Chief

201.5.2 This officer must be a member of the department for a period of at least 6 months and have active status.

201.5.3 Under direction of the Assistant Chief; plans, organizes, coordinates and directs the emergency and non- emergency activities of fire department. Commands emergency response scenes, directs and performs a variety of staff support functions, plans, organizes, coordinates, directs training, recruitment, fire inspections, and prevention programs and performs related work as assigned.

201.5.4 Obeying, supporting, enforcing the procedures and requiring the same of his/her subordinates.

- 201.5.5 Setting a good example for subordinates and requiring subordinates to meet all required standards of conduct and performance.
 - 201.5.6 Promptly reporting in writing any violation of the department's rules and procedures and referring all official matters to the Fire Chief through the established chain of command.
 - 201.5.7 Supervises the maintenance of apparatus, equipment, station and grounds as well as the safe keeping of all department property under their charge.
 - 201.5.8 Performing other duties may be required.
 - 201.5.9 A Captain may also perform the same duties as a Firefighter.
- 201.6 Lieutenant
- 201.6.1 The Lieutenant is the position directly below the Captain.
 - 201.6.2 This officer must be a member of the department for a period of at least 6 months and have active status.
 - 201.6.3 Acts in the capacity of a Captain when so instructed.
 - 201.6.4 Under direction of the Chief or Captain, deploys, supervises and reviews the work of Firefighters.
 - 201.6.5 Unless relieved by the Chief or a Captain, takes command of fires and other emergency incidents within the district.
 - 201.6.6 Performs the full range of emergency response duties as a member of a response team, coordinates and participates in non-emergency inspection, training, maintenance and related activities.
 - 201.6.7 Assists the Captain in providing administrative support for specified departmental programs and performs related work as assigned.
 - 201.6.8 Obeying, supporting and enforcing the procedures and requiring the same of his/her subordinates.
 - 201.6.9 Setting a good example for subordinates and requiring subordinates to meet all required standards of conduct and performance.
 - 201.6.10 Promptly reporting in writing any violation of the department's rules and procedures and referring all official matters to the Fire Chief through the established chain of command.
 - 201.6.11 A lieutenant may also perform the same duties as a firefighter.

201.7 Public Information Officer (PIO)

- 201.7.1 Under direction of the Chief, the Public Information Officer is responsible for coordinating the department's public, media, marketing, and intergovernmental relations.
- 201.7.2 The PIO also serves as the Community Liaison Officer.
- 201.7.3 The PIO serves as the spokesperson and media liaison during emergency operations.
- 201.7.4 Working with news agencies at the scene of an incident or following an incident by providing interviews, updates, and media releases, within the parameters of the Media SOP.
- 201.7.5 Providing support to an incident commander as part of the command staff at an emergency scene.
- 201.7.6 Provides a public information officer to other jurisdictions when requested.
- 201.7.7 This office is further tasked with the organization of seasonal activities, publicity/marketing campaigns, managing crisis and addressing negative publicity. Other duties involve developing the day-to-day management of all internal and external communication strategies as well as long term strategies for both. The Public Information Office is also responsible for producing professionally written documents, brochures, summaries, books and manuals, reports of all pertinent fire department activities as directed by the Chief of the Fire Department. The role of the Public Information Officer is quite diverse in the sense that he/she must function in dual or multiple roles to meet the demands for public information in this present era. The PIO is an intricate part in establishing positive relationships with all outside entities and the community. The primary goal of the position is to disseminate information and keep the public informed, in conjunction with working with the media to allow this to happen.
- 201.7.8 As the Community Liaison Officer he/she is the Supervisor for outreach programs for public education and prevention, supervised tours of the department, planning and is responsible for the fire and life safety education of individual residents, organizations, and occupants of commercial, residential, healthcare, and educational occupancies as well as public and media relations.
- 201.7.9 The PIO manages the Junior Firefighter Program, Fire Prevention Program, Smoke Alarm Program, website, and social media.
- 201.8.10 The PIO is tasked with organizing and creating community events as well as participating in other programs via partnerships. As the Community Liaison Officer, the position can be very diverse and all-inclusive with the range of activities as well as demands of the community.

201.7.11 NIMS Requirements

201.7.11.1 PIO must complete NIMS 100, 200, 700, 800, IS 29 & E/L0105

201.8 Firefighter

- 201.8.1 Under direction of the Chief, provides direct services, individually and as a member of a team in response to a fire, rescue, hazmat and other incidents.
- 201.8.2 Participating in company inspections, public education activities and emergency response operations.
- 201.8.3 Possessing the knowledge of the operation of the apparatus and equipment to which they are assigned.
- 201.8.4 Possessing knowledge of the streets, hydrants, static water sources and target hazards in the district.
- 201.8.5 Maintaining and care for all equipment assigned to them, their station and their apparatus.

201.9 Physical Demands

- 201.9.1 Degree of Physical Demands (Strength) usually associated with the essential functions required of all members:
 - 201.9.1.1 Light Work – Exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects.
 - 201.9.1.2 Medium Work - Exerting up to 40 pounds of force occasionally or up to 20 pounds of force frequently, or a negligible amount of force constantly to move objects.
 - 201.9.1.3 Heavy Work - Exerting up to 70 pounds of force occasionally or up to 35 pounds of force frequently, or a negligible amount of force constantly to move objects.
- 201.9.2 Type of Physical Demands usually associated with the essential functions of all members:
 - 201.9.2.1 Reaching – Extending hand(s) and arm(s) in any direction.
 - 201.9.2.2 Handling – Seizing, holding, grasping, turning or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
 - 201.9.2.3 Talking – Expressing or exchanging ideas by means of the spoken word to impart verbal information to clients or to the public and to convey detailed spoken instruction to other workers accurately, loudly or quickly.
 - 201.9.2.4 Hearing – Perceiving the nature of sounds by ear.
 - 201.9.2.5 Depth Perception – Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.
 - 201.9.2.6 Accommodations – Adjustment of lens of the eye to bring an object into sharp focus. This factor is important when doing near point work at varying distances from eye.

- 201.9.2.7 Field of Vision – Observing an area that can be seen up and down or to right or left while the eye is fixed on a given point.
- 201.9.3 Environmental Conditions
 - 201.9.3.1 Exposure to Weather – Exposure to outside atmospheric conditions.
 - 201.9.3.2 Extreme Heat – Humid Conditions
 - 201.9.3.3 Noise – The noise intensity level to which the worker is exposed in the job environment.
 - 201.9.3.4 Atmospheric Conditions – Exposure to conditions such as fumes, noxious odors, dust, mist, gases and poor ventilation that affect the respiratory systems, eyes or skin.
- 201.9.4 Minimum Reasoning Ability
 - 201.9.4.1 Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instruction in mathematical or diagrammatic form; to deal with several abstract and concrete variables.
- 201.9.5 Minimum Language Ability
 - 201.9.5.1 Read – Ability to read literature, book and play review, scientific and technical journals, abstracts, financial reports and legal documents.
 - 201.9.5.2 Write – Ability to write at a level consistent with novels, plays, editorials, journals, speeches, manuals, critiques, poetry and songs.
 - 201.9.5.3 Speak – Ability to be conversant in the theory, principles and methods of effective and persuasive speaking, voice and diction, phonetics, discussion and debate.

202.0 ELECTION OF OFFICERS

- 202.1 All position(s) that are held by fire department members are subject to election.
- 202.2 All positions shall have a term of four years.
- 202.3 Elections will be held for all positions during the regular business meeting in November every 4 years.
- 202.4 In order to be nominated for a position, a member must meet the attendance requirements as outlined on page 11.
- 202.5 All positions will be filled by the person(s) the membership votes for by private ballot, determined at the regular business meeting each November.
- 202.6 Only members that accept a nomination prior the elections will be considered for position(s).
- 202.7 Members elected to office shall take title of “position” elect and shall assume the duties of his/her respective position on January 1 to allow a 2-month transition / training period.
- 202.8 Officers that fail to meet the attendance requirements as outlined under Section 204.0 – Attendance, will be subject to removal from office by a majority vote of department members.
- 202.9 Upon the opening of a position(s), the same guidelines as above will be followed.

202.10 The County Fire Marshall shall be notified in writing of the results of the fire department elections.

202.11 The selection of Fire Chief may be subject to approval of the Hidalgo County Commission.

202.12 A member must have active status and have continuous service with the department for not less than 90 days immediately prior to the nomination of officers to nominate a member of office.

202.13 A member must have active status and have continuous service with the department for no less than 90 days to vote in the election.

202.14 No family relative of the Chief, by virtue of birth or marriage shall hold a position as "Treasurer".

203.0 MEMBERSHIP

203.1 Limits on the number of active members shall be set strictly on the financial ability of the department to provide proper personal protective equipment, training and other fiscal resources. The Fire Department shall not discriminate on the basis of gender, religion, race, color, disability, national origin or veteran status.

203.2 Members or applicants must be and remain physically and psychologically fit and be able to perform the functions of a Fire Fighter. The Fire Chief may request a member or membership candidate to have a medical, physical or psychological evaluation to determine fitness for the position of firefighter. The cost of said evaluation shall fall on the member or membership candidate.

203.3 The applicant must be willing to answer a minimum of 50% of all calls for service in any running 12-month period, if available. Attend meetings, practice and training sessions, or make special contributions to the Fire Department (such as equipment maintenance and repair)

203.4 The applicant must have left the department in good standing if he/she was a previous member.

203.5 Each prospective firefighter must successfully complete an application package, a background check that includes criminal and driver's history, and a personal interview before being considered for an appointment to the department.

203.6 Said applications will be reviewed and decided upon by department vote of 50% + 1 of active members at a regular business meeting.

203.7 Applicants must meet or agree to meet the following other requirements for membership.

203.7.1 Be at least 18 years of age.

203.7.2 Possess a valid driver's license.

203.7.3 Have not been convicted of a felony within the past 10 years

203.7.4 Pass the background investigation, and driver's license record check.

203.7.5 Be of sound moral character as determined by investigation. For the purpose of this document, "sound moral character" means; the absence of any convictions for misdemeanors or documented participation in any actions involving moral

- turpitude, or distribution of controlled substances, any personal use of controlled substances, contributing to the delinquency of a minor or any driving while under the influence charges, within the past 10 years.
- 203.7.6 Within twelve months of membership, probationary members must complete a Firefighter I course and successfully complete the NM PBT. Members must also complete at minimum IS 100 and IS 700 of the National Incident Management System. Members must also complete and obtain certification in CPR/First aide/AED. Members must also successfully complete training in HIPPA, Blood borne Pathogens and CEVO for Fire.
- 203.7.7 The term of probationary membership shall be six months. Probationary members may drive department vehicles only as part of their training and only under the direct supervision of a permanent Fire Department member. Probationary members must show initiative by gathering as much driver/operator training experience as possible. Permanent members are encouraged to allow probationary members to drive vehicles after incidents on the return trip to the station as part of their training. With the consent of the Incident Commander, Probationary members may operate fire pumps and/or hose lines under the direct supervision of a permanent member at grass, brush, or other fire where there is no evident danger to personnel or apparatus.
- 203.7.8 A probationary member shall show due diligence in attending all departmental meetings, trainings and alarms. If at the end of the probationary period, there is no cause for dismissal of the probationary member, then the probationary member shall automatically be considered a regular member.

204.0 ATTENDANCE

- 204.1 All Members of the Fire Department should attempt to respond to all incidents (when available).
- 204.2 Members should notify the Fire Chief or Officer if they are not available such as being out of town, on vacation, etc. Members also should notify when they are back.
- 204.3 All Members must attend 50% (6months) of all Training Meetings a year. When possible, all members shall make the effort to notify the chief or officer that they will not be attending.
- 204.4 All Members must attend 50% (6months) of all Business Meetings a year. When possible, all members shall make the effort to notify the chief or officer that they will not be attending.
- 204.5 You may be excused from a meeting by notifying the Chief for a maximum of 6 meetings a year & not in succession.
- 204.6 As a Reminder: Business meetings are where decisions and discussions for the future of the department take place. (If a member is not going to attend a business meeting, he/she may not complain about what was voted on or decided during that meeting). In order to make a difference in a business meeting, **YOU MUST ATTEND!!!**
- 204.7 Any Member missing three (3) meetings of either business or trainings in a succession without reasonable excuse will be contacted by the Fire Chief as to their intentions to remain with the Fire Department.

- 204.8 Any member missing five (5) or more meetings in succession without reasonable excuse will be grounds for removal from the fire department and voted on by a (2/3) two-thirds majority vote by the membership.
- 204.9 Upon removal from the fire department, the member will be asked to return all assigned equipment within (7) seven days.
- 204.10 All members must meet attendance requirement to have voting privileges within the fire department. Any member not meeting attendance requirements cannot vote on any fire department business or elections.

205.0 RESIGNATION, RETIREMENT, AUXILIARY MEMBER

205.1 Resignation

- 205.1.1 A member may resign at any time. Such resignation may be either a written or verbal notice to the Fire Chief. In the event that said resignation is verbal, the Fire Chief shall instruct another officer to confirm with the member that the resignation is verbal and true.
- 205.1.2 A member that resigns must return all departmental equipment within 24 hours.
- 205.1.3 The member forfeits all rights and privileges of membership except as provided by P.E.R.A.
- 205.1.4 A member resigning because of ill health which prevents him/her from continuing his/her duties as an active firefighter may be given all the rights and privileges granted to a retired and auxiliary member.
- 205.1.5 Auxiliary members have no voting privileges.

205.2 Retirement

- 205.2. 1 P.E.R.A service credit shall comply with State Statutes.
 - 205.2.1.1 Members may claim one year of service for each year in which a fire department certifies them as a member:
 - 205.2.1.2 Attend fifty (50) percent of all scheduled fire drills and
 - 205.2.1.3 Attend fifty (50) percent of all scheduled business meetings, and
 - 205.2.1.4 Participate in at least fifty (50) percent of all emergency response calls for which the fire department held the member responsible to attend.

205.3 Auxiliary Member

- 205.3.1 An auxiliary unit can exist as a sub-unit of the fire department organization in order to support the fire department organization and operations. Auxiliary members may not perform emergency response related duties. Auxiliary members do not have voting privileges.

206.0 TEMPORARY INACTIVE STATUS

- 206.1 A member may request to be placed on temporarily inactive status from the fire department for personal reasons upon written request to the Fire Chief. The maximum time for inactive status shall not exceed three months. Members shall be permitted to request an extension if necessary.
- 206.2 A member who requests temporary inactive status will be required to return all fire department equipment. At the termination of temporary inactive status, the member shall have their equipment returned to them (if applicable).

207.0 MEETINGS

- 207.1 The Animas Vol. & Fire Rescue Department shall hold monthly meetings.
 - 207.1.1 Meetings shall be held on the second and fourth Monday's of every month at 6pm at the fire house.
 - 207.1.2 A meeting date or time may be changed only if all members are notified at least 3 days in advance by the Chief or designee.
 - 207.1.3 The first meeting of each month shall be a business meeting.
 - 207.1.4 The second meeting of each month shall be a training meeting.
 - 207.1.5 An officer of the fire department must be present in order to hold a meeting.
- 207.2 Meeting Structure
 - 207.2.1 Meetings should follow the Modified Roberts Rules of Order or the Simplified Rules of order.
 - 207.2.2 An agenda should be prepared for each meeting and copies available to members. A copy of the agenda should also be filed in the office with the meeting minutes.
 - 207.2.3 The agenda should contain, at minimum:
 - 207.2.3.1 Call to Order
 - 207.2.3.2 Budget
 - 207.2.3.3 Call / Activity Review
 - 207.2.3.4 Old Business
 - 207.2.3.5 New Business
 - 207.2.3.6 Other
 - 207.2.3.7 Next Meeting Date
 - 207.2.3.8 Adjourn
- 207.3 Record of meeting minutes.
 - 207.3.1 The Secretary or designee shall record meeting minutes.
 - 207.3.2 A list of members and guests present shall be included on the minutes.
 - 207.3.3 Minutes shall indicate the start time and the end time.
 - 207.3.4 Minutes shall indicate if it is a business or training meeting.
 - 207.3.5 Minutes shall include a detailed description of all matters discussed and all votes taken.
 - 207.3.6 Minutes shall be signed by the Secretary or designee and the Chief.
 - 207.3.7 Meeting minutes and any supporting documentation shall be filed in the office and maintained for a minimum of 7 years.

- 207.4 Voting Privileges
 - 207.4.1 Per Section 204.0 - Attendance, all members must meet attendance requirements to have voting privileges.
- 207.5 Attendance
 - 207.5.1 All members must meet the requirements under Section 204.0 - Attendance.

208.0 FINANCIAL STATEMENTS

- 208.1 A copy of a financial statement will be provided monthly, once received from the Hidalgo County Manager's Office. Yearly budgets will be presented to the department membership for input prior to submission to the County Fire Marshal for approval by the County Commissioners.
- 208.2 A copy of all financial statements, budgets, purchase orders and paid bills will be kept on file at the fire department for 7 years.

209.0 PURCHASING POLICY

- 209.1 All purchases must be approved by the Fire Chief.
- 209.2 A PO number must be obtained prior to the purchase of any items, except in an emergency situation in which the PO number must be requested as soon as possible.
- 209.3 All purchases of an individual item over \$500.00 must be approved by a majority vote of the department membership.
- 209.4 Exception is utility bills, fleet fuel, regular fleet maintenance, or if deemed an emergency.
- 209.5 All PO's shall be signed by the Treasurer and the Fire Chief or designee.
- 209.6 All purchases shall be made in compliance with the Hidalgo County Procurement Code Policy & the provisions of the New Mexico Procurement Code.
- 209.7 Expenditures from the Fire Fund shall be in accordance outlined in 10.25.10.14 of the NM Fire Chief's Handbook 2010 ed.

210.0 INVENTORY

- 210.1 The Chief shall maintain an accurate and up to date inventory list.
 - 210.1 Any item over \$250.00 must be recorded on inventory list as per NM State Fire Marshal Guidelines.
 - 210.2 Any item over \$1000.00 must be recorded on inventory list per NM PFA Guidelines.
 - 210.3 A physical inventory list shall be conducted no less than annually.
 - 210.4 The inventory list shall be provided to the Hidalgo County Fire Marshal & Hidalgo County Finance Office annually upon their request.
- 210.2 The Chief or designee shall keep an up to date inventory list of all equipment, clothing, books, radios, etc. that is issued to each member. Each list shall remain in the member file.

210.3 Obsolete, worn-out or unusable tangible property.

210.3.1 The disposition of obsolete, worn-out or unusable tangible property must follow 13-6-1 of the NM Fire Chief's Handbook, 2010 ed.

211.0 REPORTS & RECORDS

211.1 NFIRS

- 211.1.1 Reports will be filled out for all incidents that the fire department responds to, canceled or not.
- 211.1.2 All incident reports will be done at the station, immediately following the incident. The senior member or officer will ensure that all information pertinent to the incident report is gathered at the scene. For this reason, a working field information sheet will be maintained in each apparatus. The senior member/officer at the scene will ensure that when the incident is over and all personnel are back in quarters, the incident report is completed.
- 211.1.3 Incident reports are primarily intended for maintaining department records and as a foundation for the monthly reports sent to the National Fire Incident Reporting System (NFIRS).
- 211.1.4 Incident reports will be filed chronologically by the date, month and year in the fire department administrative files. Any request for copies of incident reports shall be directed to the Fire Chief.
- 211.1.5 Each fire department shall complete a monthly fire report utilizing the National Fire Incident Reporting System. This report shall be completed by the 10th day of each month following the month for which the report is prepared (e.g. the report for January is due by February 10th)
- 211.1.6 If no monthly activity, then a No Activity Report is due by the 10th of each month.
- 211.1.7 The fire department shall identify and file with the fire marshal's office, as a minimum, one representative responsible to comply with the reporting requirements.

211.2 Well Meter Reading

- 211.2.1 The Fire Chief or designee will read the well meter and submit the quarterly report to the NM State Engineers Office, District 3 Deming Office by the 10th day of January, April, July & October.

211.3 P.E.R.A. Annual Reporting

- 211.3.1 The Fire Chief or designee shall complete all required PERA Paperwork annually and submit it to PERA.

211.4 Wildland Fire Reports

- 211.4.1 NM State Forestry, Socorro District must be notified within 24 hours of any wildland fire within the fire department's district.
- 211.4.2 NM State Forestry will be notified of the fire name, location, estimated acreage and ownership of land burned. They will then issue a fire number.
- 211.4.4 All incident reports will be done at the station, immediately following the incident. The senior member or officer will ensure that all information pertinent to the incident report is gathered at the scene. For this reason, a working field information sheet will be maintained in each apparatus. The senior

- member/officer at the scene will ensure that when the incident is over, and all personnel are back in quarters the incident report is completed.
- 211.4.4 Reimbursement forms will be completed by the Fire Chief or designee and submitted to the Hidalgo County Manager for signature and then mailed to NM State Forestry.
- 211.5 Firefighter Reimbursement
- 211.5.1 Volunteer Firefighter Pay-Per-Call Policy
- 211.5.1.1 Volunteer firefighting personnel who are active members of the fire department are eligible for reimbursement under the “Volunteer Firefighter Pay-Per-Call Policy”.
- 211.5.1.2 Members must meet all requirements under the policy in order to be eligible for reimbursement.
- 211.5.1.3 The Fire Chief shall complete the Volunteer Pay-Per-Call Report Form and submit it along with a copy of the NFIRS Report within 30 days of an incident.
- 211.5.2 Wildland Firefighter Reimbursement
- 211.5.2.1 Volunteer firefighting personnel who are active members of the fire department are eligible for reimbursement.
- 211.5.2.2 The Fire Chief shall complete the NM State Forestry Reimbursement Form and submit it.
- 211.5.2.3 After receipt of deposit of NM State Forestry Reimbursement, the Fire Chief shall complete a PO for reimbursement for the firefighters that participated in the incident.
- 211.6 Pre-Incident Planning
- 211.6.1 The Fire Chief or designee shall ensure that a pre-incident plan is completed annually for each commercial building within the fire district.
- 211.6.2 See “Pre-Planning” for details.
- 211.7 Training Records
- 211.7.1 Records of all trainings shall be kept at the fire department and shall indicate the date, times (start to end), location and description of training and the number and names of members present.
- 211.8 Business Meetings
- 211.8.1 Records of all business meetings shall be kept at the fire department and shall indicate the date, times (start to end), location, detailed description of all matters discussed, and all votes taken. Minutes shall also indicate the number and names of all members present.
- 211.9 Membership Roster
- 211.9.1 The Fire Chief or designee shall keep an up-to-date roster at the station at all times. Roster shall include members name, unit call sign, rank, address & phone numbers.

211.10 Maintenance Records

- 211.10.1 Maintenance records of all equipment and apparatus shall be kept at the fire department. Records shall comply with sections 25.0 Annual Testing & 39.0 Equipment Maintenance.

211.11 Membership Records

- 211.11.1 A comprehensive record of each member shall be maintained at all times and kept in a secured area.
- 211.11.2 Records shall include:
- 211.11.2.1 Application
 - 211.11.2.2 SOP Acknowledgment Form
 - 211.11.2.3 Annual Medical Self-Evaluation Form
 - 211.11.2.4 Copy of Current Driver's License
 - 211.11.2.5 Annual Driver's License Records Audit
 - 211.11.2.6 Current Issued Equipment Inventory Sheet
 - 211.11.2.7 PERA Form
 - 211.11.2.8 VFIS Beneficiary Form
 - 211.11.2.9 W9
 - 211.11.2.10 Background Check Approval Form
 - 211.11.2.11 Background Investigation Report
 - 211.11.2.12 Disciplinary Actions
 - 211.11.2.13 Infectious Disease Shot Record or Declination Form
 - 211.11.2.14 Drug Screen Report
 - 211.11.2.15 Members Emergency Medical Information & Emergency Contact
 - 211.11.2.16 Participation Records (Meetings, Trainings, Emergency Responses)
 - 211.11.2.17 Copies of Certifications

212.0 ANNUAL EQUIPMENT TESTING

212.1 Fire Hose Testing

- 212.1.1 Annual service testing shall be conducted on all fire hose, both stored on apparatus and in reserve. The results shall be recorded on the fire hose record sheet. Any fire hose that does not pass a fire hose test shall be removed from service immediately.
- 212.1.2 Prior to testing, each section of hose shall be subjected to a physical inspection to determine whether it is free of debris, exhibits any evidence of mildew or rot, or is damaged from chemicals, burns, cuts or abrasions. Any section of hose that fails the physical inspection shall immediately be placed out of service.
- 212.1.3 Records shall be kept in the department's administrative files for 7 years.

212.2 Ladder Testing

- 212.2.1 Annual service testing shall be conducted on all ladders, both stored on apparatus and in reserve. The results shall be recorded on the ladder record sheet. Any ladder that does not pass a ladder test shall be removed from service immediately.
- 212.2.2 Records shall be kept in the department's administrative files for 7 years.

- 212.3 Fire Apparatus Pump Test
 - 212.3.1 Annual service testing shall be conducted on all fire apparatus pumps in accordance with NFPA 1911.
 - 212.3.2 Records shall be kept in the department's administrative files for 7 years.
- 212.4 NFPA / DOT Annual Apparatus Inspection
 - 212.4.1 All apparatus shall have an annual NFPA and/or DOT Inspection conducted by a qualified inspector.
 - 212.4.2 Records shall be kept in the department's administrative files for 7 years.
 - 212.4.3 Records shall be kept in the binder of each apparatus.
- 212.5 Water Supplies / Hydrants
 - 212.5.1 The Fire Chief shall ensure at least annually an annual service test of each hydrant within its district to ensure that they are working properly. The inspection shall include operation and test at domestic pressure.
 - 212.5.2 Hydrant Testing and Flushing shall meet NFPA 25 Requirements as well as AWWA M17.
 - 212.5.3 The fire department shall maintain a complete and accurate map identifying water sources, including fire hydrant locations and capabilities.
- 212.6 Breathing Air System Compressor
 - 212.6.1 The fire department's breathing air system compressor shall have air quality tests performed quarterly.
 - 212.6.2 The fire department's breathing air system compressor shall be serviced annually by a qualified company.

213.0 EQUIPMENT MAINTENANCE

- 213.1 All Apparatus and support vehicles shall be:
 - 213.1.1 Kept clean at all times.
 - 213.1.2 Maintained in a constant state of readiness.
 - 213.1.3 Refueled whenever the fuel level drops below 3/4 of a tank. Fluid reservoirs and booster tanks levels shall also be kept full at all times.
- 213.2 All engine powered equipment shall be kept clean and their fuel tanks, oil and fluid reservoirs shall be refilled whenever the level drops below 3/4 of a tank.
- 213.3 Weekly Inspections
 - 213.3.1 All maintenance, both preventative and repair, shall be recorded in the inspection sheets provided in the apparatus folders in the trucks.
 - 213.3.2 Every vehicle garaged in the fire station shall be inspected each week. The member performing the inspection shall use the department Emergency Reporting System "Rig Checks". The member conducting the inspection shall correct the defects that are found provided that the member has the expertise, tools and

supplies to do so. The items that are corrected shall be noted on the checklist. Defect that cannot be corrected shall be noted and that item placed out of service.

213.3.3 All engine-powered equipment shall be run for a minimum of five (5) minutes. Their fuel tanks shall be refilled whenever the level drops below 3/4 of a tank. The oil will be checked, and oil shall be added if necessary.

213.4 Fire Pumps

213.4.1 During weekly checks, after any major repairs, and after each major use the members shall:

- 213.4.1.1 Open all pump drains and flush out the sediment.
- 213.4.1.2 Check and clean the intake strainers.
- 213.4.1.3 Check the gear box level.
- 213.4.1.4 Operate the pump primer with all valves closed.
- 213.4.1.5 Operate the transfer valve while pumping from the booster tank.
- 213.4.1.6 Check pump seals for leaks.
- 213.4.1.7 Operate all valves.
- 213.4.1.8 Operate the relief valve
- 213.4.1.9 Check all gauges and flow meters for proper operation.

213.5 Positive Pressure Fans

- 213.5.1 The responsibility for inspection of the positive pressure fans rest with members and Officers.
- 213.5.2 Weekly and after each use, members will:
 - 213.5.2.1 Visually examine the shroud and screen for damage.
 - 213.5.2.2 Visually check that all screws and bolts holding shroud, screen and mounting are in place.
 - 213.5.2.3 Visually inspect fan blades for cracks
 - 213.5.2.4 Visually inspect casting at blade house center for cracks
 - 213.5.2.5 It may be necessary to clean fan unit before inspecting.
 - 213.5.2.6 Operate for (4) four minutes
 - 213.5.2.7 Refuel and return to service.

213.6 Quarterly Maintenance

- 213.6.1 In addition to routine weekly maintenance, apparatus and support vehicles shall undergo the quarterly maintenance listed on the preventive maintenance worksheet.
- 213.6.2 Quarterly maintenance shall be completed on the first day on January, April, July, and October and shall include:
 - 213.6.2.1 Undercarriage, frame, axles, motor, pumps, springs shackles, tie rod and turntable assemblies.

- 213.6.2.2 The motor oil shall be changed, and the vehicle shall be lubricated as needed.
 - 213.6.2.3 All units will be washed and waxed.
 - 213.6.2.4 The fluid levels in the transmission, pump transmission, differential, power steering, primer reservoir, battery, radiator, hydraulic systems, and brake fluid shall be checked and replenished as needed.
 - 213.6.2.5 Fuel and air filters should be checked and changed if needed.
 - 213.6.2.6 All moving rods and linkages shall be lubricated as required.
 - 213.6.2.7 Nuts bolts, including the lug nuts on wheels, shall be checked and tightened as needed.
 - 213.6.2.8 Auxiliary pumps and generators shall be serviced.
 - 213.6.2.9 All work performed during the quarterly maintenance cycle shall be noted on the check list.
- 213.6.3 A service request shall be created in the Emergency Reporting system for any items in need of repair.
 - 213.6.4 The member(s) performing the inspection shall correct any defect that are found providing that the member(s) has the expertise to do so.
- 213.7 Annual Maintenance
- 213.7.1 A service test shall be conducted on all fire pumps at least once a year or whenever a pump has undergone extensive repair.
 - 213.7.2 Service test shall include a dry vacuum test, priming test, a capacity test, a tachometer test and engine rpm check, a relief valve test, an overload test, a 200-psi test and a tank to flow test.
 - 213.7.3 All pre-connected 1 1/2" hose located on fire apparatus will be a minimum of 200 ft in length, with an appropriate automatic fog nozzle attached. adjustable nozzles are permitted.
 - 213.7.4 All attached and stowed fog nozzles shall be preset (if adjustable nozzles) to their optimum flow rates and set in the full fog position.
 - 213.7.5 The initial minimum pump pressure setting at all fires where a 1 1/2" hand line is deployed, will be 150 psi discharge pressure (at the pump). The Incident commander or the nozzle man will direct adjustment to this pressure as conditions dictate before or during the fire attack.

- 213.7.6 The initial minimum pump pressure setting at all fires where a 2 1/2" hand line is deployed will be 100 psi discharge pressure (at the pump). Once again, the Incident commander or the nozzle man will direct adjustments to this pressure as conditions dictate before or during the fire attack.
- 213.7.7 The initial minimum pump pressure at all fires where a booster line is being operated will be 150 psi at the pump. The Incident commander or senior member on scene will direct adjustment to this pressure as conditions dictate before or during the extinguishment.
- 213.7.8 Each section of fire hose shall be inspected and cleaned after each use. No fire hose will be maintained inside the Fire Station unless it is capable of being utilized at a fire scene. Leaking or busted hose should be properly documented in the hose maintenance file. The hose itself will be marked with XX near the couplings and rolled from female to male couplings. Once a hose is marked out of service, it will be placed aside from the in-service hose, pending sale, destruction or any other means of removal.
- 213.7.9 Each ladder will be subjected to a structural test on a yearly basis. In addition, each ladder will be visually examined once a week for any signs of damage or distress on any of its components. When examined, each ladder will be cleaned before being returned to service. After each use, a ladder will be visually checked for damage and cleaned before being returned to service.

213.8 SCBA

- 213.8.1 The operation of each Self-Contained Breathing Apparatus will be checked weekly and after each use. Weekly checks will include:

- 213.8.1.1 Visual Check
- 213.8.1.2 Bottle Pressure Check
- 213.8.1.3 Mask Condition
- 213.8.1.4 Straps Condition
- 213.8.1.5 PASS Device Operation
- 213.8.1.6 Operation of System Verified

213.9 Radios

- 213.9.1 Apparatus and portable radios will be services as needed.

213.10 Turnout Gear

- 213.10.1 Each member's coat, pants, boots, hood, helmet, structural gloves and rescue gloves will be cleaned at least once per year. Gear that becomes contaminated at an incident must be cleaned before it can be returned to service. Gear returned to the company by members who are leaving, will be cleaned before it is reissued.
- 213.10.2 Each member's coat, pants, boots, hood, helmet, structural globes and rescue gloves will be inspected quarterly and the inspection form completed and filed in the office.

213.10 Extinguishers

- 213.10.1 All extinguishers (apparatus, department vehicles and facility) shall be checked monthly. Member shall check for:
- 213.10.1.1 Any visible damage
 - 213.10.1.2 Pressure
 - 213.10.1.3 Valid yearly inspection tag
 - 213.10.1.4 Secured in apparatus, department vehicle or facility
 - 213.10.1.5 Record the monthly check on the extinguisher inspection tag

214.0 5-YEAR PLAN

- 214.1 The Animas Vol. Fire & Rescue shall maintain a 5-year plan outlining goals and plans for the department. The purpose of this document is to clearly define the mission and goals of the department while developing a guide for continued excellence in service as we prepare to meet the many challenges and opportunities in providing emergency services during the 5-year span.
- 214.2 The 5-year plan is considered a living document and a work in progress, subject to change under evolving circumstances. It should be developed with input from the members of the department. The 5-year plan should be reviewed by the department members twice a year.

215.0 STANDARD OPERATING PROCEDURES

- 215.1 This document shall be reviewed by the membership annually or as needed. No changes can be made to this document without a (2/3) two-thirds majority vote at a regular business meeting.
- 215.2 This document shall be located on each apparatus, at the computer workstation and on the department website.

216.0 ACCIDENT, INJURY & ILLNESS REPORTING

- 216.1 It is our responsibility to drive in a manner that ensures we will arrive at our destination ready to render aid and that we have not endangered ourselves or the public while in transit.
- 216.2 In the event of an accident involving any fire department apparatus, members shall:
 - 216.2.1 Ensure Scene Safety
 - 216.2.2 Notify law enforcement immediately & remain on scene.
 - 216.2.3 If any injuries, request EMS.
 - 216.2.4 Notify the Chief.
 - 216.2.5 Drug screen may be required.
 - 216.2.6 Follow Media SOP's under section 218.0
- 216.3 If any member suffers an injury or illness, as a result of his/her duties while serving as a member of the Animas Vol. Fire & Rescue Department, his/her medical expenses may be covered by the provisions or the Worker's Compensation Act.
- 216.4 An injured or ill member must immediately notify his/her Fire Chief of the injury/illness or incident and complete the appropriate paperwork.

216.5 Private Property Involvement

- 216.5.1 Assess need for medical care. If needed, contact the appropriate resources.
- 216.5.2 Contact the Fire Chief and Law Enforcement immediately.
- 216.5.3 The Fire Chief or designee shall respond and assess the needs of personnel and apparatus.
- 216.5.4 The Fire Chief shall ensure that all fire department and county procedures are followed in reporting and investigating the incident.

217.0 MEMBERS RESPONSIBILITIES WHILE UNDER PHYSICIANS CARE

- 217.1 If an active member is under physician's care for any injuries or illness that may affect his/her abilities as a firefighter shall notify the Fire Chief as to their limitations set forth by their doctor. If the fire Chief deems it necessary, the member will not be allowed to respond to any emergency incidents, until fully released by their doctor in writing.
- 217.2 All incidents will be reviewed case by case. If the member is allowed by their doctor to work on a limited scale, then this information will be taken into account by the Fire Chief. That member may be allowed to continue responding to emergency incidents on a limited basis. It is the responsibility of the member to inform the department Chief of any conditions placed on them by their physician. Once again, it's up to the member to inform the Officers when they are released to full duty, in writing by their doctor.
- 217.3 Any nondisclosure of such information, (which can place the Department and/or County in legal liability) to the Chief may result in disciplinary action, up to and including termination of membership.

218.0 MEDIA

- 218.1 Purpose: To establish a guideline for the fire department's flow of information between the department, the news media, and the general public.
- 218.2 Scope: This action will cover the department's public information officer as well as all fire department personnel who operate at any fire department scene or event. Ability to deviate from the guideline lies with the fire chief or his appointed designee.
- 218.3 General: The fire department recognizes the need to communicate openly with the general public and the media. The fire department will strive to provide correct and factual information to the public and news media in a timely and impartial manner.
- 218.4 When approached by the media, department members will refer all media to the PIO, IC, Fire Chief or Law Enforcement. The Following Generalities should be used:
 - 218.4.1 With Regard to Cause
 - 218.4.1.1 Under Investigation
 - 218.4.1.2 The investigation is incomplete
 - 218.4.1.3 Not yet determined
 - 218.4.1.4 No comment
 - 218.4.2 With Regard To Injuries:
 - 218.4.2.1 We Had __ Number of Injuries
 - 218.4.2.2 Conditions are Unknown at this time
 - 218.4.2.3 No Comment

218.4.3 With Regard To Damage:

- 218.4.3.1 Light
- 218.4.3.2 Moderate
- 218.4.3.3 Heavy
- 218.4.3.4 No Comment

218.5 The PIO will act as the main source for media contacts. The Incident Commander may be responsible for the release of news information at the scene of an emergency. At no time will the emergency operation be compromised for the release of news information.

218.6 In the event of an extremely newsworthy incident, the IC will determine the need for the PIO's response. When a response is needed, the IC will notify dispatch and have a PIO dispatched to the scene. Dispatch will notify the PIO and immediately advise him/her of the situation.

218.7 A PIO will report to the scene of all major incidents to coordinate media information.

MAJOR INCIDENTS shall be defined as:

- 218.7.1 Multi-alarm fire incidents involving industrial or commercial occupancies.
- 218.7.2 Fire incidents involving fatalities or serious injuries
- 218.7.3 Any incident involving multiple fatalities or serious injuries.
- 218.7.4 Hazardous materials emergencies or any other incident requiring major evacuations.
- 218.7.5 Extended or complicated rescue operations.
- 218.7.6 Any incident involving death or serious injury to Fire Department personnel.
- 218.7.7 All serious accidents involving fire vehicles that result in injury or fatality to civilians or fire personnel.
- 218.7.8 Serious aircraft or railroad accidents.

218.8 Upon arrival at the scene of a major incident, the PIO shall report to the command post to confer with the IC on the information to be released.

218.9 If requested by the media and with agreement of affected personnel, the PIO, via chain of command, may coordinate an interview with personnel having first-hand knowledge of a particular fire/EMS related activity.

218.10 The PIO will obtain approval through the Fire Chief prior to release of information on: Internal Investigations, Personnel Matters and Citizen Complaints to fire personnel or media representatives.

218.11 The IC shall be responsible for the management of public information on the fire ground.

218.12 Any major incident (as described above) likely to attract news media attention, shall be brought to the attention of the PIO by the IC.

218.13 When practical, the IC shall establish a Media Sector and advise Central Dispatch of this location.

218.14 Central Dispatch will in turn notify the news media of this location. The IC can request that this be done via a media page and/or a group media fax.

218.15 At multi-agency incidents, the agency having primary jurisdiction will be responsible for the coordination and release of information to the media.

218.16 Members of the media will often respond to a scene that normally would not require the presence of a PIO. In such cases, the IC should be prepared to provide a media briefing as soon as their command responsibilities permit.

218.17 Information Release Guidelines

- 218.17.1 Information released to the media should relate only to the facts of the incident.

- 218.17.2 No determination as to the cause of an incident shall be released. Questions relating to the cause shall be referred to the appropriate investigative agency (i.e. on scene Fire Investigators, Fire Marshal, and/or Law Enforcement).
- 218.17.3 Under NO circumstances shall the names of fatalities or injured persons be released by fire personnel.
- 218.17.4 At no time shall Fire personnel information be provided to the news media. All requests for such information shall be immediately referred to the PIO via the chain of command.
- 218.17.5 When in the opinion of the IC an incident results in what may be a potentially controversial situation, the PIO will be notified immediately.
- 218.17.6 When a representative of the news media request interviews or information from departmental personnel at any time other than that described in the above section, the request shall be referred to the PIO via the chain of command.
- 218.17.7 Do not release the following information:
- 218.17.7.1 The identity of the victim of a sex crime
 - 218.17.7.2 The identity of a juvenile suspect
 - 218.17.7.3 The identity or other identifying information (i.e. captain of football team, cheerleader) on an attempted suicide
 - 218.17.7.4 Information on an active fire investigation regarding cause 218.17.7.5
Standard operating procedures written for emergency response or
Pre-fire Action Plans
 - 218.17.7.6 Information on suspects who have been interviewed but not charged
 - 218.17.7.7 Release of victim information on fire or medical emergencies
 - 218.17.7.8 The release of names and identifiable biographical information of victims, including minors, is not restricted. No information on the identity of any critically injured or deceased person shall be made prior to notification of next of kin (usually 24 hours from the time of death).
 - 218.17.7.9 Individually identifiable health information obtained by the fire department is confidential.
 - 218.17.7.10 The release of names of deceased persons shall be handled by the primary responder.

218.18 Media Relations

- 218.18.1 It is very important that the PIO or his designee very early on make arrangements to guide the media to vantage points to safely get coverage without interfering with emergency operations. Failure to do this will result in free-lancing by the Media.
- 218.18.2 In large scale operations it may require that a Media Sector be set up in Staging or other location where transportation to the incident site can be arranged by the PIO.
- 218.18.3 At the scene of any event of public interest, representatives of the news media will be permitted to conduct interviews, take photographs, and otherwise perform their assigned tasks, provided that their actions are not in violation of the guidelines established in the SOP, and provided such activity does not interfere with fire department operations.
- 218.18.4 Photographs and videotapes may be taken from any area where the news media have been given access to by the IC or PIO.
- 218.18.5 Areas of access for news representatives on the scene of an incident will include:
- 218.18.5.1 Any areas open to the public.
 - 218.18.5.2 Any designated area set aside for news media briefings.

- 218.18.5.3 Any areas to which the news media representatives are provided guided access to by the PIO, IC or his/her designee.
- 218.18.6 News media representatives shall be permitted to interview victims of an incident who have consented to such interviews providing:
- 218.18.6.1 The victim is not undergoing medical attention.
 - 218.18.6.2 The victim appears to be able to make sound decisions, is not visibly upset, severely injured or emotionally distraught.
 - 218.18.6.3 Investigative personnel have completed their interviews.
 - 218.18.6.4 If the victim desires not to be interviewed, the media representatives will be so advised.
- 218.19 All written information (press releases, fact sheets, etc.) shall be composed on the officiation press release form, proofread by at least one other person and shall be grammatically correct prior to dissemination.
- 218.20 All written released information will be logged in the press prelease log and filed for permanent record keeping. Articles that appear in any publications shall be collected by PIOs and filed with the press releases.
- 218.21 All press releases dealing with items other than typical emergency incidents shall be reviewed by the Fire Chief and/or Fire Marshal, prior to release to the media.
- 218.22 The assigned PIO will be available to Central Dispatch via a home phone number or cell phone number.
- 218.23 The PIO will be dressed appropriately for all contact with the media including interviews.
- 218.24 All fire department personnel should be aware of open microphones and hot cameras when working near media personnel. There is no such thing as "off the record".
- 218.25 Fire Department personnel other than the PIOs and Chief shall not engage in any interviews or other official conversations with any media representative regarding incidents or other newsworthy events.

219.0 DUTIES OF MEMBERS, DISCIPLINE

- 219.1 Each member of the Fire Department shall adhere to the principles set forth in these Standard Operating Procedures. In addition, he/she shall be subject to, and follow, the orders of his/her superiors during alarms, training sessions, practice sessions, meetings and any other departmental functions. He/she will answer alarms when possible and attend all department meetings, practices, and required sessions except when excused by a line Officer. He/she will not leave the scene of an alarm, practice, or training session until excused by the officer in charge.
- 219.2 Any disciplinary actions(s) against any member of the Fire Department shall be in accordance with the Standard Operating Procedures.
- 219.3 Disciplinary action against a Fire Department member may be taken for any justifiable cause. Any action which reflects discredit on the Fire Department, or which is a direct hindrance of the effective performance of the Fire Department functions will be considered as justifiable cause of discipline.
- 219.4 Disciplinary action may take the form of written or oral reprimand, demotion, suspension, or dismissal. The following are examples of actions by fire department members which may be

considered as justifiable cause for discipline or expulsion. It is not intended to be an exclusive nor exhaustive listing:

- 219.4.1 Destructiveness
- 219.4.2 Failure to cooperate
- 219.4.3 Insubordination
- 219.4.4 Criminal Act / Illegal activity
- 219.4.5 Unacceptable conduct
- 219.4.6 Theft of Fire Department property.
- 219.4.7 Excessive absences.
- 219.4.8 Acts of negligence or carelessness causing damage to persons or fire department property or the property of others.
- 219.4.9 Intentional abuse or destruction of fire department vehicles, equipment or property.
- 219.4.10 Refusal to carry out reasonable orders or assignments
- 219.4.11 Refusal or failure to comply with Fire Department policy safety standards.
- 219.4.12 Disruptive conduct or dangerous horseplay
- 219.4.13 Members are prohibited from physical force, fighting, communicating threats or harassment to other members or members of the public.
- 219.4.14 Fraud, lying or practicing deception.
- 219.4.15 Any other conduct deemed not to be in the best interest of the Animas Vol. Fire & Rescue Department.
- 219.4.16 Missing more than five (5) consecutive meetings or practice sessions without good and sufficient reason, or missing 50% of meetings, or practice sessions in a calendar year.

219.5 The above examples are typical types of infractions sometimes encountered but are not inclusive of all situations which may arise warranting dismissal without progressive discipline. The Fire Chief reserves the right to exercise judgment and render disciplinary action as determined appropriate based on the circumstances of each case.

219.6 The standard steps shall be followed. In cases requiring severe measures, one or more steps may be omitted.

- 219.6.1 Warning Notice (verbal)
- 219.6.2 Written Warning
- 219.6.3 Suspended and Final Notice
- 219.6.4 Removal from the department

219.7 There will be three (3) classes of discipline. They are as follows:

- 219.7.1 Class I: Immediate discharge.
- 219.7.2 Class II: Written warning, suspension or termination
- 219.7.3 Class III: Verbal warning, written warning, suspension or termination

219.8 Examples of Class I causes:

- 219.8.1 Use or under the influence of drugs or alcohol while on duty.
- 219.8.2 Theft of department property or another volunteer's property.

- 219.8.3 Intentional destruction of department property.
- 219.8.4 Falsifying reports.
- 219.8.5 Gross insubordination such as refusal to work, threatening, abusing or striking a superior.
- 219.8.6 Striking or assaulting a fire fighter or bystander
- 219.8.7 Lying or willfully omitting critical information on an application.

219.9 Examples of Class II causes:

- 219.9.1 Reckless driving of department vehicles.
- 219.9.2 Disobeying traffic laws when responding to the station or scene.
- 219.9.3 Negligent or careless use of department equipment or property.
- 219.9.4 Failure to comply with published departmental or county rules or regulations.
- 219.9.5 Fighting.

219.10 Examples of Class III causes:

- 219.10.1 Foul and/or abusive language
- 219.10.2 Inefficient, incompetent or negligent performance of work.
- 219.10.3 Failure to follow sign out procedures.
- 219.10.4 Inability or failure to maintain satisfactory working relations with co-workers and/or citizens.

219.11 All warnings, oral and written, shall be documented. Copies of these warnings shall be given to the fire fighter with a copy being kept in their members file.

219.12 Removal of Members

- 219.12.1 Member may receive disciplinary action including removal from the department. The removal charge shall be heard at the next regularly scheduled business meeting. A 2/3 vote of active members shall determine if the member shall be removed from the department. Outcome of removal vote cannot be appealed.

220.0 SEXUAL HARASSMENT

- 220.1 All volunteers have a right to work in an environment free from discrimination and harassing conduct, including sexual harassment. Harassment on the basis of a volunteer's race, color, creed, ancestry, national origin, age, disability, sex, arrest or conviction record, marital status, sexual orientation, membership in the military reserve or use of nonuse of lawful products away from work is expressly prohibited. Harassment on any of these bases is also illegal under section(s) 30-3A through 30-3A-4, New Mexico Statutes.
- 220.2 Sexual harassment by a supervisor or coworker is unlawful discrimination under state and federal law and Animas Vol. Fire & Rescue Department is committed to providing a work environment that is free from sexual harassment. In keeping with this commitment, Animas Vol. Fire & Rescue Department strictly prohibits any form of sexual harassment whether intentional or not.

- 220.3 Any member or volunteer who believes he or she is being discriminated against or harassed, or any member or volunteer, who becomes aware of discrimination or harassment, should promptly notify his or her Fire Chief. If the individual believes that the officer is the harasser, another officer or the Fire Chief or Fire Marshal should be notified.
- 220.4 Upon notification of a discrimination or harassment complaint, a confidential and impartial investigation will be promptly commenced. It will include direct interviews with involved parties with members or volunteers who may be witnesses or have knowledge of matters relating to the complaint. The parties of the complaint will be notified of the findings and their options.
- 220.5 Retaliation of any kind against any member or volunteer bringing a complaint or assisting in the investigation of a complaint is prohibited. Such member or volunteer may not be adversely affected in any manner related to their membership. Such retaliation is also illegal under Section 52-1-1 through 52-1-70, New Mexico Statutes.
- 220.6 The Animas Vol. Fire & Rescue Department views discrimination, harassment, and retaliation to be among the most serious breaches of workplace behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.
- 220.7 Any complaint made by a member or volunteer of the Animas Vol. Fire & Rescue Department regarding discrimination or harassment in the workplace, which is conclusively proved to be false, shall result in discipline. This discipline may include dismissal from membership. This section is not intended to discourage members or volunteers from making complaints regarding discrimination or harassment. However, false complaints adversely impact the workplace of the accused, even when disproved, and will not be tolerated.

221.0 TRAINING

- 221.1 Any training of a firefighter which includes live firefighting exercises will be conducted in compliance with NFPA-1001- Standard for Firefighter Professional Qualifications and NFPA 1403- Standard on Live Fire Training Evolutions.
- 221.2 Firefighters who do not have the required training are not permitted to participate in structural firefighting activities or trainings which require the individual to enter or be in close proximity to the building, enclosed structure, vehicle or vessel until he or she obtains the required training.
- 221.3 To maintain active status as a firefighter with the Animas Vol. Fire & Rescue Department, all members must attend at least one 50% of all trainings. Failure to do so may result in the member being placed on suspension, at which time active status may only be regained after approval of the Chief.

222.0 TRAINING FOR PROBATIONARY MEMBERS

- 222.1 Members training probationary members on apparatus will have a minimum of one year as a permanent member of Fire Department. Certifying on all apparatus will only be done by one of the Officers of the department.

- 222.2 Probationary members should be encouraged to drive the vehicles any time they are not responding to an emergency.
- 222.3 Line Officers are directly responsible for the safety and well-being of those members being trained or checked off.
- 222.4 It is not recommended that the same member train a probationary member on all trucks. Different instructors add variety and insights to the training. After the training, it is highly recommended that the certifying on each apparatus be done by a different Officer for the same reason.
- 222.5 Members will be trained only according to Fire Department standards, most of which are outlined in the Standard Operating Guidelines.

223.0 COST EFFECTIVE TRAINING

- 223.1 Members of the department should realize that the training budget is limited and there is always the possibility that at any given time the training budget may be utilized and depleted, which in turn may not allow the department to fund requested training(s). The fire department requires that once training is financed, regardless of training, the member must remain an active member of the department for a period of one (1) year after completion of the training or reimburse the fire department for that training.

224.0 AUDIO, VISUAL RECORDINGS AND SOCIAL MEDIA

- 224.1 In emergency services, breaching confidentiality and HIPPA (Health Insurance Portability and Privacy Act) violations are primary concerns with taking on-scene photo or video images and audio recordings. Confidentiality of incident information is a requirement for all responders. The intent of this guideline is to address those concerns while ensuring the safety of department members and providing a high level of customer service. There is no expectation of privacy on the part of fire fighters when they use their personal electronic devices while responding to, or at an emergency incident. This guideline applies to personal cell phones, personal digital assistants (PDAs) and personal cameras including digital, video, film, and those integral to cell phones or other electronic devices. The Animas Vol. Fire & Rescue Department and/or its members could be susceptible to civil liability or criminal prosecution for using technological devices anywhere, anytime, for any purpose that is not authorized by law. Confidentiality of incident information is a requirement for all responders. Even word of mouth discussions regarding the details of an incident can be harmful. Transmitting proprietary or confidential information of the department is prohibited at any time. In addition, legal ramifications could place the Animas Vol. Fire & Rescue Department in an unfavorable position. Unauthorized distribution of photographs, videos, audio recordings or other images may result in harm to the fire department's reputation and diminished public trust and may also expose the individual taking and distributing the photographs, etc. to personal liability.
- 224.2 While at an emergency scene, Fire Department members may occasionally need to use the telephone function of their personally owned cellular device. However, members are strictly prohibited from using the cell phone's camera option.
- 224.3 Under no circumstances may any member of the Fire Department take photographs, videos or audio recordings of any Fire Department emergency scene without permission of the Fire Chief.

- 224.4 In addition, any photos that may be deemed inappropriate, including, but not limited to, photos taken in restrooms or locker rooms, are prohibited at all times.
- 224.5 Because there can be tangible value in the authorized and appropriate use of photographs from emergency scenes, permission to take photographs, video or audio recordings may be granted at the discretion of the Fire Chief.
- 224.6 Any member of the Fire Department who has permission to photograph or video an emergency scene is prohibited from distributing or releasing any such photographs, video, audio recordings or other images to any individual or entity outside the department, including but not limited to the media, for use at speaking engagements, or websites, including the Fire Department's website, an emergency services industry site or personal sites including but not limited to; Facebook, My Space, Twitter or You Tube without first obtaining permission from the Fire Chief. This restriction also applies to photographs, videos, audio recordings or other images acquired from an outside source. Any photos, videos, audio recordings or other images taken within the scope of employment or with permission are the sole property of the Fire Department.
- 224.7 Any unauthorized or misuse of technology could be disciplined up to and including termination.
- 224.8 This policy will help minimize the possibility that unauthorized photos or audio recordings of an emergency scene or sensitive images captured in the station, such as in locker room or bathrooms, could be inappropriately disclosed.
- 224.9 All incident photography shall be for investigation, clinical, or documentation purposes and shall only be done at the direction of the Incident Commander or lead investigator.
- 224.10 Photography during training evolutions shall be for similar purposes and at the direction of the Officer or lead instructor.
- 224.11 Any photographs containing individually identifiable information are covered by HIPPA and must be protected in the same manner as patient care reports and similar documentation.
- 224.12 When photos are taken (after the effective date of this guideline during public education events at schools where students are identifiable a signed release must be obtained from the school prior to using the photo in department documents (written or electronic) or otherwise made available to the public.
- 224.13 All department social medial pages shall be approved by the Fire Chief or their designee. All social media content shall adhere to all applicable laws, regulations and policies, including the records management and retention requirements set by law and regulation.
- 224.14 This policy is not intended to limit your right to freedom of speech or expression; but as we are a public entity, it has been put in place to protect the rights of this organization, its members and the public we are sworn to protect. Members are advised that their speech directly or by means of instant technology, either on or off duty, and in the course of their official duties. Speech that impairs or impedes the performances of the fire department, undermines discipline and harmony among members or negatively affects the public perception of the department many be sanctioned.
- 224.15 As a basic constitutional concept of law, a public member may comment on a matter of public concern. However, airing personal workplace grievances does not raise a matter of public concern.
- 224.16 In that regard, members must follow the following guidelines when discussing the fire department on social media websites:
 - 224.16.1 Do not make any disparaging or false statements or use profane language.
 - 224.16.2 Do not make any statements or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individual.
 - 224.16.3 Make clear that you are expressing your personal opinion and not that of the fire department.

- 224.16.4 Do not share confidential or proprietary information.
- 224.16.5 Do not violate Fire Department policies including the Code of Ethics.
- 224.16.7 Do not display department logos, uniforms or similar identifying items without prior written permission.
- 224.16.8 Do not post personal photographs or provide similar means of personal recognition that may cause you to be identified as a firefighter, officer or member of the department without prior written permission.
- 224.16.9 Do not publish any materials that could reasonably be considered to represent the views or positions of the department without authorizations.

225.0 DEPARTMENT COMPUTERS & IPADS

- 225.1 This policy provides the guidelines for the use of fire department computers, iPads and copiers and the use of the fire department technology by fire department members. It governs the use of fire department computers and iPads, as well as the use of the fire department computers or iPads for emails, files, data, software, images, voice mails, text messages, electronic communications and stored electronic communications. This policy also clarifies member expectation of privacy as it relates to the workplace use of computers, emails, files, data, software, images, voice mails, text messages, electronic communications and stored electronic communications.
- 225.2 To the extent that department issued cellular telephones, personally owned cellular telephones, personally owned computers or iPads and other department issued or personally owned electronic devices that utilize access to the fire department intranet and/or internet, this policy shall be fully applicable.
- 225.3 It is the policy of the fire department to provide members with the tools they need to safely and efficiently do their fire department functions by leveraging technology to the maximum extent possible, while at the same time protecting the department's professional image and reputation.
- 225.4 It is further the department's policy to educate and inform members about the proper purposes for which the department technology may be used and to set forth the criteria and grounds for which members may be disciplined for improper use of the department technology.

225.5 DEFINITIONS:

- 225.5.1 Electronic device – a computer, cellular telephone, personal data assistant (PDA), pager, two-way paging device, iPad, iPod, nook, Kindle, or similar device capable of sending and receiving an electronic communication.
- 225.5.2 Electronic Communication: Any transfer of signs, signals, writings, images, sounds, data or intelligence that is created, sent, forwarded, replied to, distributed, broadcast, stored, held, copied, downloaded, displayed, viewed, read, printed, or otherwise transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic or photo optical system. This term expressly includes, but is not limited to, emails, attachments to emails, text messages, recorded voicemail messages, web sites visited, computer files, and data files sent over the intranet or Internet, or sent by wired or wireless communication.
- 225.5.3 Stored electronic communication: Any temporary or intermediate storage of a wire or electronic communication incidental to the electronic transmission thereof; any storage of an electronic communication for purposes of backup

- protection of such communication; and any other storage, retention, backup, or archiving of an electronic communication, whether accident, incidental or purposeful, utilizing an electronic storage medium.
- 225.5.4 Internet: The world-wide system of interconnected computer networks that consists of millions of private, public, academic, business, and government networks linked by a broad array of electronic and optical networking technologies.
- 225.5.5 Intranet: The fire department's internal computer system and network.
- 225.6 The fire department computer system, including all fire department computers and hardware, the intranet, and access to the Internet provided by the fire department, are owned by the fire department. The use of such systems, equipment and access is conditioned upon member consent to the terms of this policy.
- 225.7 The fire department computer system, fire department computers and hardware, the intranet, and access to the Internet provided by the fire department, may not be used by members for personal gain, including personal businesses, but rather is available to enhance the service that the fire department provides to the public.
- 225.8 The fire department reserves the right to examine, monitor, intercept, review, copy, store, save, and forward to third parties any and all electronic communications sent or received over the fire department computer system, as well as any stored electronic communication or other files stored on a fire department computer, hard drive, memory device, or storage medium. The failure of the department to exercise its rights under this section, shall not constitute a waiver of these rights.
- 225.9 Members are advised that they have no expectation of privacy in any electronic communication, stored electronic communication, file, image, sound, message, web site visited, or other action or activity while working on a fire department computer, or while using any other computer, cellular telephone, or electronic device that is accessing the fire department computer system, including while accessing the Internet through the fire department computer system.
- 225.10 Members are advised that they have no expectation of privacy in any electronic communication, stored electronic communication, file, image, sound, or message contained on a portable memory device such as a hard disk, flash drive, memory card, CD-ROM, DVD, or other media that is attached to/accessible by a fire department computer, or is attached to/accessible by an electronic device that is accessing the fire department computer system.
- 225.11 Members are further advised that no member, including the Fire Chief, has the authority to verbally alter the terms and conditions of this policy under any circumstance.
- 225.12 Members are responsible for any information that they view, access, generate or distribute through the fire department computer system.
- 225.13 Members are required to prevent the unauthorized use of the fire department computer system, and for that reason shall use password-protected screen savers or other appropriate techniques while away from their computer.
- 225.14 Any use that occurs on a member's workstation under that member's login is presumed to be performed by that member. Members must log off the computer when not using it, and before leaving the computer unattended.
- 225.15 Email
- 225.15.1 Only fire department personnel are allowed access to the department e-mail system.
- 225.15.2 Members should not use their fire department e-mail account as their primary personal e-mail address.

- 225.15.3 Incidental or occasional use of e-mail for personal reasons is permitted.
- 225.15.4 The following e-mail activity is prohibited:
- 225.14.4.1 Accessing, or trying to access, another user's e-mail account
 - 225.15.4.2 Obtaining, or distributing, another user's e-mail account
 - 225.15.4.4 Using e-mail to harass, discriminate, or make defamatory comments
 - 225.15.4.5 Jokes, junk mail, chain letters and other non-work-related items should not be sent or forwarded.
 - 225.15.4.6 Transmitting department records within, or outside, the department without authorization
 - 225.15.4.7 Advertising political activities which benefit one political candidate or party
 - 225.15.4.8 Advertising purely commercial activities or events. Any activities which are inconsistent with the mission of the fire department.
 - 225.15.4.9 Any illegal activities
- 225.15.5 Members are reminded that email messages may be subject to public disclosure under the Freedom of Information act and may be discoverable during litigation. Assume any email sent over the fire department system will be viewed by the public.
- 225.15.6 Members are required to report inappropriate use of e-mail.
- 225.15.7 Members are not to delete emails unless and until authorized by the department's record retention policy. Emails that pertain to a matter under litigation shall be retained until such time as the Fire Chief or his/her designee authorize the deletion in writing.
- 225.15.7.1 Note: This provision should coordinate with the organization's record retention policy. The record retention policy should also define the procedure to be followed for the issuance of a "Litigation hold" notice.

225.16 Confidentiality

- 225.16.1 Fire department personnel routinely handle information that is considered to be confidential under Federal and state law. This includes information relative to incidents, investigations, patients, and members, and may include confidential personal information, financial information, and medical information. The following conduct is prohibited when dealing with confidential information:
- 225.16.1.1 Forwarding or sending confidential information to someone not authorized by law to receive it.
 - 225.16.1.2 Printing confidential information to a printer in an unsecured area where documents may be read by others.
 - 225.16.1.3 Leaving a computer unattended with confidential files logged on, accessible, or visible.
 - 225.16.1.4 Leaving computer disks or memory media with confidential data unattended, in easy to access places.

225.17 Prohibited Activities

- 225.17.1 The following uses of the fire department computer system are prohibited:
- 225.17.1.1 Personal use of the fire department computer system that interrupts fire department business and that keeps a member from performing his/her work.

- 225.17.1.2 Extensive personal use of the internet for any non-work-related purposes during working hours which decreases member productivity or results in decreased performance of the department e-mail system.
- 225.17.1.3 Unauthorized downloading and/or distributing of copyrighted materials (e.g. music, videos, photos, games, software, or other proprietary information).
- 225.17.1.4 Downloading or copying music, videos, photos, or games, including legally obtained music, videos, photos or games, for non-business purposes onto department computers or servers.
- 225.17.1.5 Unauthorized reading, deleting, copying, modifying, or printing of electronic communication of another user.
- 225.17.1.6 Using the fire department's computer system for private gain or profit, including but not limited to, online gambling, personal business, on-line auctions (e-Bay), stock trading, etc.
- 225.17.1.7 Instant messaging through public service providers. (e.g. AOL, Yahoo, MSN, etc.).
- 225.17.1.8 Personal software, which allows peer to peer communications between two or more workstations. (e.g. online chat, KaZaA file sharing, etc.).
- 225.17.1.9 Soliciting for political, religious or other non-departmental reasons.
- 225.17.1.10 Non-department related streaming media (e.g. listening to internet radio stations, stock tickers, etc.).
- 225.17.1.11 Using fire department computers for political purposes.
- 225.17.1.12 Sending or forwarding junk email, chain letters, or mass mailings.
- 225.17.1.13 Using, viewing, accessing, or transmitting pornographic or sexually explicit materials, or materials that are offensive, threatening, or constitute hate mail/messaging pertaining to race, national origin, gender or religion.
- 225.17.1.14 Engaging in any form of harassment, whether sexual or otherwise, or sending any unwelcome personal communication after being asked or instructed to cease communications. It is the perception of the recipient that prevails, not the intention of the sender.
- 225.17.1.15 Breach or attempt to breach any security mechanisms, hack-into, defeat, disable, or otherwise manipulate the intranet or fire department computer system in order to circumvent a technological measure to gain access to information in ways not permitted or authorized, or to cause the system to react or respond in ways other than as intended by the fire department administration.
- 225.17.1.16 Engaging in any illegal activity.

226.0 PROFESSIONAL MEMBERSHIPS

226.1 Memberships in professional organizations may be paid for by the department. Below is a sample list of some of the organizations the department and its members may be part of.

226.2 National Organizations

- | | | |
|---------|--|-------|
| 226.2.1 | National Fire Protection Association | Chief |
| 226.2.2 | International Association of Fire Chiefs | Chief |

226.3 State Organizations

- | | | |
|---------|-----------------------------|-------|
| 226.3.1 | New Fire Chiefs Association | Chief |
|---------|-----------------------------|-------|

226.3.2 New Firefighters Association Members

226.4 Local Organizations
226.4.1 Bootheel Fire Prevention Association Department

227.0 PRE-PLANNING

- 227.1 Pre-plans will be prepared for all commercial, public and other appropriate large buildings in the fire department district.
- 227.2 Department pre-plan forms, as approved by the Fire Chief, will be utilized.
- 227.3 The Fire Chief will approve all completed pre-plans prior to implementation.
- 227.4 Building Surveys
 - 227.4.1 Buildings will be surveyed yearly to update and revise their pre-plans. Updates will be conducted when a change of use or significant changes are made to the use of the occupancy or structure itself.
- 227.5 Plans
 - 227.5.1 Pre-plans will be prepared which contain the following information:
 - 227.5.1.1 A plot plan showing building location/layout
 - 227.5.1.2 Name of occupant
 - 227.5.1.3 Key holder/Emergency contact and phone number
 - 227.5.1.4 Address
 - 227.5.1.5 Type of occupancy
 - 227.5.1.6 Type of construction
 - 227.5.1.7 Type of roof materials, structure, insulation, features, problems, access, etc.
 - 227.5.1.8 Any known hazards
 - 227.5.1.9 Location of utility shutoffs
 - 227.5.1.10 Fixed fire protection systems
 - 227.5.1.11 Rescue potential (describe)
 - 227.5.1.12 Estimated fire flow required
 - 227.5.1.13 Hydrant, Siamese and riser locations
 - 227.5.1.14 Fire Control Panel Location
 - 227.5.1.15 Any medical facilities in building
 - 227.5.1.16 1st and 2nd alarm assignments
- 227.6 Distribution
 - 227.6.1 Plans shall be distributed to all officers, all apparatus and available on ER.

228.0 FUELING OF DEPARTMENT VEHICLES

- 228.1 Vehicle fuel cards are to be used only for fire department fuel purchases. All purchases are to be logged immediately on the fuel log. All receipts are to be kept in the zippered pouch with the fuel cards. The Fire Chief or designee will collect fuel receipts at the end of each month and send them to the Fire Marshal.
- 228.2 All necessary precautions shall be taken to ensure the accountability of the vehicle fuel cards. Any lost cards shall be reported to the Fire Chief immediately after discovery of the loss.
- 228.3 You shall clearly print the department name and unit number on each printed receipt.
- 228.4 If you are unable to print a fuel receipt at the time of fueling, you must record the pump number, gallons pumped, total price and time of purchase and notify an Officer immediately.

229.0 EQUIPMENT COMPETENCY

- 229.1 The purpose of this guideline is to ensure that a minimum level of competency in the subjects of Apparatus Pump Operations, Apparatus Driving and SCBA are achieved and maintained by all AVFRD members.
- 229.2 Annually, all AVFRD personnel shall successfully complete a department administered competency evaluation in the subjects of Apparatus Pump Operations, Apparatus Driving and SCBA.

230.0 SERVICE AWARDS

- 230.1 Service awards will be presented to active members in good standing with the following years of service:

230.1.1	5 Years of Service	Certificate of Recognition
230.1.2	10 Years of Service	
230.1.3	15 Years of Service	
230.1.4	20 Years of Service	
230.1.5	25 Years of Service	
230.1.6	30 Years of Service	
230.1.7	35 Years of Service	
230.1.8	40 Years of Service	
- 230.2 The awards presented under this procedure shall be applicable to members of the department as of January 1, 2021 and all subsequent members. The awards presentations will not be retroactive to individuals who have left the department or members who have previously attained a service level as described above.
- 230.3 The awards will normally be distributed annually in December at the departmental dinner.

231.0 UNIFORMS

- 231.1 The Fire Department uniform identifies members of the organization, ensures a measure of uniformity, and promotes professionalism. This policy identifies the uniform classes and provides guidelines for wearing the Department uniforms as approved by the Chief of the Department.
- 231.2 It is the policy of the Fire Department to provide all members with one short sleeve shirt and pants necessary in order to present a professional appearance and be easily identified as Fire Department members.
- 231.3 Additionally, at no time during a fire department function or incident shall t-shirts, hats or clothing depicting sexually explicit messages or illustrations be worn and items that suggest racial, alcohol or discriminatory concepts shall not be tolerated. Example- "Coed Naked Fire Fighting" or "Big Johnson" - t-shirts. If an alarm is received while wearing such apparel, it must be turned inside-out or covered with another shirt before responding or getting on any apparatus. Firefighters are encouraged to wear clothes that are neat in appearance at all times even when responding to the station on emergency calls or to resident's homes when responding on EMS calls. Clothing that is dirty, torn, ragged or in poor condition does not exhibit a professional image of the fire department. At no time should tank tops with narrow shoulders or excessively loose-fitting shirts be worn when performing any emergency operation.

231.4 Four classes of uniforms are recognized as appropriate. The Officer in charge of an official event shall designate the Class of uniform to be worn: Classification of Uniforms:

231.4.1 Class "A" Uniform:

- 231.4.1.1 Dress Uniform Shirt (department issued short sleeve)
- 231.4.1.2 Black Dress Pants (department issued)
- 231.4.1.3 Black Tie
- 231.4.1.4 Black Belt
- 231.4.1.5 Black Dress Shoes.
- 231.4.1.6 Hat
- 231.4.1.7 Officers shall wear dress jackets as appropriate.

231.4.2 Class "B" Uniform:

- 231.4.2.1 Same as Class "A" but without a tie.

231.4.3 Class "C" Uniform:

- 231.4.3.1 Combination of dept. issued pants and AVFRD T-shirt.

231.4.4 Class "D" Uniform:

- 231.4.4.1 The Class D uniform is designed for physical exercise activities and may consist of athletic shorts or sweatpants and T-shirt. The Class D uniform may be worn only for physical exercise or under bunker pants.

231.5 Uniform Standards: All uniforms shall be clean, neat, and free of tears, stains, wrinkles, or holes.

231.6 Event Attire:

231.6.1 Class "A" – Funerals, Court appearances or any other time the Chief deems appropriate.

231.6.2 Class "B" – Department presentations in homes or businesses, Safety Day, Parades, or any other time the Fire Chief or officer in charge of event deems appropriate.

231.6.3 Class "C" – Daily station wear.

231.6.4 Class "D" – Night-time or while exercising.

231.7 Uniform Accessories:

231.7.1 Collar Insignias: Department issued insignias shall be worn with tips pointed at the collar corner, close to the corner. Chief Officers shall wear, crossed bugles representative of their rank (Chief-5 crossed bugles; Deputy Chief-4 crossed bugles; Division Chiefs-2 crossed bugles). Other officers collar insignias are Captains 2-parallel bars and Lieutenants 1 bar.

231.8 Patches: Only the AVFRD Patch is allowed on the left shoulder. Only the American Flag is allowed on the right shoulder. Other department approved patches such as certification patches may be worn on the right shoulder sleeve of an outside jacket but not on any approved uniform apparel (i.e., work shirts, sweatshirts, coveralls, etc.).

231.9 Name Tag: Department issued. Place directly above the top of the right pocket seam.

231.10 Service Award Pins: Department issued. Wear only one and place it centered, above the nametag.

231.11 Department t-shirts: Department t-shirts shall be green in color and have the approved department patch silk screened on the left chest position. The back of the shirt shall have an approved logo silk screened in the upper back position.

231.12 Firefighters may purchase t-shirts for family members however family members may not wear the green t-shirts. Other colors of t-shirts may be purchased for family members but may NOT have the logo on the back.

232.0 APPARATUS OPERATOR/CREW RESPONSIBILITIES

232.1 It is the responsibility of each operator of a fire department vehicle to drive safely. Apparatus operators will be held accountable for the manner in which they drive and for the consequences of their acts.

232.2 APPARATUS OPERATION

232.2.1 Before leaving the station:

- 232.2.1.1 Be aware of your destination, know where you are going.
- 232.2.1.2 Only approved members may operate fire department vehicles for emergency response.
- 232.2.1.3 All crew members must wear seat belts and be seated, wearing headsets (for vehicles with headsets), before vehicle moves
- 232.2.1.4 Ensure the station is secured and all doors are completely closed.

232.2.2 While enroute:

- 232.2.2.1 Using lights and sirens does not give you the right-of-way.
- 232.2.2.2 On open road (dry, smooth, good visibility) fire department vehicles must not exceed the posted speed limit.
- 232.2.2.3 Apparatus operators and officers are prohibited from any activity not directly related to the operation of the apparatus (i.e. consuming beverages, cell phone use, or photography).
- 232.2.2.4 Actual vehicle speed is regulated by current conditions. Heavy traffic, rain, snow and fog will compromise vehicle control; therefore, emergency vehicles may need to drive at speeds lower than posted limits in inclement weather.
- 232.2.2.5 Stop at all negative right-of-way intersections (RR, stop sign, red traffic signal, etc.).
- 232.2.2.6 Account for every lane of oncoming traffic.
- 232.2.2.7 Slow to walking speed on fire ground.

232.2.3 On Scene

- 232.2.3.1 Except when answering emergency calls, all departmental vehicles will be parked legally. When answering emergency calls, vehicles must be parked so as to protect fire department personnel working on scene. Utilize warning signals at all times on emergency scenes.
- 232.2.3.2 Remain with apparatus at all times unless relieved.
- 232.2.3.3 Keep track of all equipment used from fire department vehicle at scene.

- 232.2.4 Backing Apparatus
- 232.2.4.1 Backing of apparatus should be avoided when possible. If backing of apparatus must occur, follow the following procedure:
- 232.2.4.1.1 Driver must exit apparatus to view the area 360 degrees around the vehicle.
 - 232.2.4.1.2 All firefighters/officers on the apparatus to be backed must be off the apparatus acting as spotters (one in front, two at rear corners).
 - 232.2.4.1.3 Spotters will remain visible to driver at all times.
 - 232.2.4.1.5 Utilize the closed-circuit television if available (back-up camera).
- 232.2.5 Station
- 232.2.5.1 After returning from incident response or training, all members will:
- 232.2.5.1.1 Be responsible for ensuring that all equipment is serviced and is returned to the apparatus.
 - 232.2.5.1.2 Complete all required reports.
- 232.2.6 Members shall not use any tobacco products when in any AVFRD vehicle or when operating at any response to which AVFRD responds.
- 232.3 APPARATUS CREW
- 232.3.1 Prior to climbing onto the apparatus for emergency responses, crew members are to be dressed in turnout equipment (coat, boots, and bunker pants). Activities that require removing seat belt to complete shall not be attempted.
- 232.3.2 Crew members shall be seated and wearing seat belts before vehicle moves.
- 232.3.3 Personnel will not dismount an apparatus until vehicle has completely stopped.
- 232.3.4 All personnel on apparatus will coordinate their activities with officer in charge.
- 232.4 Wheel Chocks
- 232.4.1 Any time any apparatus or department vehicles are parked (scene, staging, testing, maintenance, etc) wheels shall be chocked. It is the responsibility of the driver and Officer of the apparatus or department vehicle to ensure wheels are chocked.
- 232.4.2 When parked in station bays, between calls, wheels don't have to be chocked.
- 232.4.3 When riding in fire apparatus or vehicles, all occupants will remove their helmets and store them in a safe manner while the vehicle is in motion. (NFPA 1901)
- 232.5 Circle of Safety
- 232.5.1 Before responding, moving or driving a department vehicle, the driver or a person designated by the driver, shall make a circle of safety around the vehicle. This will ensure that all equipment is secured, that all compartment doors are properly closed and any physical obstructions are moved out of the vehicles path. The "Circle of Safety" shall include visually inspecting all 4 sides and top of the vehicle.

233.0 IDENTIFICATION BADGES / CARDS

- 233.1 Purpose
- 233.1.1 To establish guidelines for the identification of fire department members through the use of department issued badges and/or identification cards.
- 233.2 General Policy

- 233.2.1 The Animas Vol. Fire & Rescue Dept believes it is important to maintain a safe and professional work environment. For this reason, all members shall carry a department issued badge or identification card while representing the department.
- 233.3 Definitions:
- 233.3.1 “Department ID” shall mean a form of identification issued to a member that is designed to be worn on the exterior of a member’s clothing.
 - 233.3.2 “Department Issued” shall mean provided by the Animas Vol. Fire & Rescue Dept. This may include metal shields (badges) issued to members and/or identification cards.
 - 233.3.3 “Identification Card” shall mean an identification card that include a recent photograph or the member, the members first and last name, badge number, department name, department position, membership start date, height, weight, eye color, hair color and date of birth, the Chief’s authorized signature and any other information as determined by the Chief. The identification card shall also depict the departments logo on the front and the Hidalgo County Seal and the New Mexico Seal on the back.
- 233.4 Provisions:
- 233.4.1 All members shall be provided with a department issued badge and/or identification card. Members shall have a Department ID with them at all times when representing the department. If part of a uniform, badges shall be worn in accordance with department policy. Identification Cards shall be worn visibly on or over an outer garment attached either by clip or lanyard.
 - 233.4.2 Department Id’s shall not be used for any other purpose then to identify the member to whom it is issued.
 - 233.4.3 A member shall not have in his/her possession any official Department ID which has not been issued to him/her or possess any such Department ID after his/her right to wear such Department ID has been terminated.
 - 233.4.4 Any Department ID shall be subject to confiscation if worn or displayed by any person other than the true holder and shall be returned to the true holder only upon his/her showing that such use was without his/her consent, expressed or implied.
 - 233.4.5 Members shall return all Department Id’s if they are no longer a member of the department or are placed on leave or suspension.
 - 233.4.6 Members must report lost or stolen Department ID immediately to the Chief. The Equipment Damage/Loss/Theft Report must be completed.



300.0 NIMS / INCIDENT COMMAND SYSTEM (ICS)

300.1 Purpose: This procedure establishes the use of the Incident Command System at all emergency incidents and provides guidelines for certain command procedures.

300.2 GENERAL

300.2.1 The Animas Vol. Fire & Rescue Department responds to a wide range of emergency incidents. In order to effectively manage personnel and resources, facilitate automatic aid and mutual aid operations, and to provide for safety and welfare of personnel, the Incident Command System (ICS) will be used to manage all emergency operations.

300.3 Establishing Command

300.3.1 The first arriving Company or Chief Officer will assume the role of Incident Commander (IC). The initial IC should:

300.3.1.1 Announce over the radio that he or she has assumed command. This announcement should be made in such a way that it is clear to all personnel on the scene, dispatch, and personnel responding that command has been established.

300.3.1.2 Size-up the incident and give a size-up report to dispatch. Determine the strategy to be used (either offensive or defensive)

300.3.2 Establish tactical priorities:

300.3.2.1 Remove endangered occupants and treat the injured

300.3.2.2 Confine and extinguish the fire

300.3.2.3 Conserve property

300.3.2.4 Provide for the safety, accountability, and welfare of personnel

300.3.2.5 Make tactical assignments as necessary

300.3.2.6 Manage communications

300.3.2.7 Establish an effective incident organization

300.3.2.8 Provide for an orderly transfer of command to subsequent arriving officers if appropriate

300.4 Radio Designation

300.4.1 The incident should be named for an appropriate geographic location (for example, a fire on Rim Road might be named the "Rim Fire"). The IC should adopt the incident name and designator as IC ("Rim IC") instead of using their usual radio unit number. If command is transferred, the transfer should be announced over the radio, and the "Rim IC" designator transfers to the new IC. In this way, operations personnel will always get an answer when they call for the "Rim IC".

300.5 Stationary or Mobile Command

- 300.5.1 The Initial IC may choose to establish a "Stationary" or "Mobile" command post, dependent on incident needs. If the first arriving fire officer is a company officer, and the situation requires immediate action that depends on the company officer's direct participation and close supervision, he or she may choose to function in a "mobile command" mode. In this mode of operation, the company officer maintains command by use of a portable radio while continuing the direct supervision of his or her company, including entry into the fire building. The officer should announce clearly over the radio that he or she is in "mobile command mode". The mobile command mode should rapidly culminate in one of the following:
- 300.5.1.1 Situation is controlled
 - 300.5.1.2 Situation is not controlled, and the IC moves to the exterior and establishes a stationary command.
 - 300.5.1.3 Command is transferred to a subsequently arriving officer, and the company officer continues direct supervision of his or her company.
- 300.5.2 Should a situation occur where a later arriving Company or Chief Officer cannot locate or communicate with the initial IC who is functioning in a mobile command mode, they will announce that they are assuming command and initiate whatever actions are necessary to locate the missing crew.
- 300.5.3 Some situations will require an exterior stationary command due to size, complexity or potential for rapid growth. In these circumstances, the initial IC should establish a command post in a safe and visible location and maintain that position until relieved by a higher-ranking officer.

300.6 Transfer of Command

- 300.6.1 Command is transferred to improve the quality of the command organization and the safety and effectiveness of operations. The first arriving fire officer will automatically assume the role of Incident Commander (IC). Assumption of command by subsequently arriving higher ranking officers is not automatic, but rather is a discretionary decision reached between the Initial IC and the higher-ranking officer. Passing command to an officer not at the scene creates significant safety issues and shall not be done. Transfer of command requires communication between the initial IC and the officer assuming command. Face-to-face communication is preferred, but radio communication may be required when the initial IC is functioning in a mobile command mode. It is the responsibility of the person being relieved to provide a briefing for the officer assuming command that includes:
- 300.6.1.1 Incident conditions
 - 300.6.1.2 Strategy, tactical assignments, and deployment of resources
 - 300.6.1.3 Anticipated needs and problems
 - 300.6.1.4 Command shall not be considered to be transferred until the transfer is announced over the radio to all incident personnel and to dispatch.

300.6.1.5 The person being relieved will be assigned to best advantage.

301.0 GENERAL RULES OF OPERATION

- 301.1 This standard shall apply to all persons riding in or on a vehicle owned or operated by the Fire Department.
- 301.1.1 No less than two (2) firefighter will be in each unit while responding to any incident. If the Incident commander or senior member feels there will be enough help on scene, he may authorize only one person in a unit to respond.
- 301.1.2 All persons shall be seated in an approved riding position and shall be secured by a seat belt anytime the vehicle is in motion.
- 301.1.3 Riding on the apparatus bed, tailboard, running board, or other exposed positions is strictly prohibited. Standing while riding is prohibited. This will include wildland firefighting.
- 301.1.4 At no time will anyone dismount a vehicle while it is still in motion.
- 301.1.5 All persons riding on an apparatus that requires ear protection should wear the ear protection devices provided.
- 301.1.6 Vehicle Operators will use an outside safety spotter during all backing operations. The Vehicle Operator will function as the pump operator unless the Incident Commander makes a different assignment. The pump operator will remain at the pump panel until relieved by another pump operator with the consent of the Incident Commander.
- 301.1.7 Fire Department ID numbers will be issued to identify personnel and their assigned equipment. ID numbers will be used to identify yourself during Radio Communications. All ID numbers will be issued by the Chief.
- 301.1.8 There shall be no swaps of ID Numbers or Equipment without the authorization from the Chief. All Equipment issued will be signed for by the recipient. Any lost, stolen or destroyed equipment shall be reported to the Fire Chief. A "Report of equipment lost or Destroyed" form shall be completed.
- 301.1.9 Private vehicles and fire department vehicles will not exceed 5 MPH within the Fire Stations grounds.
- 301.1.10 Fire Department vehicles are for official use only. Fire Department vehicles shall not be used for personal business, or for stand-by during private prescribed burning.
- 301.1.11 No one shall be allowed to ride in an apparatus unless he/she is a member of the Fire Department or has obtained special permission to ride as an observer from the Fire Chief. Exemption: (Other County, Medical or Fire Personnel covered by county insurance)

302.0 RESPONSE

- 302.1 Emergency (10-33 or Code 3)
- 302.2 This Fire Department will only respond code 3 (lights and siren) to those incidents that pose a significant risk to life or property.
- 302.3 Emergency response requires the use of warning devices (red lights) and sirens as needed. These devices must be in use during the entire duration of the response unless the response is

downgraded to a non-emergency by a competent authority. The initial response to the following types of incidents shall be considered emergencies:

- 302.3.1 A reported fire in a structure.
- 302.3.2 A reported fire outside of a structure that involves the potential destruction of property or poses a risk to human life
- 302.3.3 A motor vehicle accident.
- 302.3.4 All categories of emergency medical incidents except known nonlife-threatening incidents.

302.4 Non-emergency (Code 1)

- 302.4.1 Those incidents that do not pose a significant risk to life or property. Audio and visual devices shall not be used during non-emergency responses unless ordered by a competent authority to upgrade the response to emergency status. The initial response to the following types of incidents shall not be considered to be emergencies:
 - 302.4.1.1 Automatic fire alarms until confirmation is received that an actual emergency exists.
 - 302.4.1.2 Public service call to assist the public when there is no immediate threat to life or property.
 - 302.4.1.3 Brush or grass fires when there is no immediate threat to life or property.

302.5 Response Guidelines

- 302.5.1 Vehicles engaged in a non-emergency response shall obey all traffic safety rules and regulations and shall not exceed the posted speed limit.
- 302.5.2 Vehicles engaged in an Emergency response shall at all times govern their response by traffic, weather and road conditions present at the time of response.
- 302.5.3 During emergency response the maximum speed limit shall not exceed posted speed limits by more than 10 mph.
- 302.5.4 During emergency response school zone speed limits will be obeyed. During emergency response, drivers shall bring their vehicles to a complete stop for any of the following:
 - 302.5.1 When directed by a law enforcement officer.
 - 302.5.2 Stop signs.
 - 302.5.3 Red traffic signals.
 - 302.5.4 Blind intersections
 - 302.5.5 When intersection hazards are present.
 - 302.5.6 When encountering a stopped school bus with flashing warning lights.
 - 302.4.7 Unguarded railroad crossings.
 - 302.5.8 The Ranking Fire Officer on scene will resume responsibility for the actions of the driver and shall be responsible for immediately correcting any unsafe driving.

303.0 ORDER OF RESPONSE OF EMERGENCY VEHICLES

303.1 Structure Fires

303.1.1 The following apparatus shall respond to a reported structure fire:

303.1.1.1 Engine 1, Engine 2

303.1.2 All units will respond Code 3 (Lights and Siren) to any reported structure fire unless otherwise requested by Incident Commander, ranking fire officer on scene or arriving on scene.

303.2 Brush or Grass Fires

303.2.1 The following apparatus shall respond to a reported brush fire:

303.2.1.1 Engine 3, Engine 4, Engine 1

303.2.2 Engine 1 will remain on a maintained road when at all possible.

303.2.3 All units will respond Code 1 (no lights and sirens) to any reported brush or grass fire. All traffic laws, including speed limits will be obeyed, unless told otherwise by the Incident Commander or ranking fire officer on scene or arriving on scene.

303.2.4 If the brush or grass fire is reported to be near or threatening a structure, a structure fire response will be expected as well.

303.3 Motor Vehicle Fires

303.3.1 The following apparatus shall respond to a reported motor vehicle fire:

303.3.1.1 Engine 2, Engine 1

303.3.1.2 All units will respond code 3 (lights and sirens) to any Motor Vehicle Fire, unless told otherwise by the Incident Commander or ranking fire officer on scene or arriving on scene.

303.3.1.3 If the Vehicle fire is reported to be near or threatening a structure, a Structure Fire response will be expected from this Department as well.

303.4 Motor Vehicle Accidents

303.4.1 The following apparatus shall respond to a reported Motor Vehicle Accident

303.4.1.1 Engine 2, Engine 1

303.4.1.2 Units will respond code 3 (lights and sirens) to the scene.

303.5 Mutual Aid

303.5.1 The order of response for responding to a request for Mutual Aid from a neighboring Department will be as follows:

303.5.1.1 Structure Fires

303.5.1.1.1 Engine 1

303.5.1.2 Brush or grass fires

303.5.1.2.1 Engine 4, Engine 1

303.5.1.3 Motor Vehicle Fires:

303.5.1.3.1 Engine 2

304.0 APPARATUS POSITIONING

304.1 Apparatus function should regulate placement. Poor apparatus placement can reverse this rule, limiting the options or eliminating functions we can assign to a unit.

304.2 The placement of all apparatus on the fireground should be a reflection of the following:

304.1 Standard operational procedure for first arriving companies.

304.2 Tactical objectives and priorities.

304.3 Staging procedure.

304.4 A direct order from command.

304.5 A conscious decision on the part of the company officer based on existing or predictable conditions.

304.3 First arriving companies should place themselves to maximum advantage and go to work; later arriving units should be placed in a manner that builds on the initial plan and allows for expansion of the operation.

304.4 Avoid "belly to butt" "placement on the fire ground.

304.5 Do not drive all fire apparatus directly to the fire.

304.6 Later arriving companies should stage a minimum of one block short of the immediate fire area and remain uncommitted until ordered into action by command.

304.7 Company officers should select staged positions with a maximum of tactical options.

304.8 Park out of the way. Apparatus that is not working should be left in the staging area or parked where it will not compromise access.

304.9 Maintain an access lane down the center of streets wherever possible.

304.10 Apparatus should generally be positioned at least 30 ft. away from involved buildings, even with nothing showing. Greater distances are indicated in many situations.

304.11 Beware of overhead power lines when positioning apparatus. Do not park where lines may fall.

304.12 Initial arriving pumper should be placed in "key" positions. The positions should offer maximum fire attack access to the fire area and be supplied with large diameter pumped supply lines as quickly as possible. Subsequent arriving companies can operate the hose lines from this apparatus. Place these "key" companies "in" before access -blocked by later arriving units. Key tactical positions should be identified, and engines placed in those locations with a strong water supply.

- 304.13 Command vehicles should be positioned at a location that will allow maximum visibility of the fire building and surrounding area and the general effect of the companies operating on the fire. Command vehicle position should be easy and logical to find and should not restrict the movement of other apparatus.
- 304.14 Rescue/Ambulance units should be spotted in a safe position that will provide the most effective treatment and transportation of fire victims and firefighting members, while not blocking movement of other apparatus or interfering with firefighting operations.
- 304.15 Staff vehicle placement should go to Level II staging unless that staff person has a pre-designated responsibility (i.e., safety sector). The staging sector officer will advise Command of staff members available for assignment.

305.0 ACCOUNTABILITY

- 305.1 This purpose of this system is to provide incident site accountability.
- 305.2 Accountability is a critical element in maintaining the safety of all fire fighters working on the fire ground.
- 305.3 Command must know who is in charge of each sector/division/group, crews assigned to each sector/division/group, where each sector/division/group is located, and what each sector/division/group is assigned to do.
- 305.4 Command will include accountability as a major element in strategy and attack planning and must consider and react to any barriers to effective accountability.
- 305.5 Command will consider air supply when making tactical assignments including rotation of crews.
- 305.6 Command must obtain personal accountability reports (PAR) from each apparatus.
- 305.7 Crews arriving on the scene should remain intact. A minimum crew size will be considered two or more members.
- 305.8 Engineer collects Company ID Tags from crews prior to entering the hot zone.
- 305.9 Places Company ID Tag on discharge gate when hose line is charged for each member operating the hose.
- 305.10 Each Firefighter must have proper company ID on his/her bunker coat.
 - 305.10.1 Ensure that nametag is placed on passport and roster is updated.
 - 305.10.2 Stay with his/her crew at all times.
 - 305.10.3 Maintain a constant awareness of his/her exit air supply.
 - 305.10.4 Each member must have a radio.
 - 305.10.5 All crews entering the hot zone must have a supervisor.
 - 305.10.6 All crews will go in together, stay together, and come out together.
 - 305.10.7 Reduced visibility and increased risk will require close supervision by the company officer.
 - 305.10.8 The entire crew will exit if a SCBA, radio, or any equipment that could compromise safety, fails while in the hot zone.

305.11 ACCOUNTABILITY EQUIPMENT

- 305.11.1 Equipment for each piece of apparatus and member consists of a company id tag and helmet ID stickers. Company ID Tags are red metal tags, which measure approximately 2 by 4 inches that are marked with department name, firefighter name and radio id.

- 305.11.2 The company id tag is kept on each member's bunker coat and is placed at the pump panel in the event that accountability is tracked closer to the building by a sector/division/group.
- 305.11.3 Each firefighter is issued individual nametags. Two nametags for each member is required. Firefighter helmets shall always reflect the ID of the company the firefighter is presently assigned. Nametags shall be affixed to the front of the bunker coat.

305.12 TERMINATING THE PASSPORT SYSTEM

- 305.12.1 Passport accountability will be maintained throughout the entire incident.
- 305.12.2 Accountability can be terminated following a report of "fire under control," at which time a PAR for all crews must be obtained.
- 305.12.3 Based on a risk management assessment of the scene, Command will determine whether to continue or terminate the use of the passport system. If visibility remains impaired or if a significant hazard exists, Command may choose to extend the use of the passport system further.
- 305.12.4 Upon termination and release from the incident, Company Officers and crewmembers will ensure that the company id tags are collected.

306.0 PERSONNEL ACCOUNTABILITY REPORT (PAR)

- 306.1 The Members Accountability Report (PAR) involves a roll call of all members assigned to crews and sectors/divisions/groups that are working in the hot zone.
- 306.2 The PAR is a confirmation that all members are accounted for and have an adequate exit air supply.
- 306.3 Reports of PAR's should be conducted face-to-face within the sector/division/group or company whenever possible.
- 306.4 A member's accountability report will be required for the following situations:
 - 306.4.1 Any report of a missing or trapped fire fighter
 - 306.4.2 Any change from offensive to defensive
 - 306.4.3 Any sudden hazardous event at the incident — flash over, back draft, collapse, May Day, etc.
 - 306.4.4 As companies report an all clear.
 - 306.4.5 As companies report under control.
 - 306.4.6 At every 30 minutes of elapsed time.
 - 306.4.7 Any time Command feels it is necessary.

307.0 2 IN/ 2 OUT

- 307.1 The purpose of this procedure is to define the considerations for meeting the 2 in / 2 out procedure requirement based on OSHA **29 CFR 1910.134(g)(4)**. This procedure is meant as the standard application for the Animas Vol. Fire & Rescue Department for the OSHA standard to meet all requirements and at the same time provide for all tactical needs in the hazard zone.
- 307.2 OSHA states that "once fire fighters begin the interior attack on an interior structural fire, the atmosphere is assumed to be IDLH and paragraph **29 CFR 1910.134(g)(4)** [two-in/two-out] applies." The objective of 2 in / 2 out is to have fully equipped firefighters in position during the initial fire attack to react in the event of a Mayday situation.

- 307.3 The 2 in / 2 out procedure will be established anytime firefighters are on air inside a structure and no other units have arrived on scene. In the event the initial company arrives on scene of a fire in the incipient stages the 2 in / 2 out procedure is not required. OSHA further defines an incipient stage fire in **29 CFR 1910.155I(26)** as a “fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, Class II standpipe or small hose systems ***without the need for protective clothing or breathing apparatus.***”
- 307.4 Standard Exceptions to the 2 in / 2 out Requirement at Structure Fires
- 50.4.1 When there is a reported or suspected life hazard where ***immediate action could prevent the loss of life.***
- 50.4.2 When the fire is in an incipient stage as defined above.
- 307.5 During the initial deployment of the first in company, the only radio communications with regards to 2 in / 2 out that are necessary is when the 2 in / 2 out standard is **not met**. The only acceptable reasons for not meeting the 2 in / 2 out standard would be as defined above. Also, the 2 in / 2 out standard is met when the second arriving fire company arrives and is positioned on scene or in Level 1 staging. When the standard is met, it is critical that the accountability for the 2 in / 2 out team members is managed by the Incident Commander whether they are in the fast attack or stationary command mode. It is the requirement that the Incident Commander (initial arriving Company Officer) account for the individual members of the 2 in / 2 out team. It is also the requirement for the individual 2 in / 2 out team members make the Incident Commander aware of their position and function for accountability.
- 307.6 Temporary two-person tactical reserve assigned at the outset of an incident to allow teams to enter an IDLH, or potential IDLH atmosphere.
- 307.7 One primary member of the 2 in / 2 out pair must be solely dedicated to tracking interior members. Their function is to react in a safe and effective manner based on their capabilities and ability to communicate in the event of a Mayday by firefighters making the initial fire attack. This position requires appropriate PPE, a radio with the appropriate hazard zone capabilities and to work within the incident management system.
- 307.8 The standards state that the second member of the 2 in / 2 out team may be engaged in other activities within the hazard zone including Engineers operating the pumper.
- 307.9 If members of the 2 in / 2 out team are required to assist with a Mayday situation, it is imperative that they communicate their actions with Command.
- 307.10 2 in / 2 out members must maintain a level of accountability to Command even when acting in Mayday situation.

308.0 RADIO COMMUNICATIONS

- 308.1 Animas Vol. Fire & Rescue Department currently runs on a VHF radio system that has both repeated and non-repeated channels. Hidalgo County Central Dispatch is located in Lordsburg, NM.
- 308.2 All Animas Vol. Fire & Rescue Department Communications will be on Fire Repeater for basic incidents and incidents involving two or more agencies are to be switched to State Fire or Fire Local.
- 308.3 Per NIMS all radio traffic shall be done in “common English” and clear text. Try to control your emotions to prevent garbled transmissions. Ten Codes should not be used.

- 308.4 Only one member with a radio will acknowledge “Page Received” upon initial page-out of the Fire Department. Members will monitor and ensure that only the one member acknowledges the initial page. If the initial member acknowledging is not an Officer, then an Officer may acknowledge the page to inform Dispatch and other members that an Officer is enroute.
- 308.5 Each apparatus leaving the station will mark enroute and advise Hidalgo County Dispatch how many are on board. Example: “Engine 2, enroute with two on board”.
- 308.6 Each unit or Officer arriving on scene, will mark on scene with Hidalgo County dispatch. Example: “Engine 2, “on scene”.
- 308.7 The first unit on scene will be considered Command and must make that statement upon arrival. They will be referred to as Command in all radio traffic.
- 308.8 Command refers only to one individual. Command can be passed at any time during an incident. Once the decision is made to pass Command, it must be announced over the radio so all members operating at the incident are aware of the change. Example: “Engine 2 will be turning over Command to Animas 85. Animas 85 is now Command.”
- 308.9 Radio transmissions will be kept to a minimum. Be brief and to the point. Dispatch shall not be used to relay personal messages to family or friends.
- 308.10 When entering another Departments Jurisdiction, as in Mutual Aid all radio traffic will be in plain English. No ten codes will be used.
- 308.11 If during an incident an emergency arises, then a request for emergency traffic will be announced on the air. The transmission shall be preceded by “All units break for Emergency traffic.” Example: “Animas Engine 2 to all units, break for emergency Traffic.” At that point all radio traffic shall cease and all members shall stand by for the emergency message.
- 308.12 Upon the completion of an incident, Command will clear all units with Hidalgo County Dispatch at one time. Example: Animas 85 Central Dispatch all fire units are clear of the scene and enroute back to their station. If any unit is released early (before others on scene) The Incident Commander will notify dispatch that Unit has been released. Units released early will mark in quarters with Dispatch. Example: Engine 1, clear of the call. The very last unit arriving in quarters will mark all units in service available for call.
- 308.13 Command may designate certain channels for separate fire ground operations and functions. (i.e., water shuttle, mutual aid transmissions, etc.)
- 308.14 This guideline is written in accordance with the radio procedure issued from the Fire Marshal’s office.

309.0 STRUCTURE FIRES

- 309.1 Structure fires include but are not limited to: residences, schools, businesses, barns, storage sheds, and any other freestanding structure.

- 309.2 All firefighters will wear full protective equipment for all assignments at any structure fire. This will include helmet with strap fastened, bunker coat, bunker pants, hood, boots, and gloves. Any member near the fire including the suppression team will don an SCBA and have their helmet shield lowered. Members must sign an inventory control form acknowledging they have received PPE and pledge to use it.
- 309.3 Interior suppression teams will be made up of a minimum of two firefighters. There will be a minimum of two firefighters ready with SCBA in the event of a firefighter rescue.
- 309.4 The minimum requirements for attack lines for structure fires will be 200 feet of 1 1/2" diameter. As soon as personnel are available a backup line will be pulled from the initial apparatus. The second Engine in will not only assist in supplying the initial apparatus with water, but will if resources are available, also pull a charged line to assist in fire suppression operations. Fire suppression operations are not just limited to fire attack. Ventilation should always be an initial consideration in all structure fires
- 309.5 Firefighters are advised to approach all structure fires, even the smallest shed, with extreme caution. Unknown and hidden hazards such as cans of gasoline, paint, propane tanks, chemicals, ammunition, and a variety of other common materials are always available to the community and can pose a potential risk to all firefighters.
- 309.6 One (1) Engine, One (1) Tender, One (1) Rescue, and One (1) Ambulance shall be the standard response to a structure fire in the District of Animas Vol. Fire & Rescue. The only exception to this rule is when the caller explains what is on fire and the officer in charge feels that one truck will be sufficient.
- 309.7 The first arriving Officer shall assume command until relieved by a superior officer. The officer in charge shall notify the dispatcher if mutual aid is needed so they can be paged.
- 309.8 Upon arrival at the scene no one goes into the structure without complete turnout gear, S.C.B.A., and pass device. There must be at least 4 firefighters on the scene before anyone goes into a burning building. No one goes into a burning building alone. The buddy system (at least two people going into the building on a line) shall be used at all times.
- 309.9 After the fire the officer in charge shall be responsible for getting the trucks and equipment back in order. He/she shall determine the number of members needed to restore equipment, trucks, wash dirty hose and clean up at the station after a fire or emergency response.
- 309.10 The incident commander shall ensure only fire personnel are allowed in a structure or on a hose line, both during and after a fire and until all investigations are complete.
- 309.11 Arrival on Scene:
- 309.11.1 The officer will mark on scene to dispatch and perform a scene size-up to dispatch, assume command, and develop a fire suppression plan.
- 309.11.2 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.

309.11.3 The officer will ensure that a proper communication system has been coordinated for fire ground activities. The proper radio channel to communicate with dispatch is *fire repeater*. For fire ground communications use *Fire Local*. For any incidents involving two or more agencies use *State Fire*.

309.12 Scene Safety:

309.12.1 There shall be at least two (2) members on any interior attack hose-line.

309.12.2 There shall be at least two (2) members on any interior search and rescue.

309.12.3 There should be a R.I.T in place on any interior operation or any situation where members are exposed or could be exposed to any IDLH situation.

309.13 Incident Actions:

309.13.1 Rescue:

309.13.1.1 Human life is the most important consideration at a fire or other emergency.

309.13.1.2 Rescue of humans override all other strategic considerations at a fire.

309.13.1.3 The primary functions of an adequately staffed truck (if available) shall be rescue.

309.13.1.4 A primary and secondary search shall be conducted at all structure fires. During a search, all rooms should be shut or marked by some means to indicate that the particular room has been searched.

309.13.1.5 Tools to be used for Rescue are: portable radio, flashlight, halligan tool, flat head axe, pick pole, and/or a charged hose line if doing fire attack and search at same time.

309.14 Exposure Protection:

309.14.1 Exposure protection is the strategy of preventing a fire from spreading to the uninvolved building(s) or uninvolved part of the fire building.

309.14.2 The incident commander shall be responsible for ensuring the initial protection of exposures and assigning teams appropriately.

309.14.3 Tools for fire attack: standard hose line 1 ¾" with fog nozzle, or 2 ½" attack line with 200gpm fog nozzle, hand tools, flashlight and portable radios.

309.14.4 Tools for Exposure Protection: 2 ½" attack line with a stacked tip nozzle (smooth bore), portable radio, flashlight.

309.15 Confinement:

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

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

309.15.3 The Incident Commander shall decide whether to make an offensive approach, (aggressive interior attack), or a defensive approach, (attacking the fire from the

- outside). There may be situations when both approaches could be used, but a defensive attack should not be used when crews are working on the interior side. All avenues of fire spread must be considered, examples: shafts, openings, utility raceways, ducts, balloon frames, etc.
- 309.15.4
- 309.15.5 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.

309.16 Extinguishment:

- 309.16.1 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
- 309.16.2 The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire
- 309.16.3 Once the fire is extinguished the Incident Commander will notify dispatch that the *fire is out*.

309.17 Overhaul:

- 309.17.1 The Purpose is to make sure the fire is completely out.
- 309.17.2 Overhaul operations must be properly coordinated with fire investigation efforts.
- 309.17.3 Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same.
- 309.17.4 During overhaul most firefighters are more relaxed, tired, perhaps less alert and thus more apt to get injured.
- 309.17.5 Members should not remove their breathing apparatus until the area is completely cleared of toxic gases.
- 309.17.6 When available, a fresh crew should perform overhaul.
- 309.17.7 Particular attention should be given to hidden areas during overhaul.
- 309.17.8 During overhaul care should be given to protect members from exposure to carbon monoxide and other by products of combustion.

309.18 Ventilation:

- 309.18.1 Based upon the situation, ventilation may need to occur anytime during the operation. Ventilation shall be employed to:
- 309.18.1.1 Channel heat, smoke and flames from potential victims
- 309.18.1.2 To prevent back draft and flashover
- 309.18.1.3 To remove heat and smoke from the building so to reduce property damage
- 309.18.1.4 To allow the interior of the structure to be more tenable and safer for firefighting operations

309.19 Salvage:

- 309.19.1 Salvage may need to begin at various points during fire operations. Salvage is those operations required to safeguard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather. Salvage should include:

- 309.19.1.1 The use of salvage covers
- 309.19.1.2 Removing water from the structure
- 309.19.1.3 Removing furniture and personal belongings to a safer location
- 309.19.1.4 Debris removal
- 309.19.1.5 Remove of valuables from debris
- 309.19.1.6 Covering openings to keep weather out and to secure the building
- 309.19.2 All members are expected to perform in a manner that continually reduces loss during fire operations.

309.20 Utility Control:

- 309.20.1 Utilities should be shut down and brought under control to ensure that they will not contribute to the fire spread, overall damage or create any type of safety hazard.
- 309.20.2 At structure fires where electrical involvement or damage has occurred, request via radio the response of the proper electrical company.
- 309.20.3 If electric company is not available in time, fire members may shutdown power via circuit meter or breakers.
- 309.20.4 If necessary, shut down gas lines at the meter and have the gas department notified. Meters that have been shut off by the fire department members should be properly locked.
- 309.20.5 If necessary, shut down water supplies to the structure at the valve closest to the point of the well.

310.0 VEHICLE FIRES

- 310.1 Rescue 1, E2 & E1 shall be the standard response to a vehicle fire in the Animas Vol. Fire & Rescue District.
- 310.2 The officer in charge shall notify the dispatcher if mutual aid is needed so they can be paged.
- 310.3 Firefighter will wear full protective gear at all vehicle fires (helmet, hood, coat, pants, boots and gloves). Suppression team personnel will also wear their helmet face shield down in the lowered position.
- 310.4 A Minimum of one 200 ft 1 1/2" attack line will be pulled with any fire showing upon arrival. The fire officer in charge will determine if either a smaller line is needed or a second attack line will be necessary, depending on vehicle type and involvement.
- 310.5 Arrival on Scene:
 - 310.5.1 The officer will mark on scene with dispatch and perform a scene size-up, assume command, and develop a fire suppression plan.
 - 310.5.2 The driver operator will position the apparatus upwind and uphill of the incident if possible. This is to afford protection from hazardous liquids and vapors and reduces smoke in the work area. 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. The use of flares by fire and police should be used with caution; consider the potential for flammable liquids and vapors. Additional consideration should be given to positioning the apparatus at an angle to better allow the removal of any hose from the pre-connect cross-lay compartments.

- 310.5.3 The attack apparatus will be positioned between 100 and 150 feet from the involved vehicle.
- 310.5.4 If the burning vehicle is labeled as transporting hazardous material, increase this distance based on recommendations from the DOT Emergency Action Guide.

310.6 Water Supply:

- 310.6.1 If the water carried on the responding apparatus will not be sufficient, early considerations must be given to additional water supply sources. A supply line or other engines/tenders may be required.

310.7 Incident Actions:

- 310.7.1 The attack team will be in full turnout gear with SCBA and pull a 11/2" hand line or as directed by the company officer.
- 310.7.2 Any additional firefighters will await assignment as instructed by the company officer or command
- 310.7.3 The driver operator will charge the hose line when directed and continue to monitor the pump operations
- 310.7.4 The attack team will approach the vehicle from either the driver's side, or the passenger side. When rescue is not a factor, first water should be applied for several seconds to extinguish fire or cool down the area around any fuel tanks or fuel systems. This is especially important if the fuel tanks are Liquefied Petroleum Gas (LPG) or Liquid Natural Gas (LNG). Safety of personnel is the first consideration. NO frontal or rear attack will be made on any vehicle with fire showing.
- 310.7.5 Where patients are trapped in the vehicle, first water should be applied to protect the patients and permit rescue.
- 310.7.6 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.
- 310.7.7 When the fire is under control the IC or officer will advise that the *fire is out* and begin to cool down the engine compartment and trunk area. The vehicles battery cables should be disconnected or cut when possible.

310.8 Scene Safety and Hazards:

- 310.8.1 Ensure that unauthorized/untrained members do not enter the hot zone.
- 310.8.2 Liquid Petroleum Gas (LPG) and Liquid Natural Gas (LNG) are becoming common 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 flame impingement on a visible LPG/LNG storage tank, take action to control the fire and cool the tank.
- 310.8.3 If vapors escaping from the storage tank relief valve have ignited, allow the LPG/LNG to burn while protecting exposures and cooling the tank. Flow of gas through piping can be controlled by shutting off the valve at the storage tank.
- 310.8.4 Energy Absorbing Bumpers consist of gas 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.
- 310.8.5 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).
- 310.8.6 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.
- 310.8.7 Trunk/Rear Hatch/Engine Hoods--Hold-open device— may employ, along 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.
- 310.8.8 Fires involving the trunk/cargo area should be approached with extreme caution. Contents may include toxic, flammable or other hazardous materials. Expect the worst!
- 310.8.9 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 gas cap, as tank may have become pressurized. Do not direct hose stream into tank, as this will cause pressurization of tank, with a possible result of burning fuel spewing from the tank fill opening.
- 310.8.10 Interior - Well sealed in of modern vehicles present the potential for back draft. Use caution when opening doors or breaking windows. Appropriate approach, ventilation, and safety concerns must be considered. Have a charged hand line ready before making entry
- 310.8.11 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.

311.0 VEHICLE ACCIDENTS

- 311.1 Rescue 1 & (1) Ambulance shall be the standard response to a Vehicle Accident in the Animas Vol. Fire & Rescue District.
- 311.2 The officer in charge shall notify the dispatcher if mutual aid or additional ambulances is needed so they can be paged.
- 311.3 All members shall wear full turnout gear including PPE for disease control and a traffic vest.
- 311.4 Extrication team personnel shall don full protective gear during all extrication situations.
- 311.5 Always use extreme caution when dealing with automobiles. SCBA is not required unless vehicle is on fire or as ordered by the officer in charge.

311.6 Arrival on Scene:

- 311.6.1 The driver/operator will position the apparatus in a way that will provide the best protection for the crew from oncoming traffic during rescue and operation activities
- 311.6.2 The officer will mark on scene and provide a scene size-up, assume command, determine type of incident, number of vehicles involved, extent of damage to vehicles involved, extent of injuries, and if extrication is needed to dispatch

311.7 Scene Safety:

- 311.7.1 Ensure that there is no life safety to humans eminent
- 311.7.2 Ensure that unauthorized/untrained members do not enter the hazardous area
- 311.7.3 Be aware of all traffic hazards and wear traffic vests
- 311.7.4 Apparatus and rescue vehicles shall be staged uphill from any motor vehicle accident.

311.8 Incident Actions:

- 311.8.1 Charge a 1 ¾" hose line for fire and hazard control
- 311.8.2 Officer is to perform a 360-degree inner circle and outer circle of vehicle
- 311.8.3 If extrication is needed: lay down cover, place hydraulic pump on tarp with hoses, startup hydraulic pump with assigned person to the pump. Lay down all required hand tools, hydraulic tools, hydraulic hoses, and cribbing on the tarp.
- 311.8.4 Ensure that the vehicle(s) are properly stabilized with the proper stabilization equipment.
- 311.8.5 Officer is to direct EMS for patient care.
- 311.8.6 Extricate victim(s) from car. Before any extrication regarding the use of hydraulic tools, the batteries are to be disconnected at all times.
- 311.8.7 If a landing zone is required, the officer in charge is to consult with law enforcement to set-up a landing zone.
- 311.8.8 If no extrication is required, fire may assist EMS with patient care if needed.
- 311.8.9 If no patient care is needed then fire can assist law enforcement with traffic control.
- 311.8.10 If law enforcement clears fire, then fire is to clear and return to quarters.

312.0 BRUSH/WILD LAND FIRES

- 312.1 Brush 1, Brush 2 and Engine 1 shall be the standard response to a Brush/Wild land Fire in the Animas Vol. Fire & Rescue District.
- 312.2 The officer in charge shall notify the dispatcher if mutual aid is needed so they can be paged.
- 312.3 The officer in charge shall call the New Mexico State Forestry **BEFORE** leaving the station and notifying them of the fire.

312.4 Arrival on Scene:

- 312.4.1 The officer will mark on scene, scene size-up, assume command, and develop a fire suppression plan to dispatch.

- 312.4.2 The officer will determine the location and size of the fire, direction and characteristics of fire travel, the fuel burning and potential exposures
- 312.4.3 The water tender is to be staged away from fire travel and on the roadway, and in close proximity with easy access ability for attack engines to refill with water
- 312.4.4 The officer will do an on-scene weather check that shall include: wind speed and direction, temperature, dew point and humidity.

312.5 Firefighter Safety:

312.5.1 Training:

- 312.5.1.1 Members must complete, at minimum, Wildland S130/S190
- 312.5.1.2 Take an annual 8-hour refresher.

312.5.2 PPE

- 312.5.2.1 Proper brush/wildland fire protective ensemble will consist of a helmet, fire resistive brush shirt/jacket, fire resistive brush pants, eye and hearing protection, work gloves and leather ankle high boots with composite toe and sole.
- 312.5.2.2 A Nylon hiking boots are inappropriate because of the melting and sticking potential of nylon.
- 312.5.2.3 Structural turnout coats, pants and boots are not designed for brush/wildland fire suppression.

312.5.3 Hydration

- 312.5.3.1 Members should have access to drinking water and carry canteens or similar water containers. Sterile water bottles can be cleaned, filled with drinking water, and carried in the brush jacket pockets.

312.5.4 Crew Safety

- 312.5.4.1 Wildland fires demand that IC or officer maintain a high level of awareness regarding crew accountability. Crew members can easily become spread out and not visible in rugged and rocky terrain.
- 312.5.4.2 IC or officer must maintain LCES (Lookouts, Communication, Escape Routes, and Safety Zones) and control over crew members to ensure a safe operation.
- 312.5.4.3 Wildland fire fighting will still employ the buddy system. Watch out for each other.

312.6 COMMAND

- 312.6.1 The first arriving company officer who assumes Command must address the life safety, fire control, and property conservation benchmarks.
- 312.6.2 LCES should be in place prior to any fire suppression operations.
- 312.6.3 Escape routes and safety zones should be easily accessible and large enough to prevent radiant heat injuries or direct flame impingement.
- 312.6.4 Aerial operations should not be located near safety zones.
- 312.6.5 Command should concern itself with strategy and allow sectors to dictate tactics

- 312.6.6 Make early offensive/defensive (direct attack or indirect attack) decisions
 - 312.6.7 Gather adequate resources
 - 312.6.8 Think ahead - way ahead
 - 312.6.9 Protect and rehab fire fighters
- 312.7 Size Up
- 312.7.1 The initial incident commander should take the necessary time to gather pertinent information on the fires location, spread rates and direction, identified hazards, any threats to improvements (structures, power lines, etc.) and anticipated needed resources.
 - 312.7.2 Command must then quickly develop an incident action plan based on this size up.

313.0 MAYDAY

- 313.1 The purpose of this procedure is to provide action steps to be taken by the trapped/lost firefighter(s) and the Incident Commander.
- 313.2 Definition:
 - 313.2.1 Any situation where a firefighter is unable to safely exit the hazard zone or an event that cannot be resolved by that individual within 30 seconds
 - 313.2.2 Any member is empowered to call a Mayday when the above conditions exist. This can be during response; on scene of any incident or any time when a member becomes in trouble and a portable radio is available.
 - 313.2.3 Early identification of a Mayday situation is critical. The longer it takes to declare a Mayday situation the less likely a successful resolution is possible.
 - 313.2.4 A Mayday is initiated by any member communicating “Mayday, Mayday, Mayday” via portable radio.
- 313.3 Procedures:
 - 313.3.1 The number one basic self-survival responsibility is to avoid getting into situations where a firefighter or fire company gets trapped, lost or low/out of air. The rescue of trapped or lost firefighters within a burning building is extremely time sensitive due to our SCBAs providing a limited supply of air.
 - 313.3.2 All firefighters entering the hazard zone shall have a portable radio and rescue tools.
 - 313.3.3 Minimum entry crew size is two members. These members must remain intact and together.
 - 313.3.4 Crews must also be working on a specific assignment and be working under the direct supervision of a Division Officer or Command.
 - 313.3.5 Crews will follow all SCBA guidelines, including but not limited to PASS device usage.
- 313.4 Emergency Procedures:
 - 313.4.1 When a firefighter(s) become lost, trapped or experiences an equipment malfunction, the following procedures must be followed.
 - 313.4.1.1 Call For Help Immediately – Report on a portable radio “Mayday – Mayday – Mayday”.

- 313.4.1.2 Announce your situation while continuing to find your way out.
- 313.4.1.3 Firefighters should not delay notification of distress. The Mayday announcement should occur as soon as the firefighter thinks that he/she may be in trouble. The longer the delay of notification, the smaller the window of survivability will become.
- 313.4.2 Lost/trapped firefighter(s) should give Command information: LUNAR
L = Location (as accurately as possible)
U = Unit ID i.e. Eng. 3930)
N = Name (names of lost or trapped crew members)
A = Assignment (assignment crew was working on or assigned to prior to trouble)
R = Resources you need (any special needs or information that may assist the RIT in locating and removing affected crew(s).
- 313.5 THE TERM “MAYDAY” WILL BE RESERVED ONLY TO REPORT LOST OR TRAPPED FIREFIGHTERS.
- 313.6 THE TERM “EMERGENCY TRAFFIC” WILL BE USED TO REPORT ALL OTHER FIRE GROUND EMERGENCIES.
- 313.7 If a Mayday is heard, all other radio traffic on that channel will cease, until the Mayday operation is complete. The Incident Commander will then designate a new radio frequency for all unaffected fire ground units to switch to. The IC will also notify dispatch of the change in fire ground channels, and have dispatch announce this change.
- 313.8 Activate PASS Device – As soon as a firefighter recognizes he/she is lost or trapped, the PASS device must be manually activated to sound the audible tone. If the device interferes with radio communications, it may be turned off temporarily. Once messages are completed, the device must again be manually activated.
- 313.9 Crews Stay Together – Members that separate from each other make it more difficult for rescuers to locate all members of the crew. Crew members who stay together enhance their chances for all to be rescued and allows for easier, more efficient extraction
- 313.10 Follow Hose or Lifeline Out - Crew members should stay with the hose line and follow it out whenever possible. The hose line should always be treated as the safety line to the outside. The RIT team may follow the hose line into the structure to locate distressed firefighters. Where lifeline ropes are in use, follow the lifeline to the outside.
- 313.11 Stay Calm and Conserve Air – A conscious effort must be made by the firefighter(s) to control breathing. Unnecessary talking or physical activity must cease, unless absolutely necessary. Firefighters must control and pace their activities and breathing to extend their SCBA supply
- 313.12 Horizontal Position – If a firefighter cannot get out, he/she should assume a horizontal position on the floor that maximizes the audible effects of the PASS device. The firefighter should attempt to take this position at an exterior wall, doorway, or hallway that maximizes quick discovery by rescue crews.
- 313.13 Flashlight / Tapping Noise – In assuming a position to await rescuers, the firefighter(s) should attempt to position their flashlight towards the ceiling. This will enhance the rescuers ability to see the light and locate the downed firefighter. If able the firefighter should attempt tapping noises to assist in location by rescuers, (hitting a tool on a metal door, tapping on the floor).
- 313.14 Company officers who are unable to locate a crew or firefighters assigned to them, must immediately notify command and use Mayday to notify all members operating on the scene. When possible, the officer’s report should include who are missing, their last known location, and the actions being taken. Firefighting positions must not be abandoned during the rescue effort, the officers must control free-lancing. Command will initiate a rescue effort. On-going

fire suppression and ventilation must continue to afford the victims increased opportunity for survival.

313.15 Personal Accountability Report – Immediately following declaration of a Mayday, a PAR shall be taken. This is important to confirm if additional members are safe and accounted for. With the exception of the RIT and IC, the PAR shall be conducted on the alternate radio channel assigned by the IC and communication's center, as to not interfere with direct communication between RIT and effected crew(s).

314.0 LEAVING A SCENE

314.1 All members shall return to the station to assist in the cleaning and reloading of hose and other tasks required for returning the apparatus to an “in service” condition.

314.2 Any person who wishes to leave a scene at any time must notify the Incident Commander.



Section 400 Special Operations

400.0 MUTUAL AND AUTOMATIC AID

- 400.1 Under Mutual Aid, when the Incident Commander or ranking officer recognizes the need for additional resources at an emergency scene or for area coverage due to full utilization of the calling department's equipment a phone call or radio call will be placed to the Hidalgo County Dispatch. The Calling Department must describe the situation, location and specify the exact type of aid they are requesting to be provided.
- 400.2 The Chief Officer or ranking fire official will assess the coverage of his / her designated district and will provide fire and emergency apparatus and personnel to the extent needed and reasonably available to assist the calling department without undermining the ability of the Fire Departments ability to respond to calls in its own district.
- 400.3 Only personnel and equipment needed should respond.
- 400.4 Remain at the station until released (when station is on standby)
- 400.5 Personnel and equipment will only respond out of district when such district has requested assistance through Hidalgo County Central Dispatch and our department is paged.

401.0 OUT OF DISTRICT RESPONSE

- 401.1 No Mutual Aid Agreement in place:
 - 401.1.1 This Fire Department will respond to out of district incidents without a Mutual Aid Agreement for those incidents that pose a significant risk to life or property under the following:
 - 401.1.1.1 The ranking fire official will assess the coverage of his/her designated district and may provide emergency response to the extent needed and reasonably available to respond.
 - 401.1.1.2 The ranking officer in charge or senior member at the station will determine and assign the personnel and equipment that is to respond, leaving a minimum of three (3) firefighter in district and one (1) apparatus in district at all times. Units will respond according the response policy, unless otherwise directed by the ranking fire official.
 - 401.1.1.3 The ranking fire official reserves the right to recall apparatus and personnel in the event of need in his/her district.

402.0 SELF-CONTAINED BREATHING APPARATUS

- 402.1 It is the policy of the Animas Vol Fire & Rescue Department that all personnel expected to respond and function in areas of atmospheric contamination, shall be equipped with self-contained breathing apparatus (S.C.B.A.) and trained in its proper use and maintenance.
- 402.2 Members shall achieve a NON-LEAKING facepiece-to-skin seal WITH THE MASK. Facial hair can interfere with achieving a required seal. If facial hair does interfere, members will not

be allowed to enter areas requiring the use of an SCBA. Members are encouraged to keep their facial hair maintained to allow for adequate seal.

- 402.3 The intent of the SCBA Policy is to avoid any respiratory contact with products of combustion, super-heated gasses, toxic products or other hazardous contaminants.
- 402.4 The use of breathing apparatus means that all personnel shall have facepieces in place, breathing air from the supply provided.
- 402.5 Self-Contained Breathing Apparatus shall be used by all personnel operating:
 - 402.5.1 In a contaminated atmosphere
 - 402.5.2 In an atmosphere which may suddenly become contaminated
 - 402.5.3 In an atmosphere which is oxygen deficient
 - 402.5.4 In an atmosphere which is suspected of being contaminated or oxygen deficient
 - 402.5.5 This includes all personnel operating:
 - 402.5.5.1 In an active fire area
 - 402.5.5.2 Directly above an active fire area
 - 402.5.5.3 In a potential explosion or fire area, including gas leaks and fuel spills
 - 402.5.5.4 Where products of combustion are visible in the atmosphere, including vehicle fires and dumpster fire, where visible contaminants are suspected to be present (i.e. Carbon Monoxide during overhaul).
 - 402.5.5.5 Where toxic products are present, suspected to be present or may be released without warning
 - 402.5.5.6 In any confined space which has not been tested to establish respiratory safety
- 402.6 In addition to the above, SCBA shall be worn by all personnel operating at fire incidents above ground, below ground or in any other area which is not, but which may become contaminated by products of combustion or other hazardous substances. In these circumstances only, the SCBA may be worn with the facepiece removed. The wearing of SCBA in these situations provides that it will be immediately available for use if conditions change or if personnel are to enter an area where the use of SCBA is required.
- 402.7 Premature removal of SCBA must be avoided at all times. This is particularly significant during overhaul when smoldering materials may produce increased quantities of carbon monoxide and other toxic products. In these cases, SCBA must be used or the atmosphere must be changed.
- 402.8 In routine fire situations, the decision to remove SCBA shall be made by an officer, based on an evaluation of atmospheric conditions. Prior to removal, fire areas shall be thoroughly ventilated and where necessary, continuous ventilation shall be provided.
- 402.9 If there is any doubt about respirator safety, SCBA use shall be maintained until the atmosphere is established to be safe by testing. This is required in complex situations, particularly when toxic materials may be involved.
- 402.10 An evaluation of all members in the use of SCBA shall be conducted annually. Each member shall be able to demonstrate a high level of proficiency and compatibility with the SCBA under conditions which simulate those expected as a job requirement. Each member shall also demonstrate an effective facepiece to skin seal of the SCBA facepiece.
- 402.11 Inspection
 - 402.11.1 SCBA equipment including spare cylinders shall be inspected weekly and after every use. Any unit showing damage or does not function properly shall be removed from service and red-tagged and reported immediately. Each SCBA assigned to an apparatus should be inspected for the following:
 - 402.11.1.1 Cylinder pressure
 - 402.11.1.2 Low-air alarm

- 402.11.1.3 Face piece
 - 402.11.1.4 Exhalation valve, Bypass valve, and operation.
- 402.11.2 After each use, each SCBA shall be inspected for the following:
- 402.11.2.1 Cylinder pressure
 - 402.11.2.2 Components and face pieces
 - 402.11.2.3 Caution: Anytime an SCBA has been used in a contaminated atmosphere, the unit shall be completely decontaminated prior to being returned to service.
- 402.12 The Fire Chief or designee shall ensure that the following records are kept:
- 402.12.1 A complete inventory of all SCBA units and spare cylinders.
 - 402.12.2 Individual records for each SCBA. The records shall include inventory or serial numbers, date of purchase, vendor, manufacturer, P.O. number, assigned location, maintenance and repair history and hydrostatic test dates.
- 402.13 Fire Department Members:
- 402.13.1 Wear assigned respirator when and where required and in the manner in which they were trained.
 - 402.13.2 Care for, maintain and clean their respirators following the manufacturer's procedures and store them in a clean and sanitary location.
 - 402.13.3 Inform the Chief if the respirator no longer fits well and request a new one that fits properly.
 - 402.13.4 Inform Chief of any respiratory hazards that are not addressed in the workplace and of any other concerns regarding the program.
 - 402.13.5 Each member is responsible for the cleanliness and operational readiness of their issued face pieces.
 - 402.13.6 Members will use their respirators in accordance with the respirator manufacturer's recommendations 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 its manufacturer.
 - 402.13.7 All members shall conduct user seal checks each time that they wear their respirator.
 - 402.13.8 Members shall use either the positive or negative pressure check as specified by the manufacturer or as listed in Appendix B-1 of the OSHA Respiratory Protection Standard
 - 402.13.9 Members may possess mustaches provided the mustache does not interfere with the face piece seal. Members are not permitted to wear tight-fitting respirators if they have any condition such as facial scars, goatees, beards or other facial hair, or missing dentures that prevents them from achieving a good seal. Volunteers are not permitted to wear tight-fitting respirators if they have facial hair that comes between the sealing surface of the face piece and the face or that interferes with valve function or any condition that interferes with the face piece-to-face seal or valve function. These restrictions shall apply regardless of the specific fit test measurement that can be obtained under test conditions.

- 402.13.10 If a firefighter wears eyeglass, then the firefighter shall use frames that do not pass through the seal area of the face piece.
- 402.13.11 Volunteers are not permitted to wear headphones, jewelry, glasses, or other articles that may interfere with the face piece-to-face seal.

403.0 LOCK OUT/ TAG OUT

- 403.1 This policy is intended to provide specific practices and procedures to safeguard members from equipment becoming unexpectedly energized, the start-up of machinery and equipment, or the release of hazardous energy during emergency and non-emergency operations.
- 403.2 Members can be seriously or fatally injured if machinery or equipment they are working within becomes unexpectedly energized, starts-up or releases stored energy. The stored energy sources include electrical, mechanical, hydraulic, pneumatic, chemical, thermal, and others.
- 403.3 Situations requiring device lock-out:
 - 403.3.1 When a device or piece of equipment is not operating in its designed capacity could injure any volunteer who attempts to use the device. This includes department fire and rescue apparatus that are unsafe for travel on public ways or are unable to carry passengers safely.
 - 403.3.2 When a device or piece of equipment is being serviced and/or the safety features have been disabled in any way.
 - 403.3.3 When the department responds to an emergency scene where volunteers are required to interact with machines, devices, or utilities that are powered by electrical, chemical, thermal, hydraulic, or other energy types.
- 403.4 Emergency Incident Procedure:
 - 403.4.1 This requires that designated fire department members (company officers, chiefs, etc.) work with facility members to turn off and disconnect the machinery or equipment from its energy source(s) before working in and around the equipment. This also requires that designated fire department members' lock-out/tag-out the energy isolating device(s) to prevent the release of hazardous stored energy and take steps to verify that the energy has been effectively isolated.
 - 403.4.2 Upon arrival at an emergency incident involving machinery or equipment that was or is involved in fire or entrapment of victims, the company officer or crew leader shall retrieve the lock-out/tag-out equipment that is located on the apparatus. The officer in charge must work closely with facility members familiar with the lock-out/tag-out procedures specific to the equipment or machinery that is involved to ensure the following:
 - 403.4.2.1 All energy sources to the machinery or equipment have been de-energized.
 - 403.4.2.2 The officer in charge places fire department lock-out/tag-out equipment to secure energy sources.
 - 403.4.2.3 Verify that all energy sources have been secured.
 - 403.4.2.4 The officer in charge holds the keys and controls the fire department's lock-out/tag-out equipment.

- 403.4.2.5 Once fire department operations have been completed, remove the fire department's lock-out/tag-out equipment and turn the machinery or equipment back over to facility members.

404.0 TRAFFIC CONTROL

- 404.1 In the event that traffic control is required, there must be a minimum of two individuals each equipped with a radio, reflective safety vest and a sign for slow and stop. (A flashlight and LED light for nighttime is required).
- 404.2 Individuals shall be stationed no less than 300 feet from either side of the incident. Members must use their best judgement as all calls are different.

405.0 HAZARDOUS MATERIAL RESPONSE

- 405.1 Rescue 1, Engine 1 & Engine 2 and One (1) Ambulance will respond.
- 405.2 The Animas Vol. Fire & Rescue Department functions at the OPERATIONS and Awareness Level. At the operations and awareness level, we possess the basic knowledge necessary to protect the public from harm due to exposure of hazardous materials. Prior to responding to a known or suspected hazardous materials incident, all members shall have Hazardous Materials training at the Operations and Awareness Level.
- 405.3 An incident involving hazardous materials can pose significant risk to the public and responding members.
- 405.4 While all efforts will be made to protect the public, responders must NOT rush into the incident.
- 405.5 Many HAZMAT incidents require the assistance, involvement, and response of other agencies; as such, mitigating the incident can take an extended period of time.
- 405.6 All actions shall be based on informed decisions from qualified individuals.
- 405.7 Arrival on Scene:
 - 405.7.1 The first arriving unit shall establish command, and complete a size-up
 - 405.7.2 Isolate the incident from all directions and evacuate as needed. Refuse admittance to the area.
 - 405.7.3 The Emergency Response Guidebook shall be used to identify containers, chemicals involved, staging, and isolation zones
 - 405.7.4 Obtain Safety Data Sheets and any chemical information available. This may include waybill, manifest, or other form of shipping papers if the incident involves the transportation of hazardous materials.
 - 405.7.5 Make contact with any company representatives and notify the appropriate agencies including the New Mexico State Police.
- 405.8 All units shall stage in a safe direction away from the incident in accordance to ERG recommendations and current conditions.
 - 405.8.1 When selecting a staging area take into consideration the following: wind direction, topography, accessibility, proximity to the incident, overhead obstacles, and potential for fire.
- 405.9 All persons who have been exposed to the material(s) shall be moved to a location where they are isolated from others and the incident so that they may be monitored and decontaminated.

405.10 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.

405.11 Scene Safety:

- 405.11.1 Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries).
- 405.11.2 Ensure that unauthorized/untrained members do not enter the hazardous area.

405.12 Incident Actions:

- 405.12.1 All incident actions shall not exceed the scope of the hazardous materials operations level, which is limited to establishing command, identifying the materials involved, isolating the incident, and securing the scene. Other actions may occur only if the members have the appropriate level of PPE and training to SAFELY carry out the tasks associated with his/her assignments.
- 405.12.2 An Incident Action Plan shall be created that identifies exposures, hazards, and incident objectives.
- 405.12.3 Dike and/or dam areas to contain run-off and prevent further contamination of other areas and water sources.
- 405.12.4 Remove all ignition sources if materials are combustible or flammable in nature.
- 405.12.5 Collaborate with the DNR, EPA, New Mexico State Police, company representatives, specialists/ technicians and the HAZMAT team as needed.
- 405.12.6 Communications and accountability of all incident members shall be maintained at all times.

405.13 Reports and Documentation

- 405.13.1 The release of information regarding the incident shall be controlled by the IC or proper authorities
- 405.13.2 The Incident Action Plan and all operations performed on the incident shall be documented. A written report shall be completed by the IC and filed with all other documents created.
- 405.13.3 A log of all department members who were exposed or potentially exposed shall be maintained during the incident and filed along with other incident reports.
- 405.13.4 Record of all other agencies and their corresponding members who responded shall also be documented.
- 405.13.5 Record of all items used that will need to be replaced and any other expenses shall be kept during the incident and filed with the other incident reports.

405.14 Clean-Up

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

406.0 GAS AND PROPANE LEAKS

- 406.1 Prior to arriving on scene, firefighters will don full protective gear. The first unit or officer will assume command of the incident.
- 406.2 The initial response to a gas or propane leak will be the same as a structure fire response, with only the first Engine (Engine 2) responding code.
- 406.3 The first unit on scene is to assume command and will determine if other units are to upgrade.
- 406.4 The first unit on scene will proceed to the scene and the crew will don SCBA and do an initial investigation.
- 406.5 The second unit (Engine 1) will proceed to the vicinity, locate the nearest hydrant or water source, and prepare to lay a supply line, and stand by for orders from the Incident Commander, if no hydrant is near by the incident commander will be notified. The second in unit (Engine 1) will position itself a safe distance from the scene and await orders from the IC.
- 406.6 Only an attack line of 1 1/2" or larger will be deployed. Such lines will be pulled, charged and manned until the leak is determined under control and the Fire Department is released from the scene.
- 406.7 Evacuation from the area is always a possibility. This decision can occur at any time during the incident. On scene Fire Department personnel and equipment may be used to initiate such an evacuation, but only at the discretion of the IC.
- 406.8 Fire personnel in the immediate vicinity of the incident will be kept to a minimum. Pump operators will remain with their vehicles at all times, and all other personnel will remain at the staging area until ordered to do otherwise by the IC.

407.0 ENERGIZED ELECTRICAL INCIDENTS (downed wires)

- 407.1 One (1) Engine and (1) Brush Engine will respond to the area, assess the incident, isolate area, and protect the public.
- 407.2 Make certain that Columbus Electric has been notified.
- 407.3 At no time will Fire Department members attempt to move energized electrical wires.

408.0 ENERGIZED ELECTRICAL FIRE (transformer)

- 408.1 One (1) Engine and One (1) Brush Engine will respond to the area.
- 408.2 Park apparatus a safe distance from the fire.
- 408.3 Isolate area, deny entry, establish safety zone and wait for the Columbus Electric to turn the power off.
- 408.4 Do not attempt to extinguish with power still on.

409.0 CONFINED SPACE RESCUE

- 409.1 The Animas Vol. Fire & Rescue Department functions at the Awareness level.

- 409.2 Therefore it is policy of the Animas Vol. Fire & Rescue Department that members SHALL NOT enter into a confined space.
- 409.3 Entry is defined as breaking the plane of the opening to the confined space.
- 409.4 Examples of activities and functions appropriate at the AWARENESS level include:
- 409.4.1 Recognition of a confined space incident
 - 409.4.2 Recognition of confined space hazards
 - 409.4.3 Performing a non-entry retrieval
 - 409.4.4 Identifying resource needs
 - 409.4.5 Initiating response of operations and/or technician level members
 - 409.4.6 Establishing scene control and management
- 409.5 A confined space is any area or vessel, which meets all 3 of the following:
- 409.5.1 Is large enough and so configured that a volunteer can enter and perform work.
 - 409.5.2 Has limited means of entry or exit.
 - 409.5.3 Is not designed for continuous occupancy.
- 409.6 Recovery mode: Recovery mode is defined as situations where the victim is obviously expired or after a period of time during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.
- 409.7 Rescue mode: Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, members should operate in the rescue mode until time, conditions, or other elements make the chance for survival minimal.
- 409.8 Confined space rescue operations present a significant danger to fire department members. The safe and effective management of these operations requires special considerations and resources.
- 409.9 Examples of possible confined spaces include tunnels, sewers, tanks, process vessels, manholes, storm drains, furnaces, silos, and industrial spaces.
- 409.10 Arrival on Scene
- 409.10.1 The first-in unit should position the apparatus appropriately.
 - 409.10.2 The first arriving officer should establish command and complete an initial size-up including:
 - 409.10.2.1 Secure any witnesses.
 - 409.10.2.2 Obtain the confined space entry permit and any other available information.
 - 409.10.2.3 Location, number, condition of victims, and length of time in confined space.
 - 409.10.2.4 Utility and other scene hazards – i.e. hazardous materials, low oxygen levels.
 - 409.10.2.5 Type of work being performed in the confined space.
 - 409.10.2.6 Type of PPE being used by victim(s).
 - 409.10.2.7 Determination of rescue or recovery mode.
 - 409.10.2.8 Determination of additional resources needed.
- 409.11 Scene Safety
- 409.11.1 Establish hot, warm, and cold zones (utilize barrier tape and/or natural boundaries).
 - 409.11.2 Ensure that unauthorized/untrained members do not enter the confined space.
 - 409.11.3 Confirm or implement lock out/tag out.

409.12 Incident Actions

- 409.12.1 If victim is attached to a body harness and retrieval line, the rescuers may lift the victim from the confined space area.
- 409.12.2 Attempt to establish contact with victim(s).
- 409.12.3 Establish atmospheric monitoring.
- 409.12.4 Establish ventilation of confined space after atmospheric monitoring.
- 409.12.5 If safe to do so and if it can be accomplished from outside the confined space, shutdown non-essential equipment that is located within the confined space.
- 409.12.6 Establish staging area for additional arriving apparatus and members.

410.0 TRENCH RESCUE

- 410.1 The Animas Vol. Fire & Rescue Department functions at the Awareness level. Therefore, it is the policy of the Animas Vol. Fire Department that members SHALL NOT enter into an unsafe trench or excavation.
- 410.2 Examples of activities and functions appropriate at this level include:
 - 410.2.1 Recognition of a trench collapse incident
 - 410.2.2 Identifying resource needs
 - 410.2.3 Initiating response of operations and/or technician level members
 - 410.2.4 Establishing scene control
- 410.3 Definitions
 - 410.3.1 Recovery mode: Recovery mode is defined as situations where the victim is obviously expired or after a period during the rescue operation where time, conditions, or other factors have reduced the chance for the victim's survival to minimal.
 - 410.3.2 Rescue mode: Rescue mode is defined as situations where the victim is believed or known to be alive. If this is unknown, members should operate in the rescue mode until time, conditions and other elements make the chance for survival minimal.
 - 410.3.3 Trench: An excavation in which the depth is greater than the width and is less than 15 feet wide.
 - 410.3.4 Trench rescue operations present a significant danger to fire department members. The safe and effective management of these operations requires special considerations and resources.
- 410.4 Arrival on Scene
 - 410.4.1 The first-in unit should position the apparatus a minimum of 50' from the location of the trench collapse. Additional arriving units should initially stage a minimum of 150' from the location.
 - 410.4.2 The first arriving officer should establish command and complete an initial size-up including:
 - 410.4.2.1 Secure any witnesses.
 - 410.4.2.2 Location, number, condition of victims and how long buried.
 - 410.4.2.3 Depth of trench.
 - 410.4.2.4 Utility and other scene hazards.
 - 410.4.2.5 Determination of rescue or recovery mode.
 - 410.4.2.6 Determination of additional resources needed.
- 410.5 Scene safety

- 410.5.1 Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
- 410.5.2 Hot – 0-100’ from trench Warm – 100-500’ from trench Cold – 500’ and further from trench.
- 410.5.3 Secure and/or shut down machinery and traffic within 300’ of trench.
- 410.5.4 Implement lock out/tag out.
- 410.5.5 Place ground pads within 4 feet of trench.
- 410.6 Incident Actions**
- 410.6.1 If victim is partially buried, lower lifeline and instruct victim to tie around themselves.
- 410.6.2 If indicated, lower ladder into trench - for victim self - rescue only.
- 410.6.3 If victim is buried, mark last known location using dry chemical extinguisher.
- 410.6.4 Establish atmospheric monitoring.
- 410.6.5 Establish ventilation of trench (if necessary).
- 410.6.6 Relocate any soil piles to be a minimum of 2 feet from trench.
- 410.6.7 Establish staging area for additional arriving apparatus and members.

411.0 LANDING ZONES

- 411.1 A helicopter may be requested by the EMS members or Incident Commander on scene.
- 411.2 The IC is responsible to ensure a safe landing zone is established and the helicopter(s) know where the landing zone is located. An accurate location must be given via using GPS.
- 411.3 A landing zone requires One (1) Engine or Rescue with a minimum of two members on board in conjunction with law enforcement in responding to landing zone request.
- 411.4 The apparatus will be staged at the safest practical distance in a standby mode prepared to for a fast attack in the case of an aircraft emergency landing or crash. Members will be in full turnout gear and donned SCBA if needed or directed by officer in command.
- 411.5 A 11/2” hand line is to be extended and charged or as directed by the company officer
- 411.6 The approved landing zone for the Animas area is the Animas High School Parking Lot or Football Field.
- 411.7 The landing zone needs to be 100ft x 100ft, clear of debris, overhead power lines and clear of vehicle traffic.
- 411.8 If landing zone is on highway, officer in charge needs to consult with law enforcement and have traffic shut down in both directions of travel with a clear zone from signs, power lines, and traffic.
- 411.9 If IC or officer needs to communicate with helicopter it is done so on MED 10, State Fire or VMED 28 channels.
- 411.10 The officer or IC will report the landing and takeoff time of the aircraft to dispatch for time documentation.
- 411.11 The LZ will be marked in one of the following manners:
 - 411.11.1 Markers in each of the four corners using LZ Lights
 - 411.11.2 Shining spotlights onto the LZ, forming an “X” at the point of landing (note: lights are not to be aimed directly at the aircraft at any time).
 - 411.11.3 Using vehicles to define the perimeter of the LZ.
- 411.12 Once the aircraft has landed, no personnel shall approach the aircraft unless directed to do so by the aircraft crew. Any approach to the aircraft will be done from the front.
- 411.13 Full PPE, including helmets with chin strap fastened are to be worn at all times when operating near the aircraft, with the face shields in the down position.

412.0 BOMB THREATS

- 412.1 Under NO conditions will any Fire Department officer or Member ever conduct a physical search for a bomb or incendiary device.
- 412.2 Once a Fire Department vehicle marks enroute, there will be no further radio communications. This will include cell phone use on scene.
- 412.3 Upon approaching the scene, all responding units, to include private vehicles, will position at a distance, or a staging area, which the Incident commander determines to be safe. It is strongly recommended that all private vehicles remain at the station.
- 412.4 Only the Incident commander will communicate with other agencies (i.e. SO, State Police, EOD from Fort Bliss).
- 412.5 The Order of response for a suspected bomb threat will be the same as a structure fire response, with the one exception being all units will respond non-emergency. The fire apparatus shall be positioned at the closest and safest position, determined by command. The nearest hydrant outside the possible blast area should be located and determined if a water supply line is possible. All other units will be placed in a staging area to be determined by the incident Commander.
- 412.6 Only the Incident Commander or person designated will enter the possible blast zone and wear full protective gear, including SCBA when within that area.
- 412.7 The Incident Commander will, in the absence of adequate police resources, and only if absolutely necessary, assign firefighters to traffic and or crowd control. Firefighters may, at the discretion of the IC, also be assigned to assist in the evacuation of civilians.

413.0 REHAB

- 413.1 The IC shall establish rehab when conditions indicate that rest and rehabilitation is needed for members working at an incident or training activity. Climactic or environmental conditions that indicate the need to establish rehab are a heat stress index above 90 degrees Fahrenheit or wind-chill index below 10 degrees Fahrenheit. Additional factors that should be considered and the need to establish rehab include:
 - 413.1.1 Time – including extended use of PPE and exposure to weather conditions
 - 413.1.2 Complexity – including crime scenes, specials teams' incidents
 - 413.1.3 Intensity – mental and/or physical stress at incidents such as major extrications, interior search and rescue, etc.
- 413.2 Staffing of Rehab
 - 413.2.1 Rehab shall be staffed by a minimum of one (1) BLS ambulance and crew. The minimum level of available care shall be BLS and the IC shall designate an EMT or Intermediate as Rehab Manager.
 - 413.2.2 For incidents that escalate to a higher alarm, an Officer should be assigned to the Rehab Group if possible.
 - 413.2.3 Rehab shall be staffed with one (1) EMT or Intermediate for every 10 persons who are being concurrently rehabbed.
 - 413.2.4 Rehab shall maintain one (1) BLS or ALS ambulance for every 15 persons who are being concurrently rehabbed.
 - 413.2.5 When a formal rehab group is being established, the use of designated rehab teams and resources should be notified as early as possible to allow for travel and setup time.

- 413.3 Rehab should be in a location that will provide physical rest by allowing members to recuperate from the demands and hazards of the emergency incident or training activity. Specific criteria for selecting a rehab location include:
- 413.3.1 Be far enough away from the scene that members may safely remove PPE and have their vital signs checked while receiving fluids and rest.
 - 413.3.2 Provide suitable protection from the prevailing weather conditions. During hot weather it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.
 - 413.3.3 Large enough to handle the needs of the incident.
 - 413.3.4 Easily accessible by ambulance.
 - 413.3.5 Enable members to be free from exhaust of apparatus, vehicles or equipment.
 - 413.3.6 Allow for prompt re-assignment by the Rehab Manager as determined by the IC.
 - 413.3.7 Should be marked using scene tape and signs and provide a single entry/exit point.
- 413.4 Rehab period
- 413.1 All members involved in emergency operations should be routinely evaluated in rehab.
 - 413.2 The following criteria should be used as a general guideline:
 - 413.2.1 After the use of two 30-minute SCBA cylinders.
 - 413.2.2 After use of a single 45 or 60-minute SCBA cylinder.
 - 413.2.3 After 40 minutes of intense work without SCBA.
- 413.5 Members entering rehab shall rest for a minimum of 10 minutes. Members shall rest for a minimum of 20 minutes if meeting the above listed criteria. Members requiring rest periods of greater than 30 minutes should be closely monitored for medical conditions.
- 413.6 Those who exhibit problems with the baseline medical assessment after 30 minutes should be treated following EMS protocols and may require transport to the hospital.
- 413.7 Members requiring more than one hour of rest shall be released from duty and transported to the hospital.
- 413.8 Hydration
- 413.8.1 Members should rehydrate with at least 16 ounces of water during each SCBA cylinder change.
 - 413.8.2 For scheduled events, members should pre-hydrate with at least 16 ounces of water within two hours of the event.
 - 413.8.3 During heat stress, members should attempt to replace at least one (1) quart of water per hour. Plain water or commercially prepared beverages which replenish electrolytes are the preferred beverages for rehydration during rehab. Caffeinated beverages such as coffee or tea to aid warming during cold weather may be consumed, but these should be used sparingly and are not to be considered as rehydration.
- 413.9 Medical evaluation
- 413.9.1 EMS members assigned to rehab shall have the authority to use their professional judgment to keep members in rehab or to transport them for further medical evaluation or treatment.
 - 413.9.2 Members who are symptomatic or with abnormal findings shall receive additional monitoring during rehabilitation.

413.10 Accountability

- 413.10.1 Teams shall report to rehab using the department's accountability system.
- 413.10.2 Assignment to rehab is to be considered an order similar to any other incident scene assignment.
- 413.10.3 Members assigned to rehab shall enter and exit the rehab area as a company. The team designation, number of members, and the times of entry/exit shall be documented by the Rehab Manager.
- 413.10.4 Teams shall not leave the rehab area unless released by the Rehab Officer and shall then report to staging, Operations, or the IC.

413.11 Serious injuries

- 413.11.1 If one or more of team members suffer a serious or fatal injury during an incident, all members of the team shall be removed from service as soon as possible.
- 413.11.2 Critical Incident Stress Debriefing or other mental health services shall be made available.

413.12 Documentation

- 413.12.1 Any non-emergent injuries (sprain, strain, laceration etc.) treated in rehab other than fluids, food, and/or rest shall be documented on an appropriate rehab form. The volunteer will fill out a fire department injury report upon returning to quarters.
- 413.12.2 All rehab evaluations shall be documented on an appropriate rehab form
- 413.12.3 Any/all rehab reports involving mutual aid or automatic aid members shall be made available to their respective departments.

414.0 COMPRESSOR / CASCADE SYSTEM USE

- 414.1 This procedure is designed to permit fire departments and other agencies to obtain compressed breathing air for firefighting and rescue purposes and to minimize the Animas Vol. Fire & Rescue Department's liability.
- 414.2 Compressed breathing air may be supplied to fire departments that have a standing mutual aid agreement with AVFRD.
- 414.3 Compressed breathing air will not be supplied to private sector businesses or agencies unless approved by the Fire Chief.
- 414.4 **FILLING PROCEDURE – COMPRESSOR**
 - 414.4.1 Prior to filling any air bottles, a check must be conducted to ensure that all bottles have a current hydrostatic testing date. Under no circumstances will a non-current tested bottle be filled (steel cylinders five (5) years; composite three (3) years; carbon fiber five (5) years).
 - 414.4.2 Air bottles will be filled to manufacturer's recommended pressure and in compliance with all compressor filling procedures.
 - 414.4.3 Air bottles shall be filled slowly to avoid cylinder stress and overheating of tanks. Do not fill bottles with dents, obvious heat damage, or with damaged gauge covers.
- 414.5 **FILLING PROCEDURE – CASCADE SYSTEM**
 - 414.5.1 Check hydro-test date of every cylinder being refilled. Steel cylinders require hydro test every five (5) years, composite cylinders every three (3) years, and carbon fiber five (5) years. Tag and remove from service any cylinder which has expired testing date.

- 414.5.2 Do not use cascade equipment if you do not understand its operation and have not been trained in its use.
- 414.5.3 Refill the cascade bottles after every use.
- 414.5.4 Keep record of cylinders filled from cascade tanks.
- 414.6 Weekly Checks
 - 414.6.1 The Cascade System shall be inspected weekly and ran for a total of 30 minutes and recorded on the use logs.

415.0 FIRE INVESTIGATION

- 415.1 Under New Mexico Law the Fire Chief is responsible for determining the cause of all fires in his/her jurisdiction. AVFRD utilizes trained personnel, both police and firefighters, to ensure compliance with statutory requirements.
- 415.2 The Fire Chief or Incident Commander will be responsible for initiating fire investigations. Trained personnel will respond as needed and requested for investigative endeavors. These personnel will be responsible for using the proper equipment to conduct the investigation and ensure evidence collection and preservation.
- 415.3 If the Fire Chief, IC, or investigator/s believes a fire is incendiary in origin he/she is expected to request assistance of the NM Fire Marshal's Office detectives for the fire investigation.

416.0 FATAL FIRES

- 416.1 Upon notification or confirming knowledge of a fire fatality, the Incident Commander (IC) shall ensure the following personnel are notified:
 - 416.1.1 Fire Chief
 - 416.1.2 NM State Fire Marshal's Office
 - 416.1.3 Hidalgo County Sheriff's Office
 - 416.1.4 NM State Police
- 416.2 Once the IC has been made aware of the fatality, all operations around the incident shall take place as operationally necessary while limiting those involved and while attempting to not disturb the scene. As with all fire scenes, safety and property conservation still remains the priority.
- 416.3 The scene investigator as appointed by the Incident Commander/Fire Chief will work with other on scene investigators in determining the cause of origin and assisting in the prosecution of any person or persons charged with or in connection with the act of arson or other related offense(s).
- 416.4 During suppression activity, if a body is discovered, continue suppression activity as operationally necessary while preserving evidence for investigation. The IC shall be notified in person of the findings.
- 416.5 Any communication to the media shall be approved by the Fire Chief.

417.0 EXTRICATIONS

417.1 SCENE RESPONSIBILITIES

- 417.1.1 Fire personnel are responsible for incident command, opening of the vehicle(s), establishment of protective suppression capabilities and scene safety. AVFRD

responsibilities at extrication scenes do not normally include patient handling or emergency medical care to trapped victims.

417.2 COMMAND PROCEDURES

- 417.2.1 The Incident Commander has the responsibility for command of the extrication scene. The IC will make immediate contact with the senior police officer and emergency medical officer to coordinate total rescue efforts and facilitate cooperative assignments for the incident.
- 417.2.2 The Incident Commander, upon finding a scene that places persons, property and rescuers in a dangerous situation shall take all necessary steps and prescribe all necessary restrictions and requirements to protect persons, property and rescuers, until the dangerous condition(s) is abated.
- 417.2.3 The IC shall transmit a condition report which should include:
 - 417.2.3.1 Number of vehicles involved and/or type of situation
 - 417.2.3.2 Any hazards noticeable
 - 417.2.3.3 Number of injured and severity
 - 417.2.3.4 Number of trapped victims
 - 417.2.3.5 Name of Command
- 417.2.4 Extrication decisions which affect the care and handling of the patient(s) must be coordinated with, and approved by, the medical officer who is managing patient care.
- 417.2.5 A safety zone shall be established by the Incident Commander and a Safety Officer appointed if the IC deems appropriated.
- 417.2.6 PERSONNEL SAFETY
 - 417.2.6.1 Protecting the patient
 - 417.2.6.1.1 Patients shall be provided a level of protection necessary to provide a reasonable level of safety.
 - 417.2.7 Emergency Personnel
 - 417.2.7.1 All AVFRD personnel in the area of the extrication operation shall wear personal protective equipment.
 - 417.2.7.2 Fire suppression equipment shall be deployed at all extrications. Deployed fire equipment shall include a charged 1 3/4" hose line normally staffed by two firefighters with SCBA prior to extrication equipment being operated.
 - 417.2.7.3 In cases of life-threatening hazard, the Incident Commander shall have the authority to remove emergency personnel from the hazard area.
 - 417.2.7.4 The officer in charge of the first arriving Engine will direct the extrication of the victim. He/she shall be called "Rescue Operations."
 - 417.2.7.5 Only firefighters trained in extrication equipment will operate the equipment.
 - 417.2.7.6 Officers and firefighters in extrication procedures will use equipment designed to protect personnel from body fluids. The AVFRD procedure for protection from blood borne pathogens will be used as determined by the officer in charge. Any PPE contaminated with bodily fluids shall be removed, bagged and handled per AVFRD procedure.
 - 417.2.8 FIRE PREVENTION, SUPPRESSION AND HAZARD MANAGEMENT
 - 417.2.8.1 Columbus Electric shall be called whenever electrical lines or poles are involved in an accident scene.
 - 417.2.8.2 All liquids released from the vehicles involved in the accident shall be covered by absorbent material.

- 417.2.8.3 Hazardous materials situations should be identified and handled accordingly with rescuer safety in mind.
- 417.2.8.4 Vehicle(s) or equipment shall be stabilized prior to any extrication activity as required.
- 417.2.8.5 Non-committed emergency vehicles and personnel shall be assigned to a staging area as determined by the Incident Commander. A staging area will be established at a safe distance so as not to interfere with the incident area.
- 417.2.8.6 Apparatus arriving at the scene shall be positioned to provide a safe environment for those working at the scene. Apparatus shall be positioned in such a manner to block traffic from entering the scene, to allow easy access to extrication equipment, and to allow easy access for incoming additional equipment, and shall not hinder apparatus leaving the scene.
- 417.2.9 DOCUMENTATION**
- 417.2.9.1 The officer in charge shall have pictures taken of the extrication scene after all patients have been removed.
- 417.2.9.2 The officer in charge shall complete an incident report.
- 417.2.9.3 The officer in charge shall have a sketch/diagram of the accident scene identifying location of vehicles, fire department apparatus, police cars, ambulances, and directions etc, prepared.
- 417.2.10 CREW PROCEDURE**
- 417.2.10.1 AVFRD personnel actions should consist of eight (8) steps at all reported incidents where we are called for extrication assistance.
- 417.2.10.2 Review dispatch information: Confirm location, number of vehicles or victims involved, pre-determined hazards, road conditions, electrical wires, hazardous materials or any other updated information the dispatcher can provide.
- 417.2.10.3 The first responding unit should overview the scene from a safe distance to ensure safety for all incoming units. Apparatus placement should be considered at this time.
- 417.2.10.4 The first arriving unit informs dispatch and incoming units that he/she is Incident Command and reports his/her initial findings. (See guideline and procedure on Incident Command).
- 417.2.10.5 Outer and inner circle survey should begin while hand lines are being charged for firefighters' and victims' protection. The inner and outer circle survey is usually performed by two persons. The purpose of the survey is look for hazards; victims that may have been thrown from the vehicle; locating fuel tanks and determining the status of the tank and fuel.
- 417.2.10.6 Stabilize all vehicles that will be involved in the extrication. Vehicle stabilization is a must in an effort to minimize patient injuries.
- 417.2.10.7 Access the patient. The number of victims, placement and injuries of victims and ease of access are all things that must be considered in the attempt to access patients. EMS personnel may provide advice to us on our actions once they stabilize the patient.
- 417.2.10.8 Prepare the vehicle for extrication. Glass removal, hose line readiness, tool staging area established, etc.
- 417.2.10.9 Extricate: Extrication today is the science of removing the vehicle from around the victim by means of powered hydraulics, hand tools, pneumatic

tools or any other type of tool that is effective without added injury to the victims.

- 417.3 These principles of extrication should be used on all motor vehicle accidents. To what extent a vehicle should be removed from a victim will depend on several things including patient injuries, degree of entrapment and location and position of the vehicle
- 417.4 The Fire Chief shall be notified in the event of a patient fatality.

418.0 ACTIVITIES / PARADES

- 418.1 Placement of any AVFRD apparatus in community parades or activities must adhere to the following requirements:
 - 418.1.1 The Chief or station Assistant Chief must approve the apparatus use in a parade or activity.
 - 418.1.2 A minimum of two (2) AVFRD firefighters must accompany and operate the apparatus and remain with the apparatus at all times.
 - 418.1.3 Civilian personnel may ride on the apparatus provided:
 - 418.1.3.1 They remain seated and belted when on the apparatus.
 - 418.1.3.2 In the event children ride, adult sponsors ride with them.
 - 418.1.3.3 AVFRD personnel ride with the civilians and observe their activities.
 - 418.1.4 No candy, gum, prizes, etc. are to be thrown or distributed from AVFRD apparatus. Additional members may walk along the apparatus and distribute items.
 - 418.1.5 AVFRD personnel riding with civilians shall have a radio in their possession to ensure communication with the driver.
 - 418.1.6 AVFRD personnel participating in parades or other community activities must be in uniform.
 - 418.1.7 AVFRD personnel shall have their personal protective equipment on the apparatus while participating in a parade or activity. Sirens and air horns shall not be utilized during a parade.
- 418.2 Commitment of apparatus to parades or activities outside Animas must be approved by the Fire Chief.
- 418.3 An apparatus participating in a parade or activity is considered out of service and WILL NOT respond to alarms unless ordered by the officer in charge of the activity or unless the Chief has given prior approval for a unit/s to respond directly from an activity.

419.0 OPERATING POWER SAWS

419.1 When operating power equipment under emergency conditions, accident potential is high due to adverse operational conditions. A slight miscalculation or sudden unplanned move can result in a serious accident. Performance skills coupled with the use of common sense and the strict adherence to safety procedures can prevent accidents.

- 419.2 Personal Protection
 - 419.2.1 Full protective clothing shall be worn by those members operating and by those members in close proximity to the operation of power saws.
 - 419.2.2 The face shield shall be in position to provide eye protection.
 - 419.2.3 To prevent accidents caused by moving belts, gears, chains, blades, etc., it is imperative that the operator and guide have their protective clothing completely buttoned up.
- 419.3 Operating Procedures

- 419.3.1 Carry the rescue saw with the engine stopped, the blade forward and muffler away from your body.
- 419.3.2 Always carry the chain saw with the engine stopped, the guide bar and saw chain to the rear and the muffler away from your body.
- 419.3.3 Keep both hands on the control handles when operating the saw. Use a firm grip with thumbs and fingers encircling the saw handles.
- 419.3.4 Make sure of your footing before operating the saw.
- 419.3.5 Whenever possible, a team of two firefighters shall perform cutting operations. The firefighter operating the saw (operator) will be assisted and/or guided by the second firefighter (guide). The guide may use the sling in which the saw is carried as a safety harness to guide and assist the operator.
- 419.3.6 The saw shall always be shut down when unattended.
- 419.3.7 Have a plan of action before putting the saw into operation; your plan should include:
- 419.3.7.1 Location and sequence of cuts and openings
 - 419.3.7.2 Wind direction. Consider its effect on the saw, exposures and personnel.
 - 419.3.7.3 Your plan should provide for at least two (2) means of egress if possible.
- 419.3.8 Whenever possible, an officer should be present to supervise cutting operations and to assure compliance with safety procedures. The number of personnel should be limited to the minimal number required to sustain the operation. All other personnel shall be removed to a safe location until the operation is complete or assistance with the operation is needed.
- 419.3.9 Always place the safety guard in the proper position to provide protection for the use intended before operating the saw.
- 419.3.10 Power saw operations are safest when cutting on horizontal surfaces near ground level or on vertical surfaces near waist level.
- 419.3.11 Operating a power saw above chest height is extremely hazardous and should not be attempted as a normal course of action. This type of operation shall be conducted only under the direct order and/or under the supervision of an officer. The officer ordering this operation shall weight heavily the value gained against the extreme hazard to personnel.
- 419.3.12 The use of power saw from ladders is not recommended if there are alternatives.
- 419.3.13 The carrying strap (safety harness) shall be used to carry a saw while climbing a ladder so that both hands are free to grab the ladder rungs.
- 419.3.14 Do not operate power saws in suspected flammable/explosive atmospheres.
- 419.3.15 When operating close to highly combustible materials, use care to prevent ignition from sparks.
- 419.3.16 Side pressure or twisting of the blade when operating a rescue saw should be avoided. The saw should never be forced. If too much pressure is applied to the blade, the hazard of blade breakage (carbide tipped) or blade shattering (aluminum oxide or silicon carbide discs) is increased. A blade which breaks or shatters during cutting operations may cause serious injury to the operator or to others in the area.
- 419.3.17 The saw cut should be only as deep as necessary. Deep cuts may weaken supporting beams and lead to collapse. The experienced operator will know when he has reached a beam by the sound and feel of the saw. The blade guard can be used to control the cutting depth of the blade (rescue saw).

- 419.3.18 If conditions permit, scrape gravel and debris from the path to be cut, in order to reduce the danger of injury from flying chips and loose materials. (it also will show the operator which way the rafters are running).
- 419.3.19 When using the rescue saw to open metal buildings, doors, etc., where conditions permit utilize methods to eliminate the hazards of sharp edges. Consider making your cut in either an "X" design or a triangular design with the points bent inward.
- 419.4 Fueling and Maintenance Precautions
- 419.4.1 Observe all safety regulations on the safe handling of fuel. When necessary to refuel, comply with the following:
- 419.4.1.1 The saw should never be refueled while the engine is running
- 419.4.1.2 If fuel is spilled while refueling, wipe off saw before starting.
- 419.4.1.3 Do not operate the saw if there is a fuel leak, send it in for servicing.
- 419.4.1.4 Do no restart the saw in a small enclosed space after refueling.
- 419.4.2 Always keep equipment in good, clean, serviceable condition.
- 419.4.3 Examine the rescue cutting wheel for nicks or defects at the beginning of each shift and after each use.
- 419.4.4 Clean the wheel (blade) and both wheel washers when installing the wheel. Wheel blotters must be used between washers and wheel to compensate for irregularities in the wheel.
- 419.4.5 Care must be taken to assure that the abrasive saw blades do not become contaminated with petroleum-based products. Such contamination may dissolve the resin, which is used to bond the blade, causing the blade to shatter when used. New blades should be stored in plastic bags to ensure cleanliness.

420.0 FUNERALS

- 420.1 The following are provided as guidelines for department participation in funerals of current and past members of the department.
- 420.2 Past Members
- 420.2.1 At the discretion of the Fire Chief, members may attend visiting hours or funerals in uniform. If requested by the family, department apparatus may be placed along funeral procession routes.
- 420.3 Active Member – Not Line of Duty
- 420.3.1 Department will attend visiting hours in a group and in Class A Uniforms. Unless family requests otherwise, apparatus will be placed along funeral procession route and honors rendered when procession passes by. Flag at station will be half-staff from the time of death is known until after the funeral. Any reasonable family request will be met, if possible.
- 420.4 Active Member – Line of Duty
- 420.4.1 Department will provide honor in Class A uniform during all visiting hours and during the funeral, if appropriate. Department members will attend visiting hours, as a group, in Class A uniform and a memorial service will be conducted unless the family desires otherwise. Honors will be rendered as the body leaves funeral and apparatus will be stationed at key areas along the route and at the cemetery to render honors as the procession passes. Apparatus and uniformed members will be part of the funeral procession. At the request of the family, an appropriate

piece of apparatus will be made available to carry the casket. If used, this piece of apparatus will be cleaned and polished to properly reflect the duty it is performing. Station flag will be displayed at half-staff for a period of 30 days from the time of death. Every effort will be made to meet the wishes of the family and the resources of the department will be available to support the family and help them through this difficult time.

420.5 Family of active member

- 420.5.1 Members of the department will be advised of the death in a member's family and any plans for the department members to attend visiting hours. Attendance will be in civilian clothes or in uniform as determined by the Fire Chief.

421.0 STATION SAFETY

- 421.1 A large percentage of personnel injuries occur while participating in routine activities at or around the station. Most of these injuries could be prevented by observing proper safety practices and adopting a safety conscious attitude.

421.2 Station Maintenance

- 421.2.1 Many personnel injuries could be avoided through a policy of safety conscious station maintenance.
- 421.2.2 Efforts should be made to keep apparatus floors free from slippery substances and obstructions; water, oil, hydraulic fluid, etc. should be mopped up whenever accumulations appear, especially on the traffic areas around and between apparatus.
- 421.2.3 Station floors also must be free of slippery substances. Traffic route areas should be clear of unnecessary obstacles and obstructions.

421.3 Ground Maintenance

- 421.3.1 Safety precautions shall be observed when using power lawn equipment: mowers, trimmers, edgers, etc.
 - 421.3.1.1 The blade guard on power edgers and trimmers shall be serviceable and in proper position for the intended use before operating.
 - 421.3.1.2 Safety goggles will be available and shall be utilized to provide eye protection from rocks, twigs, and other propelled objects when operating mower, edgers, etc.
 - 421.3.1.3 When trimming or pruning certain trees or bushes, gloves may be necessary to provide adequate hand protection. If gloves are needed, they shall be worn.
 - 421.3.1.4 Do not use defective equipment such as ladders with broken rungs, power equipment without the proper safety protection, etc. Repair or replace before use.

421.3.2 Lifting / Pulling

- 421.3.2.1 Utilize the following proper lifting techniques when lifting moderate to heavy objects.
 - 421.3.2.1.1 Use your legs to lift and bend with your knees
 - 421.3.2.1.2 Keep your back straight
 - 421.3.2.1.3 Do not twist your body while lifting, reposition your feet to avoid twisting.

- 421.3.2.1.4 To lift heavy objects, get your body as close to the object as possible.
- 421.3.2.1.5 Use a back-support device if previous back problems.
- 421.3.2.2 Heavy objects should ideally be stored at approximately waste level to prevent unnecessary lifting.
- 421.3.2.3 Do not attempt to lift or carry more than you can easily handle. If necessary, get help.

422.0 POST INCIDENT ANALYSIS

- 422.1 AVFRD will adhere to a practice of internally reviewing our emergency scene operations. Our objectives for the post incident analysis are to review:
 - 422.1.1 Strategies and tactics utilized
 - 422.1.2 Safety of the operations and our personnel
 - 422.1.3 The functioning of our incident command system.
- 422.2 For purposes of standardization and systematic review we will normally adhere to the following:
 - 422.2.1 Drawings may be made of the overall incident scene and the specific structure, etc., involved in the operation. The drawings may be on a flip chart, blackboard or individual sheets but in all cases all members of the analysis audience shall have access to the drawings.
 - 422.2.2 The commander shall review his/her strategies for the incident.
 - 422.2.3 The commander shall review his/her tactical decisions for mitigating the incident
 - 422.2.4 If available, photographs and video tapes of the incident may be presented.
 - 422.2.5 The investigator, if utilized, shall review his/her findings.
 - 422.2.6 Comments may also be offered by the safety officer, communications, members, function officers (i.e. staging, rehab, operations, etc.) regarding the incident.
 - 422.2.7 After the above review steps are completed, the commander shall open the analysis to questions and comments from all attending personnel.
 - 422.2.8 Any suggestions for improvement of AVFRD emergency scene procedures arising from the post incident analysis will be forwarded to the command officers for review and action.
- 422.3 Personnel participating in the post incident analysis are reminded the discussions, drawings, videos, conclusions, etc., are intended to help us improve our operations. Comments and conclusions are for our internal use and dissemination outside of the department is not allowed.
- 422.4 Personnel from AVFRD or representing AVFRD will adhere to the following guidelines when videotaping emergency scene activities:
 - 422.4.1 Camera will focus on and tape AVFRD personnel
 - 422.4.2 Camera operator shall always remain outside the operational area(s)
 - 422.4.3 Injury victims shall not be taped
 - 422.4.4 When possible, the camera operator will take a “big picture” approach (i.e., two sides of involved structure, entire incident scene, etc.)
- 422.5 Only departmental personnel will have access to viewing the photographs and videotapes. Viewing will be done at the station and recordings are not to be taken to member's residences. AVFRD will not maintain a library of incidents.

423.0 AIRCRAFT EMERGENCIES

423.1 Purpose

423.1.1 The purpose of this procedure is to establish guidelines for the response of fire personnel and equipment to aircraft emergencies situations. The procedure outlines responsibilities for fire personnel. It identifies and defines the alarm terminology, airport alert response, airport staging areas, Aircraft Rescue and Fire Fighting (ARFF) standby locations, general aircraft fire fighting information and the communication requirements.

423.2 General Aviation Fire Fighting Response Plan

423.2.1 Since an aircraft crash can occur anywhere, firefighters need to be informed of some basic tactical information and guidelines when dealing with aircraft crash incidents.

423.2.2 There are two types of aircraft crashes

- 423.2.2.1 High Impact
- 423.2.2.2 Low Impact

423.3 Tactical Benchmarks:

423.3.1 The following are tactical benchmarks to consider for any type of aircraft accident.

423.3.2 The first arriving unit should assume command and determine if the pilot/flight crew has initiated emergency evacuation procedures. Whenever possible, establish communication with the pilot, approach in full view of him/her and follow his/her directions.

423.3.3 If emergency evacuation is in progress, assist evacuation of crew and/or passengers and/or provide them a path of egress, by discharging Class B Foam from apparatus. Create a path through the burning flammable liquid from the escape exit door to a safe area. If Class B Foam is not available, use large volumes of water. Protect the aircraft fuselage from direct flame impingement since fire can burn through fuselage within 60 seconds. Ensure a continuous water supply is established. Master stream appliances utilizing fog patterns provide quick water in large volumes to protect passengers during evacuation.

423.3.4 Deploy attack lines to the aircraft's interior, without inhibiting passenger egress. Fire intensity may require the use of 2 ½" hand-lines utilizing fog patterns.

423.3.5 Provide interior ventilation as soon as possible inside the aircraft. Fatalities in survivable aircraft crashes are usually due to smoke inhalation. Use wide angle fog patterns from handlines to ventilate. Positive Pressure Ventilation (PPV) is beneficial, however may not be initially expedient. Ventilation should be coordinated with water application/suppression efforts so as not to increase fire intensity.

423.3.6 Large fixed-wing aircraft have common attic spaces, large open cargo areas (in belly), and sidewalls that can have running fires in these confined spaces. Consider using piercing nozzles to reach fire in confined spaces or any location where interior attack lines cannot be deployed.

423.3.7 Some aircraft may require the use of ground or aerial ladders to reach access points.

423.3.8 Obtain primary and secondary all clears. Never assume absence of survivors.

423.3.9 Provide for interior and exterior lighting.

423.3.10 Request law enforcement to secure the scene and, if needed, provide a holding area to assist in the control of ambulatory passengers.

- 423.3.11 Establish both fire attack and medical groups as soon as possible. Assign groups to address scene lighting, extrication, treatment, transportation and site safety.
- 423.3.12 Depending on the scope of the incident, consider establishing a branch level command system to address Fire and Medical Operations separately.
- 423.3.13 Ensure necessary amounts of foam extinguishing agents to amounts of flammable liquids on fire.
- 423.3.14 Maintain an effective foam blanket to prevent ignition / re-ignition of fuel.
- 423.3.15 Maintain awareness of electricity and hydraulic energy generated by large aircraft, which can seriously injure personnel and/or ignite fuel sources.
- 423.3.16 Maintain awareness of and avoid engines (especially air-intake and exhaust areas), propellers and rotors.
- 423.3.17 In rotary-wing aircraft emergencies never approach the aircraft from the uphill side or from the rear/tail-rotor side. In a high impact crash the aircraft will typically be on its side and the main rotors will typically be at rest and/or damaged due to impact.
Approach from the belly side of the aircraft and keep close to the fuselage.
- 423.3.18 There are emergency shutdown procedures for rotary wing aircraft fuel systems and rotors that are specific to each aircraft manufacturer and model. It is imperative that our personnel maintain an awareness of these procedures specific to the aircraft commonly flown in our area, so as to possess the capability to perform these procedures in the event of a crash in which the pilot and/or crew is incapacitated.
- 423.3.19 Jagged metal from aircraft can cut through protective clothing and hose lines.
- 423.3.20 To gain access into the fuselage, it may be necessary to use the wing area or a platform ladder truck to work from. For fixed-wing aircraft, the optimum place to cut is around windows and roof area. Hydraulic powered tools and pry bars do not work well on aircraft metals due to the lack of solid supports to work against.
- 423.3.21 If saws are used for extrication or ventilation, arcing and sparking will need to be suppressed with water/foam from hand-lines. Maintain integrity of foam blanket on flammable liquids. Be aware that many aircraft have numerous high pressure hydraulic lines that operate at 3000 psi; these can cause serious injury if cut or broken under pressure.
- 423.3.22 Ensure back-up crew(s) with charged hose lines are in place to protect all personnel who will be working inside the spilled flammable liquid areas. All personnel near the aircraft shall be in full PPE and SCBA. Military aircraft are often constructed of/contain carbon fibers and other hazardous materials, so a serious respirator exposure hazard exists even when no fire or smoke is present.
- 423.3.23 Have law enforcement secure a route of ingress / egress to permit emergency units unimpeded movement to / from the incident.
- 423.3.24 Aircraft may have oxygen or other compressed-gas cylinders on board that can explode, become missiles, and/or accelerate the spread of fire.
- 423.3.25 Adopt a defensive mode of operation, as needed, to protect personnel and exposures.
- 423.3.26 Ensure that Central Dispatch notifies the National Transportation Safety Board (NTSB) and County Office of Emergency Management.
- 423.3.27 Do not allow any overhaul operations to take place until all investigative agencies are finished or unless needed to rescue victims or suppress fire.
- 423.3.28 For incidents involving military aircraft, ensure that Central Dispatch notifies the nearest base.
- 423.3.29 Some military aircraft may deploy flares during an aircraft emergency. Utilize a straight or narrow water stream from a large hand line or master stream appliance to sweep flares away from the aircraft prior to approaching it.

- 423.3.30 The vast majority of military aircraft flown in our area do not have munitions on board, however, if what appears to be munitions are present, it is best to await the arrival of military base personnel before approaching the aircraft.
- 423.3.31 Have a military representative report to the Command Post along with active-duty military liaison (if applicable), and any other agency that can assist with the incident. Consider establishing a Unified Command. Consider activating the Emergency Operations Center (EOC).

424.0 AFRICANIZED HONEY BEES

- 424.1 The purpose of this procedure is to outline a process by which the fire department will approach and manage an Africanized Honey Bee (AHB) attack.
- 424.2 DISPATCH
 - 424.2.1 When the Dispatch Center receives a call for AHB attack, the fire department shall proceed Code III to the scene and arrive being careful not to commit themselves in the path of the source of bees -- approximately 150' from the colony. Firefighters shall don full protective clothing (full structure gear).
- 424.3 ON-SCENE
 - 424.3.1 Upon arrival at an (AHB) incident site, a rapid evaluation should be made by an officer and the following activities implemented:
 - 424.3.1.1 Determine if there are any victims which will require rescue and/or medical treatment.
 - 424.3.1.2 Designate a staging area for subsequent arriving fire department units and/or other agencies which are also responding.
 - 424.3.2 Once on the scene, three crew members shall don a helmet, their turnout coat, gloves, and bunker pants. No SCBA is necessary. Ankles and waist shall be taped tight to prevent bees from crawling up the chest or legs. The firefighters shall don bee veils over their helmet and upper chest.
- 424.4 APPROACH
 - 424.4.1 A quick attack 1-1/2" hose line shall be pulled and hooked to the apparatus foam system. 1-1/2 " line shall be pumped at 200 psi at 95 gpm. The hose line shall be pulled by the firefighter at a quick pace towards the affected patient, with a full fog pattern on the nozzle -- sweeping the air surrounding the firefighters and patient. The patient should be quickly picked up while at the same time sweeping the surrounding air with the foam line. The foam shall continue to be sprayed into the air and on the firefighters and patient while the firefighters retreat to a minimum safe distance of approximately 150 feet from the swarm. At this time, it should be reevaluated if the area retreated to is far enough away to begin more definitive treatment of the patient.
- 424.5 SECURING THE AREA
 - 424.5.1 The AFFF will kill the AHB within approximately 60 seconds of contact. The AFFF should be used to kill the swarm after patients have been rescued. The same sweeping motion should be used to approach the bee colony completely flooding the hive with the AFFF hose line. This is an acceptable action to prevent further exposure to multiple bee attacks.

- 424.5.2 If the incident is in close proximity to a school or other building with numerous occupants, the school principal, building manager, etc., shall be contacted and advised to keep all building occupants indoors and to close all external openings until the (AHB) incident is terminated.

425.0 RESCUE TOOLS

- 425.1 Only members trained on the use of both the hydraulic and eDRAULIC rescue tools shall operate them.
- 425.2 Full protective clothing shall be worn by those members operating, or in close proximity to the operation of the rescue tools.
- 425.2.1 Protective Clothing Shall Consist Of:
- 425.2.1.1 Structure Coat
 - 425.2.1.2 Structure Pants
 - 425.2.1.3 Structure Boots
 - 425.2.1.4 Structure Helmet, with visor down
 - 425.2.1.5 Structure or Extrication Gloves
 - 425.2.1.6 Ear Protection, if necessary
- 425.3 The fluid used to operate the Hydraulic Rescue Tools can cause damage to the eyes. Flying shrapnel and glass is also a possibility when operating the rescue tools. To provide eye protection, allowing for the event of a hose or coupling failure where fluid could be expelled or possible shrapnel or glass; all members in the area of operation of a Rescue Tool shall place their face shield in the down position to provide for such protection. Full protective clothing (see 425.2.1) shall be worn when operating the rescue tools.
- 425.3.1 Should fluid get into the eyes, the eyes should be flushed immediately with copious amounts of water and that person should seek immediate medical assistance.
- 425.4 Precautions shall be taken to protect the trapped and injured from further injuries during the operation.
- 425.4 A charged 1 ½" hose line shall be in place with foam capabilities if possible and manned by personnel in full PPE (see 425.2.1).
- 425.5 The hydraulic pump should be kept away from the injured and placed down wind of the work area. It shall not be placed where it could provide a source of ignition for any flammable vapors in the air.
- 425.6 Before rescue work can commence, the object must be stabilized in its current position. Ensure that the objects to be worked on are adequately stabilized/shored to ensure that there is no risk of sliding or shifting.
- 425.7 Rescue Tools shall be cleaned after every use.
- 425.8 Maintenance should be done after each use and every 6 months.
- 425.8.1 Strong Arm Filter Element annually or after use in a dusty environment
- 425.9 Rescue Tools should be inspected annually.

426.0 RESPONSE TO SCENES OF VIOLENCE

- 426.1 Members of the Animas Vol. Fire & Rescue Department are required to maintain neutrality during situations where violence may be occurring.
- 426.2 Fire Department Members shall NOT:

- 426.2.1 Engage in inflammatory activities in public, while on duty or while visibly identifiable as a member of the Fire Department.
 - 426.2.2 Approach an unsecured scene where the following or similar activities are ongoing:
 - 426.2.2.1 Firearms actively being discharged
 - 426.2.2.2 Persons held against their will, with or without confirmation of the presence of weapons
 - 426.2.2.3 Large crowds engaged in property destruction or activities that could result in bodily injury to responders
 - 426.2.3 Utilize Fire Department equipment or other resources or take any offensive action to control crowds during civil disturbances.
 - 426.2.4 Utilize protective equipment that they have not been trained to use, specifically body armor, bullet proof vests or other equipment intended primarily for law enforcement personnel.
- 426.3 The objective of this SOP is to establish protocols to be utilized when Fire Department members are faced with situations where there is a significant threat of violence affecting or being directed at responders. This SOP will also provide information and guidance on the donning, cleaning, and storage of ballistic vest armor. This policy will address operational use and apparatus carrying this type of personal protective equipment for use in high threat environments involving firearms and/or explosives.
- 426.4 It shall be the responsibility of all Fire Department members to conduct themselves in a manner that will not escalate violent or potentially violent situations.
- 426.5 When Fire Department members believe that violence is a realistic possibility at an incident they shall:
- 426.5.1 Confirm known information about the incident with dispatch.
 - 426.5.2 Ensure that both law enforcement and a Fire Department Officer have been requested to respond to the scene.
- 426.6 When response to an incident that involves violence is confirmed, in addition to the above:
- 426.6.1 Stage in a location that will not subject the unit to violence at an uncontrolled scene.
 - 426.6.2 Only approach the scene when law enforcement personnel have confirmed that the scene is secure.
- 426.7 Response Considerations:
- 426.7.1 Members responding to known civil disturbances shall do so in full PPE.
 - 426.7.2 Units responding to scenes of violence shall limit the use of sirens and flashing lights in the vicinity of the actual location.
 - 426.7.3 No unit shall respond to a known civil disturbance alone.
- 426.8 Command Considerations
- 426.8.1 In general, scenes of violence are law enforcement matters until they are secured.
 - 426.8.2 Command will generally be established by law enforcement personnel.
 - 426.8.3 Upon arrival at the scene, Fire Department member shall either:
 - 426.8.3.1 Report to the law enforcement Incident Commander; or
 - 426.8.3.2 Enter into unified command; or
 - 426.8.3.3 Establish a single command
- 426.9 Scene Control Considerations
- 426.9.1 Fire Department members shall confirm with law enforcement personnel that a violent scene is secured prior to taking action to mitigate the incident by:

- 426.9.1.1 Face to face communications with the law enforcement Incident Commander.
 - 426.9.1.2 By radio either from dispatch or law enforcement personnel.
 - 426.9.2 The officer of the unit or a Chief Officer shall remain in a position to observe the scene including other potential sources of violent acts.
 - 426.9.3 If necessary, patients should be extricated to a more secure location to complete treatment.
 - 426.9.4 During civil disturbances, Fire Department vehicles shall not be left unattended or out of control of either fire or law enforcement personnel.
- 426.10 Fire Control
- 426.10.1 Small fires that are not in danger of spreading to structures or threaten lives shall only be extinguished without increasing the threat of violence to responders.
 - 426.10.2 Working fires in structures will not be attacked offensively if many violent individuals are present and unwilling to allow access by Fire Department members.
 - 426.10.3 In areas with active large-scale disturbances, fire suppression activities shall be of a primarily defensive nature.
- 426.11 If violence is directed at Fire Department members:
- 426.11.1 If possible, immediately withdraw from the area where violence is occurring.
 - 426.11.2 If withdrawal is not possible, activate the emergency button on one or more portable radios.
 - 426.11.3 If radio traffic would potentially draw attention or escalate the violence, members should use any method necessary to request assistance.
- 426.12 Ballistic Protection
- 426.12.1 Ballistic vests will be available for emergency personnel who may respond to events involving a high potential for violent threats, actions, firearms and/or explosions. Ballistic protection will not be authorized for routine emergency incidents.
 - 426.12.2 High Threat Response Events
 - 426.12.2.1 Fire Department members will be expected to function in one of three HTR operational modes, including Rescue, Protected Corridor, or Protected Island. Protected responders will only operate in the Warm Zone with an accompanying Law Enforcement escort.
 - 426.12.3 Law Enforcement-SWAT Standbys
 - 426.12.3.1 When operating alongside Law Enforcement personnel during LE and/or SWAT standby operations, Fire Department personnel will don ballistic protection and be prepared to enter the Warm Zone to support operations, provide medical assistance, and/or to remove potential patients.
 - 426.12.4 Potentially Violent Events
 - 426.12.4.1 During incidents involving shootings, stabbings, or domestic violence, Fire Department members may don ballistic protection as personal protective equipment. The decision to don ballistic protection should be dependent upon the dispatched information to responding units.
- 426.13 Then Incident Commander / Unit Officer should always exercise keen situational awareness when engaged in emergency incidents. If the emergency scene is potentially unstable, or there is a concern for the safety of personnel, ballistic protection should be utilized by emergency response personnel.

426.14 Procedure

426.14.1 Donning

- 426.14.1.1 Remove excessive or bulky clothing; do not wear body armor over or under your structural PPE. Using a technique like the Over-the-Head SCBA application, lower the head and onto the shoulders.
- 426.14.1.2 Ensure the top of the carrier is positioned one inch below the clavicle notch of the indentation in the center of the neck. Adjust the Velcro adjustments on the shoulder to raise or lower the carrier to the proper fit.
- 426.14.1.3 Grasp the front of the carrier cover (under the pouches) and lift upward separating the Velcro. Hold the carrier cover toward the chest as you stretch and attach a side panel to the front of the carrier.
- 426.14.1.4 Switch hands, stretch and attach the opposite side panel to the front of the carrier. The wearer should ensure the side panels are even with the bottom border of the front of the carrier and not too high so that the wearer can inhale and exhale forcefully.
- 426.14.1.5 Lower the carrier cover to secure the sides of the front of the carrier.

426.14.2 Cleaning

- 426.14.2.1 The body armor may become soiled due to body perspiration and possible bloodborne pathogens. The body armor shall be cleaned using the following guidelines.

426.14.2.2 Carrier and Ballistic Panel Cleaning

- 426.14.2.2.1 Lay the carrier flat and removed all ballistic panels and supplies. Use micro wipes, a damp cloth, or sponge with mild antimicrobial soap or mild laundry detergent. Wipe off excessive soap with clean water and a damp sponge wipe dry. Do not hang, line dry or dry in the sun – allow the carrier to air dry. More substantial contamination will require the carrier to be cleaned with a soft bristle brush with mild laundry detergent and running water.

426.14.2.3 Storage

- 426.14.2.3.1 The Ballistic Vest should be stored in a carry bag when possible. Store in an area free from abrasion, sun, or moisture. Do not place heavy items on top of the vest; compression of the ballistic panels will decrease optimal performance. Heat, moisture, and ultraviolet light will cause the body armor to degrade.

426.14.2.4 Other Considerations

- 426.14.2.4.1 To ensure proper optimal performance, effective utilization, and standardization of the use of the body armor, the body armor shall not be altered, or its contents changed.
- 426.14.2.4.1 Inspection and accountability for the body armor should be performed weekly.

427.0 WINCH USE AND MAINTENANCE

- 427.1 The purpose of this policy is to establish safety measure that should be used when operating a winch.

427.2 Winch Use

- 427.2.1 Only trained personnel should be winch operators. Regular usage of the winch and associated equipment should be kept up, making people familiar with what

- may be a seldom used piece of equipment. Regular demonstration of techniques/safety/problem solving should be monitored. Personnel should be aware of the limitations of the equipment as well as the capabilities and should not be persuaded to use the equipment otherwise.
- 427.2.2 When training / operating with a crew or crews, safety briefs MUST be given to ensure all personnel on the fire ground are aware that winches and moving equipment will be put to use. Briefs should include what is to be pulled, direction of the pull, safety areas for nonessential personnel to muster, actions to be taken in the event of winch or associated equipment failure.
- 427.2.3 Decisions to pull items such as vehicles should only be made after a risk assessment to determine the terrain/damage to the item or vehicle/risk of further injury to patient or worsening of the general situation.
- 427.2.4 A Safety Officer should be appointed to monitor the winching operations and prevent intrusion to the winching area by personnel or by standers.
- 427.2.5 The winch cable shall be covered with a suitable item such as a salvage cover in order to make it visible to others. A salvage cover or heavy blanket such as a mover's quilt can absorb energy should the wire rope break.
- 427.2.6 NFPA 1901 states that operation of the winch shall be from a remote location at least 12 feet from the winch or within an enclosed area. During winching, the winch operator shall utilize the wireless remote and be located in an area to provide as much protection as possible. No one should stand next to the winch, or forward of the winch mechanism. The least cover required should be standing behind one of the open doors of the vehicle. If the winch operator is unable to see the item being pulled, for instance something down an embankment, then an observer should be appointed at a suitably safe point to relay messages to the operator.
- 427.2.7 All personnel operating around the winching area must be in full PPE with leather or rescue gloves and face shield must be down.
- 427.2.8 Where possible, a safety line of suitable breaking strain should be attached to the item to be winched, in case of sudden failure or slippage of the cable. This safety line should be belayed from another vehicle, not the one powering the winch and should be tensioned in tandem with the cable.
- 427.2.9 The winching apparatus and backup should be suitably anchored and chocked to prevent slippage. Parking Brakes shall also be set.
- 427.2.10 If casualties are involved, the winching should be at the direction of EMS and advise must be taken from such persons prior to winching or continuing to winch if a halt has been called.
- 427.2.11 Command should be simple and easy to remember by all present and shall be included in the safety brief. Suggested commands could be "Take In" (to take up the slack on the cable/lines). The winch should always be "1" or "Alpha" and the safety "2" or "Bravo". "Steady" should be used when winching is underway and strain is applied to the cable. "All Stop" should be used to indicate that winching and safety line retrieval should stop immediately. "Continue" to indicate to the operators to continue winching. "Still" if the operation has been compromised by intrusion into the danger area between the subject and the winching.
- 427.2.11 All equipment, especially the cable should be checked for wear or damage after every winching, and if the cable shows signs of fraying it should be replaced immediately or taken out of service until replaced.

- 427.2.12 The best angle to have is the straightest possible from the winch to the subject. Pulling at angles to a subject will put strain on the winch and make pulling more difficult.
- 427.3 Winch Maintenance
- 427.3.1 Weekly
- 427.3.1.1 Inspect the winch thoroughly to determine that no parts are broken, damaged or missing.
- 427.3.1.2 Inspect the winch mounting for missing or loose mounting bolts. Tighten as necessary.
- 427.3.1.3 Ensure the wireless remote is operational.
- 427.3.2 Yearly
- 427.3.2.1 Inspect the wire ropes entire length for damage and cleanliness. Rewind the wire rope onto the winch drum smoothly and evenly. Lubricate as necessary.
- 427.3.2.2 Lubricate all winch components as suggested by the manufacturer. Use a high-quality general-purpose automotive grease or lithium extreme pressure grease.
- 427.3.2.3 Check and adjust any linkages, brakes and connections.

428.0 NATURAL GAS EMERGENCIES

- 428.1 Quick Guide
- 428.1.1 Approach with caution from upwind location
- 428.1.2 Immediately notify the utility company
- 428.1.3 Isolate and eliminate potential ignition sources
- 428.1.4 Evacuate the area
- 428.1.5 Meter the immediate area & gas migration areas
- 428.1.6 Establish a hot zone (explosion and collapse)
- 428.1.7 Stage apparatus and equipment based on atmospheric monitoring and weather conditions
- 428.1.8 Control fires, vapor and leaks. Do not extinguish burning fires
- 428.1.9 Do not operate (open or close) valves or other pipeline equipment
- 428.1.10 Ventilate the building if appropriate
- 428.1.11 Establish rapid intervention crew
- 428.1.12 Designate a safe location for bystanders and the media
- 428.1.13 Refer to "Pipeline Safety Information" located in the green binder in each apparatus
- 428.2 Natural Gas (Methane) is extremely flammable, lighter than air, is colorless and odorless. Due to these characteristics, Mercaptan is added to natural gas to help indicate its presence and will result in an odor like rotten eggs. The flammable range of natural gas is 4 percent Lower Explosive Limit (LEL) to 15 percent Upper Explosive Limits (UEL) by volume. Although natural gas is non-toxic, it can displace oxygen, which can cause asphyxiation in certain settings.
- 428.2 Fires involving natural gas should be controlled by stopping the flow of gas. In most cases, burning natural gas should not be extinguished as this would change the situation from a visible to and invisible hazard with an explosive potential. Because natural gas is lighter than air, if confined, it has the potential for a catastrophic explosion.

- 428.3 Procedure
- 428.3.1 Fire Department units may encounter natural gas in a variety of situations and incident types, each presenting a unique set of hazards. These incidents can range from a simple check odor to potential major incidents involving natural gas explosions. The following guidelines present an approach which will be applicable in many situations, but do not replace good judgment and experience when dealing with any incident.
- 428.4 Personnel Safety
- 428.4.1 All personnel working in the vicinity of a potential explosion or fire area, including gas leaks and fuel spills, shall wear full protective clothing with SCBA, face piece donned and breathing air. A Hot Zone shall be established and defined by "fire line" tape. Personnel working in the hot zone, (e.g. attempting to secure a gas leak), shall be protected by a hose line. The number of exposed personnel will be kept to a minimum while still assuring crew accountability and a minimum of two personnel.
- 428.5 Actions of First Arriving
- 428.5.1 Perform a scene size up and establish Command. Consciously avoid committing apparatus or personnel to a dangerous situation or a situation that could become dangerous due to gas migration.
- 428.5.2 Attempt to locate the homeowner or other RP and begin to gather information as to the hazard, potential victims, etc.
- 428.5.3 Evacuate the area, working towards an "All Clear" of the immediate area and surrounding structures if necessary.
- 428.5.4 Isolate the area/scene – Establishment of a "Hot Zone" is critical. Deny entry.
- 428.5.5 If incident is determined to be a natural gas leak, ensure that personnel safety practices are in place when working in the Hot Zone including the wearing of the appropriate PPE with SCBA, face piece donned and breathing air. Establish a water supply and ensure that a charged hose line is in place. This line must be attended when crews or gas company personnel are securing the leak.
- 428.5.6 Ensure that firefighter safety practices are in place when working in the Hot Zone, including wearing the appropriate PPE with SCBA face piece donned and breathing air.
- 428.5.7 In situations where gas company personnel are needed to assist with the mitigation efforts, ensure that they are dressed in the appropriate PPE including SCBA's.
- 428.6 Incidents Involving A Reported Gas Leak
- 428.6.1 Calls for "odor of gas," "gas leak," "broken gas line" and similar situations may range from minor to major incidents. Each of these scenarios should be approached as potentially dangerous situations. Although there is not a visible hazard, fire or explosion, the situation can change instantly.
- 428.6.2 Uncontrolled flammable gas leaks should never be approached with a "routine" mindset.
- 428.6.3 Safe and effective operations necessitate appropriate size up, approach, establishing and controlling the perimeter, and hazard mitigation.
- 428.6.4 If the gas company personnel are on the scene of an incident prior to arrival of fire crews, the best practice is for the first arriving Fire Department unit to make contact with the on-scene gas company and determine needs.
- 428.6.5 Gas company personnel shall be responsible for locating and eliminating the source of the leak.

- 428.6.6 A minimum number of personnel should be allowed to enter the area to size up the situation while any additional unit's stage outside the hazard zone, preferably up wind of the incident.
- 428.6.7 In addition to evacuating, isolating, and denying entry, non-tech fire crews can attempt to locate the source of the gas and any shutoff devices available.
- 428.6.7.1 If the location of the incident is a SINGLE-FAMILY DWELLING and the source of the leak can be identified it would be appropriate to secure the gas to the appliance or meter if needed.
- 428.6.7.2 If the location of the incident is a COMMERCIAL OCCUPANCY OR OTHER LARGE OCCUPANCY (e.g. large warehouses, hospitals, etc.) refrain from attempting to secure the natural gas unless there is an immediate life hazard. Securing the gas main is often difficult to accomplish due to the size and complexity of the occupancy. Best practices should include evacuation, isolation, and the denial of entry until Haz-Mat crews and/or gas company personnel arrive on scene.
- 428.6.8 Gas leak situations within a building where the source of the leak is unknown or uncontrolled, the gas supply should be shut off at the meter. This should only be done in coordination with Gas Company representative.
- 428.6.9 If there is any indication of gas accumulating within a building, evacuate occupants from the structure, isolate the area and deny re-entry.
- 428.6.10 Attempting to secure ignition sources, e.g. turning off power, can lead to an explosion. Securing electricity may not take place onsite but at a remote location.
- 428.6.11 Consider ventilating the structure using natural ventilation and/or intrinsically safe equipment if available. Battery operated equipment does not necessarily mean intrinsically safe.
- 428.6.12 If gas company personnel are actively securing the leak in the HOT ZONE, fire department crews shall provide stand-by protection with a charged 1 ¾ hand line and minimum of two firefighters in appropriate PPE with SCBA, face piece donned and breathing air.
- 428.6.13 Operating personnel should remain pessimistic in their approach to reported gas leaks and should utilize the utility company resources to rule out any potential hazards.
- 428.7 Incident At Which An Explosion Or Fire Has Occurred
- 428.7.1 Units arriving at the scene of a structural explosion must consider natural gas as a possible cause and recognize the potential signs including a debris field, and/or structural damage.
- 428.7.2 Explosions have occurred in structures which were not served by natural gas. Underground leaks may migrate considerable distances before entering a structure through the foundation, around pipes, or through void spaces. When natural gas migrates in this manner, Mercaptan may be scrubbed as the gas travels underground leaving the gas truly odorless. In these circumstances, the cause of the explosion may be difficult to determine.
- 428.7.3 First arriving crew should perform the following:
- 428.7.3.1 Effective size up, recognize the signs of a gas explosion.
 - 428.7.3.2 Determine the presence of victims, their condition, and triage.
 - 428.7.3.3 Identify immediate hazards (e.g., collapse, leaking gas, fire, etc.).
 - 428.7.3.4 Develop an incident action plan, consideration given to the need for rescue of trapped occupants, structural collapse and/or integrity, treatment, fire

		control, etc. Also, address accomplishment of an “All Clear” on involved structure and surrounding structures (evacuation).
428.7.3.5		Until it can be determined that the area is safe from the danger of further explosions, evacuate all civilians and keep the number of Fire Department and/or other emergency personnel (e.g., gas company) in the area to the minimum number necessary to stabilize the situation.
428.7.3.6		If a gas concentration is encountered inside, adjacent to, or underneath any building, secure all possible sources of ignition in the affected area.
428.7.3.7		Before securing any potential ignition source, evaluation and metering should take place.
428.7.4		Command shall provide for effective interaction between gas company personnel and the Fire Department.
428.7.5		Gas company personnel are responsible for locating and eliminating leaks in the gas system. As industry specialists, they can provide Command with valuable assistance in the effective handling of these incidents.
428.7.6		Command must ensure the safety and stability of all involved structures. If further collapse is possible and a life safety hazard exists, Technical Rescue Teams and other specialty resources should be called to provide for structural stabilization.
428.7.8		Additional appropriate resources should be requested as needed.
428.8	Signs of a Pipeline Leak or Rupture	
428.8.1		Brown or discolored vegetation amid healthy plants
428.8.2		Dirt being blown into the air
428.8.3		Colorful sheens on water surfaces
428.8.4		Fire at or below ground level
428.8.5		Stains or pools of hydrocarbons not usually present in the right-of-way
428.8.6		Bubbles coming from bodies of water
428.8.7		A loud roar or hissing sound
428.8.8		Distinctive petroleum type odors, the smell of Mercaptan, sulfur or a mild fragrant odor
428.8.9		A dense white cloud or fog
428.8.10		Frozen ground near the pipeline

429.0 UTILITY TERRAIN VEHICLE (UTV)

429.1	Purpose	
429.1.1		To ensure safe operation and towing of the Utility Terrain Vehicle (UTV) to any drill, incident, or function. Due to its unique design and handling characteristics, extreme caution must be exercised at all times while hauling, operating, and transporting patients with these vehicles.
429.2	Procedure	
429.2.1	VEHICLE USAGE	
429.2.1.1		UTV deployment will be initiated by a line officer or senior firefighter.
429.2.1.2		UTV will be operated in accordance with the UTV operations manual.
429.2.1.3		UTVs are designed for off-road use and should not be operated on asphalt/concrete public roads. UTV use on paved surfaces should be avoided. If the vehicle must be operated on pavement, the operator should turn gradually and go slowly.

- 429.2.1.4 At no time will any operator risk damage to the vehicle by attempting to operate the vehicle outside of its ability on any terrain.
- 429.2.1.5 Drivers will utilize due regard when operating on or off-road.
- 429.2.1.6 Driver will perform Pre-ride Checklist prior to operating UTV (see Appendix)
- 429.2.1.7 When parking a UTV:
 - 429.2.1.7.1 Turn ignition off, engage brake, and leave vehicle in “park” or the appropriate gear for the slope at the parking place.
 - 429.2.1.7.2 Consider blocking tires if parking on a steep incline/decline.
 - 429.2.1.7.3 Remove keys if appropriate.
- 429.2.1.8 Drivers will maintain an appropriate speed in relation to terrain conditions. At no time will a driver drive at a speed faster than 35 mph unless life safety is at risk or approved to do so by an officer.
- 429.2.1.9 A UTV may not be loaded in excess of the manufacturer's recommended maximum weight at any location on the machine including the cargo rack(s). The maximum gross vehicle weight shall not be exceeded. When carrying equipment, equalize the load to maintain balance, stability, and center of gravity. The manufacturer's loading instructions must be followed.
- 429.2.1.10 All tools or equipment transported on a UTV shall be secured.
- 429.2.1.11 Reckless driving and horseplay are prohibited.
- 429.2.1.12 All drivers will be signed off to operate the UTV.
- 429.2.1.13 Seat belts, safety glasses and wildland helmets (chin strap affixed) MUST be worn when the vehicle is in motion. Goggles may be worn in lieu of safety glasses. Brushy environment may require goggles.
- 429.2.1.14 Exception: A helmet is not required for ATV use in those operations where the vehicle is moved over level or flat ground at slow speeds for short distances and repeatedly mounted/dismounted. Examples include ATV use in and around level campgrounds, administrative buildings, movement by mechanics in and out of shops, movement a few feet at a time by work crews, etc. This exception does not apply to loading or unloading ATV's on trailers via ramps, etc. Additional PPE must be worn with consideration to the conditions of the type of call. An example would be on scene of a brush fire. Wildland NFPA 1977 compliant apparel, gloves, and boots must also be worn when operating the vehicle.
- 429.2.1.15 Door webbing/doors will be closed when the vehicle is in motion.
- 429.2.1.16 Parking Brake will be engaged before exiting the vehicle.
- 429.2.1.17 Only a driver and 2 passengers are allowed on the vehicle while it is in motion. (a secured patient in the rear of the UTV with EMS monitoring is acceptable)
- 429.2.1.18 Any personnel not riding in the UTV will be alongside the apparatus - NEVER in front or behind.
- 429.2.1.19 Headlights will be on for all operations.
- 429.2.1.20 All personnel will have communications with each other either by radio or voice and sight. The UTV operator will have capabilities of radio communications while in operations.
- 429.2.1.21 All fluids, lights, tires and general connections shall be inspected by operator and maintained at proper levels or, if in the case of mechanical

- failures, reported to a line officer and engineer for repair. This shall be done before and after operation.
- 429.2.1.22 Drivers in training will complete a vehicle orientation session and show competency operating the vehicle on and off road, loading and unloading onto trailer and towing said trailer to an event to a chief designated officer prior to incident operation.
- 429.2.1.23 UTV shall be stored with the water tank filled during grass fire season.
- 429.3 Patient Transport**
- 429.3.1 If safer means are available for transport, they should be considered first.
- 429.3.2 Patient must be secured prior to transport, with the ignition off, the transmission in gear and the parking brake set.
- 429.3.3 UTV water tank should be drained for patient transport to increase vehicle stability, especially over steep grades. The added weight of the water and the patient above the center of gravity of the vehicle increases the likelihood of the vehicle tipping over.
- 429.3.4 Never transport a patient beyond the design limits of the UTV, factoring in the additional weight above centerline of the added firefighting equipment and personnel, grade, soil conditions, etc.
- 429.3.5 Note that in some cases safety equipment will be needed for the patient, especially if the patient can be best transported in the passenger seat. In this case, the patient will also need safety glasses/goggles and a helmet. Note that the additional weight of water in the tank toward the rear (which is beyond the center of the two rear axles) increases the likelihood of the UTV to tilt rearward on a steep incline. This is amplified with the addition of weight (a patient) at the rear of the vehicle. Removing water from the tank and the addition of weight in the front of the vehicle will reduce this effect. Consider this weight when backing down a hill and applying brakes, a practice which should be avoided.
- 429.3.6 Additional weight above centerline also increases the likelihood of the vehicle tipping over on the side when turning and when operated at grade.
- 429.4 TOWING**
- 429.4.1 Command, Rescue 11, Brush 21 or Brush 22 or Safety Apparatus equipped for Class-IV towing shall be the primary tow vehicles as directed by a line officer or senior firefighter.
- 429.4.2 Securing devices shall be in good condition and free of frays or splices to prevent equipment failure.
- 429.4.3 Trailer light connection, safety chain connection, and verifying vehicle is properly secured to the trailer will be performed prior to towing. (2 strap connection)
- 429.4.4 The UTV shall be properly secured to prevent forward, backward, and sideways movement.
- 429.4.5 The total UTV weight shall not exceed the maximum rated trailer capacity, and the weight of the tow vehicle, UTV, and trailer shall not exceed the tow vehicle's maximum gross combined weight rating (GVWR)
- 429.4.6 UTV shall be stored so that the unit can be driven off the trailer in a forward motion.
- 429.4.7 Containers with hazardous materials such as fuel cans shall be stored in the bed of the hauling truck during movement to prevent spillage.

- 429.5 General
 - 429.5.1 Members involved in an accident or damage incurred to or with the vehicle will report the event to the IC or highest line officer as soon as possible.
 - 429.5.2 Violation of this SOP will result in revocation of operating privileges until reinstated through a review by a board of Senior Line Officers.
- 429.6 Maintenance
 - 429.6.1 All UTV's and trailers will follow the same maintenance schedule as regular apparatus.
 - 429.6.2 All UTV's and trailers and equipment will be inspected weekly.
- 429.7 Training
 - 429.7.1 Any members using the UTV's, driver or passenger, must complete the VFIS UTV/ATV Safety Program.
- 429.8 Reference Driving Requirements SOP and Apparatus Operator/Crew Responsibilities for further information.



500.0 INTRODUCTION

- 500.1 The Animas Vol. Fire & Rescue Department will make every reasonable effort to provide a safe and healthy work environment for its members, while recognizing the inherent risks that are involved in the delivery of emergency services.
- 500.2 The fire department recognizes the laws and regulations of New Mexico and pledges to use these guidelines and rules as the basis for its approach to a health and safety program for the fire department.

501.0 ALCOHOL & CONTROLLED SUBSTANCES

- 501.1 Due to the "on-call" nature of the availability of firefighters and officers, members of the department are encouraged to limit the use of alcohol. Use of controlled substances on county property is prohibited at all times. While recognizing the department's inability to control member's actions when on "their time," the department believes there are certain actions which may impact the personal well-being of the individual member, the safety of other firefighters, and citizens of our community. Accordingly, the following rules are adopted:
 - 501.1.1 Reporting to the station at any time while in an impaired or intoxicated state, or while under the influence of controlled substances is prohibited.
 - 501.1.2 No firefighter shall consume intoxicants or use controlled substances while on duty or while off-duty and wearing any part of the department's uniform.
 - 501.1.3 No firefighter shall be in possession of intoxicants or controlled substances while in a department vehicle or on county property.
 - 501.1.4 No firefighter shall operate an AVFRD motor vehicle while under the influence of intoxicants or other controlled substances.
- 501.2 The definition of intoxicants is that which is found in the New Mexico Motor Vehicle Code. Members are warned that "under the influence" may be less than "intoxicated" and may be exhibiting "impaired behavior." A controlled substance may be a legal and/or illegal substance (i.e. prescription drugs, narcotics, hallucinogens, etc.) which affect a fire department member's ability to function in a safe, efficient manner. A firefighter possessing or using controlled substances prescribed by a physician or dentist, for use by the firefighter, is strongly encouraged to avoid the rigors of emergency response while undergoing treatment. Members undergoing prolonged use of prescribed drugs should notify the Chief and together determine the firefighter's emergency response availability.
- 501.3 AVFRD's response to incidents of suspected substance abuse or intoxication may include requiring the member who is exhibiting behavior suggestive of substance abuse or intoxication to submit to a drug or alcohol test. The decision to request a drug and/or alcohol test will be based upon a good faith belief. Additionally, AVFRD may respond to reports of substance abuse and /or intoxication by meeting with the member to discuss the reports.
- 501.4 Corrective action will be determined by the following factors:
 - 501.4.1 The refusal of the suspected member to submit to a drug and alcohol test may be grounds for discharge; or the results of the test which may suggest the need for required treatment, counseling, evaluation, or possible discharge, depending upon

- the severity of the circumstances; or actual displayed behavior/performance which could present an unsafe worksite.
- 501.4.2 Procedures found in “Duties of Members, Discipline” will guide the disciplining of AVFRD members. Members who refuse blood and/or breathalyzer tests shall be deemed conclusively presumed intoxicated, impaired or under the influence and disciplined accordingly.
- 501.4.3 AVFRD will work with any member who seeks evaluation and treatment for alcohol or controlled substance dependency. Members shall be assigned a temporary leave of absence for the duration of treatment. Members who refuse evaluation and treatment will be terminated.

502.0 TOBACCO USE

- 502.1 PURPOSE
- 502.1.1 In an effort to promote a healthy environment and encourage health conscious behavior, the use of tobacco products by Animas Vol. Fire & Rescue Department personnel is restricted at emergency scenes, trainings and public events.
- 502.2 EMERGENCY SCENE OPERATIONS
- 502.2.1 The use of tobacco products, including smoking, is prohibited at all times during emergency scene operations.
- 502.3 TRAINING EVENTS
- 502.3.1 The use of tobacco products, including smoking, is restricted to designated break times and shall not be permitted by personnel while actively involved in training activities.
- 502.4 PUBLIC EVENTS
- 502.4.1 The use of tobacco products, including smoking, is restricted during public events. Smoking is permitted only when personnel are not visible by members of the general public.
- 502.5 FIRE STATIONS
- 502.5.1 All Animas Vol. Fire & Rescue Department facilities are smoke free. Smoking is prohibited at all times inside Department facilities, including apparatus bays. Smoking is prohibited inside all apparatus and department vehicles

503.0 HEARING PROTECTION

- 503.1 The purpose of this guideline is to protect AVFRD members from noise-induced hearing impairment and provide optimum communications capabilities between officer and firefighters and drivers and to comply with Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.95 to ensure the prevention of occupational hearing loss for all fire department members.
- 503.2 Actions outlined within this guideline are intended to ensure AVFRD members function in an environment that will not adversely affect their hearing abilities considering the nature of their work. The permissible exposure level for AVFRD hearing protection policy is 85 decibels. All members exposed at or above 85 dBA over an 8-hour time weighted average (TWA) period, are required to wear hearing protection.

- 503.3 AVFRD will during the design stages of all fire apparatus and equipment consider noise control and communications devices for installation.
- 503.4 Specific guidelines and equipment use requiring hearing protection are as follows:
- 503.4.1 On all apparatus with diesel engines, hearing protection will be required at all times the apparatus is moving and shall include all occupants, with the exception of those performing apparatus checks. Hearing protection is provided by means of headsets used in conjunction with the two-way radio in each apparatus.
- 503.4.2 Pump operations at any incident where a pump operator is assigned. Hearing protection is provided by using the headset from the driver's side position and plugging the headset into the pump panel receptacle.
- 503.4.3 Air compressors used for filling SCBA and other pressure cylinders. Any time the compressor is running, and the operator is within the work area. Hearing protection is provided using the earmuff type protectors located on the air compressor controls.
- 503.4.4 Fire Department personnel are required to wear hearing protection when operating equipment that produces noise in excess of 85 decibels except in situations where the use of such personal protective equipment would create an additional hazard to the user. Identified equipment includes but is not limited to the following: saws, extrication equipment, pumps, and air chisels.
- 503.4.5 Officers are responsible for ensuring all drivers/engineers and firefighters utilize the communications and hearing protection headsets while enroute to or returning from an emergency response or other over the road trip by the apparatus. The incident commander or his/her designee is responsible for use of the communications/hearing protection headsets during emergency scene operations. This guideline applies to all apparatus equipped with communications-hearing protection devices.

504.0 INJURIES – MEDICAL CARE

504.1 ON DUTY INJURIES

- 504.1.1 Officers and firefighters operating at emergency scenes, in training, or while functioning as a representative of Animas Vol. Fire & Rescue Department are to adhere to the following procedures pertaining to injuries.
- 504.1.2 Injuries incurred during emergency operations are to be reported to the Incident Commander, or the officer appointed for the operation.
- 504.1.3 If the injury is minor and licensed medical personnel are on scene, treatment may be rendered there.
- 504.1.4 If the Incident Commander, or medical personnel, believes emergency care beyond the capabilities of on-site care providers is needed, AVFRD personnel will be transported to a medical facility.
- 504.1.5 Generally, transportation will be via ambulance unless such a unit is unavailable, or the injuries are minor. An officer will accompany injured AVFRD personnel to the medical facility unless the emergency scene operations require his/her presence. The officer who accompanies the injured must ensure that invoices for medical care are charged to Animas Vol. Fire & Rescue Dept.
- 504.1.6 Every attempt will be made, as soon as possible, following an injury to personally contact the family of the injured AVFRD personnel and to accompany them to the medical facility. The officer who accompanies the family is to remain at the

- medical facility until a determination on injury status, treatment and expected release can be made.
- 504.1.7 The Incident Commander will complete the proper injury form as provided in the NFIRS system. An Officer shall complete the Injury Report form. The person sustaining the injury is to submit a brief narrative report to the IC indicating how he/she sustained the injuries. The IC may ask witnesses to the incident to submit written statements.
- 504.1.8 The Incident Commander will attempt to immediately notify the Chief and/or Assistant Chief of any injury. Reports of injuries are to be relayed via cellular telephone, not department radios, whenever possible.
- 504.2 OFF DUTY INJURIES**
- 504.2.1 It is the guideline of this department to limit the risks to its members and itself and provide a safe and healthy working environment. In doing so, it shall be the responsibility of each member to notify the Chief of any illness, injury, or condition which may prevent the member from performing his/her duties safely and without additional risk to the member or fellow members or the department.
- 504.2.2 A firefighter shall notify his/her station Chief immediately of the following (written notification and verification is preferred):
- 504.2.2.1 Included, but not limited to off duty injury or illness or condition (i.e., heart disease, high blood pressure, seizures, etc.) which may affect his/her ability to perform job duties. An illness, injury, or condition (pregnancy as an example) which may cause further harm to the member if he/she continues as a member.
- 504.2.2.2 An illness, injury or condition which may result in, or pose harm to, fellow members.
- 504.2.2.3 Any prescription medication, intended for sustained use by a member, which may alter his/her ability to perform job duties.
- 504.2.2.4 Notification to the department of an off-duty illness, injury or condition is the responsibility of the member. The notification shall be made as soon as possible, and the member shall not respond to emergency calls, training, station activities, etc., while injured, ill, incapacitated or under sustained medication.
- 504.2.2.5 Failure to report off-duty injuries or illness may result in disciplinary action.
- 504.2.2.6 Members shall not return to department duties knowing such illness, injury or condition still exists.
- 504.3 Return to member on-call availability will require a physician's release, being obtained and submitted to the Chief's office.
- 504.4 If there is any question as to a member's ability to function or perform, without any type of restriction, the work of a firefighter as detailed in the job description, the member may be required to have a medical examination by a physician designated by the department, at the member's expense, before engaging in any further fire department functions. Such injuries or conditions that may require a physical examination are listed below; however, the list should not be considered inclusive:
- 504.4.1 Heart/Cardiovascular Conditions
- 504.4.2 Breathing/Pulmonary Disorders
- 504.4.3 Mental or Nervous Disorders

- 504.4.4 Sprains or Broken Bones Back Injuries or Surgeries of any type
- 504.4.5 Claustrophobic, fear of heights or small spaces, etc.
- 504.5 AVFRD has no limited or light duty for members suffering either on or off duty injuries.

505.0 HAZARD COMMUNICATIONS

- 505.1 In order to comply with the Federal Hazard Communication Standard (29 CFR 1910.1200) promulgated by the National Occupational Safety and Health Administration, and the New Mexico Right to Know Law, the following written Hazardous Communication Standard has been established for the Animas Vol. Fire & Rescue Department.
- 505.2 GENERAL
 - 502.2.1 This procedure will be available for review by all members at the computer workstation.
- 505.3 HAZARD DETERMINATION
 - 505.3.1 AVFRD will rely on material safety data sheets from suppliers to meet determination requirements.
- 505.4 LABELING.
 - 505.4.1 The AVFRD Officers will be responsible for seeing that all containers in the department and all new containers received are properly labeled. All Labels are to be checked for:
 - 504.4.1.1 Identity
 - 504.4.1.2 Hazard warning
 - 504.4.1.3 Name and address of responsible party
- 505.5 MATERIAL SAFETY DATA SHEETS (MSDS).
 - 505.5.1 The Chief or designee will be responsible for compiling the master MSDS file. It will be kept at the fire department computer workstation.
 - 505.5.2 Copies of MSDS's for all hazardous chemicals to which member may be exposed will be kept in a binder at the department computer workstation.
 - 505.5.3 MSDS forms will be available for review by all members. Copies will be available upon request to the Chief or Officer.
 - 505.5.4 The Chief or designee will be responsible for notifying members of new or revised MSDS information within five (5) days of receipt of new or revised MSDS information.
- 505.6 MEMBER INFORMATION AND TRAINING.
 - 505.6.1 The Chief or his/her designee will coordinate and maintain records of training conducted for the Animas Vol. Fire & Rescue Department.
 - 505.6.2 As part of the AVFRD orientation program, new members will be provided a copy of this procedure and informed of the persons responsible for this program implementation and operation.
 - 505.6.3 The member is informed that the department is prohibited from discharging or discriminating against a member who exercises the rights regarding information about hazardous chemicals in the workplace.
 - 505.6.4 Before any new hazardous chemical is introduced into the workplace, each member will be provided information on the new material.

505.7 HAZARDOUS NON-ROUTINE TASKS

- 505.7.1 On occasion, members are required to do work in hazardous areas (i.e., confined spaces). Prior to starting work in such areas, each member may be given information about the hazards involved in these areas. This information may include:
- 505.7.1.1 Specific chemical hazards
 - 505.7.1.2 Protection/safety measures the member can take to lessen risks
 - 505.7.1.3 Measures the fire department has taken to lessen the hazards including ventilation, respirators, the presence of another member and emergency procedures

505.8 It is the guideline of the Animas Vol. Fire & Rescue Department that no member will begin work in a confined space, or any non-routine task without first receiving a safety briefing.

506.0 RESPIRATOR PROGRAM

- 506.1 Animas Vol. Fire & Rescue Department has developed a Respiratory Protection Procedure that shall comply with the provisions of OSHA Standard 1910.134.
- 506.2 The AVFRD Respiratory Protection Procedure will include the following major topics:
- 506.2.1 Respirator Requirements
 - 506.2.2 Medical Evaluation Procedure
 - 506.2.3 Fit Testing and Respirator Use Procedure
 - 506.2.4 Cleaning, Inspection, Maintenance and Repair Procedures
 - 506.2.5 Air Quality Training and Record Keeping Procedures
 - 506.2.6 Medical Evaluation Instrument
- 506.3 Annually, a Committee of AVFRD members shall review the specific provisions in the Respiratory Protection Procedure to ensure compliance with state and federal regulations.

507.0 CRITICAL INCIDENT RESPONSE

507.1 PURPOSE

507.1.1 The AVFRD Critical Incident Response procedure is established to ensure the members involved in certain type incidents with stress reactions receive appropriate follow-up care. The procedure shall be applicable to all members involved in critical incidents directly and may extend to members with indirect involvement. The guideline applies to incidents that occur while the member is acting within their capacity as a member of the Animas Vol. Fire & Rescue Dept.

507.2 DEFINITION

- 507.2.1 A critical incident may be an incident resulting in which death, severe injury or life-threatening events transpire. The incident may occur to civilians or AVFRD members. Additional examples of critical incidents may include, but are not limited to, difficult rescue efforts, natural disasters or mass casualty incidents or significant unfavorable media coverage of an incident.

507.3 DEPARTMENTAL ACTION

- 507.3.1 In the event the Incident Commander, or other officer, believes AVFRD members have been involved with a critical incident that impacts our members, he/she is to request the response of the CISD Team. Response may be to the scene or AVFRD station. A debriefing will be conducted for all AVFRD members involved with the incident (i.e. responders, dispatchers, personnel at stations, etc). Additional

follow-up diffusing sessions will be scheduled as deemed necessary. Diffusing sessions are open to immediate family members of AVFRD members as needed.

- 507.4 The IC shall document the incident and his/her call for CIS debriefing. This is to be a supplemental narrative report and sent to the Chief. The report is not to be included with the NFIRS reports.
- 507.5 Members will receive, as needed, continuing support including meetings with experienced mental health professionals or psychologists to assure emotional well-being.

508.0 PHYSICAL FITNESS

- 508.1 One of the main objectives of the Physical Fitness Program is to lessen the frequency and severity of member injuries by increasing the muscular stress and physical stamina of the body. To fulfill this objective, the intent of the phases and steps of the program must be understood by all participants.

508.2 OVERVIEW

- 508.2.1 The basic duties of a firefighter require above average levels of fitness. The fire service, by its very nature, includes risks of injury and disease. The exposure to hazardous situations, the immediate demand to perform at peak physical capabilities, and the present stress all contribute to the risk of an injury. The old adage of "an ounce of prevention is worth a pound of cure" is of great significance in the Fire Service. It is the Animas Vol. Fire & Rescue Department's belief, that the most beneficial and effective means to prevent injury is to follow standard safety procedures and increase the fitness levels through a comprehensive fitness program.
- 508.2.2 A statement that should be the foundation of any fitness program is entitled, "Pursuit of Excellence."
- 508.2.3 "As individuals, we do not begin life with equal innate capacities for mental or physical achievement. Consequently, we cannot pursue excellence in physical fitness on an absolute scale; everyone should, however, strive for the highest level of fitness within the limitations of his or her own physical potential."

508.3 GOALS

- 508.3.1 The Department's commitment combined with an equal commitment by each member will ensure that the goals of the program are realized.
- 508.3.2 The goals of the program are:
 - 508.3.2.1 Ensure that members have the physical attributes required for the proper performance of their duties.
 - 508.3.2.2 To reduce the frequency and severity of injuries and illness.
 - 508.3.2.3 To extend the health and longevity of department members.
- 508.3.3 The basic duties of a firefighter require above average levels of fitness. The tasks that firefighters are faced with on the fire ground are extremely demanding physically. These tasks are usually performed without any warm-up and under environmentally hostile conditions. This set of circumstances is conducive to a very high risk of injury. If injuries are going to be reduced, the capacity to endure the physical demands of firefighting must be increased. Regular physical fitness

activities are very important to the total well-being of the firefighters. Participating in them not only helps to reduce injuries; it also increases strength and stamina, keeps our minds alert and releases various forms of personal stress.

508.3.4 It is recognized that the state of being physically fit is more important than the actual program we follow to attain that fitness. Therefore, a considerable amount of discretion is allowed in selecting a physical activity from a large menu of options. However, it is imperative that we manage our participation, discipline our actions and follow our personal training goals and objectives. Equally as important is the need to follow a few specific guidelines concerning company participation in all of our physical training activities.

508.4 ACCEPTABLE ACTIVITIES

508.4.1 The Company Officer, with the approval of the Fire Chief, regulates the type of activities pursued. It is the Company Officer's responsibility to ensure that fitness activities are consistent with guidelines presented in this manual and that they are performed in a manner that minimizes possible injuries.

508.4.2 While the Company Officer is responsible for the daily oversight of fitness training, it should be noted that each individual is responsible for obeying safe practices and all rules of the workout area being used. Any injuries and/or accidents shall be reported to member's immediate supervisor and all proper documentation shall be completed.

508.4.3 Physical fitness programs should include activities to improve aerobic fitness, flexibility, body composition, muscular strength and endurance. They should be non-contact activity pursued in a safe manner. Recommended fitness programs may include, but are not limited to, resistance training, functional training, circuit training and group fitness training.

508.4.4 All fire personnel are required to respond to emergency calls during fitness training times, unless previously cleared through an Officer. Members are not to exceed their personal limitations which could prevent or in any way hinder their immediate response to an emergency.

508.5 LOCATION

508.5.1 The Animas Vol. Fire & Rescue Department maintains workout facilities at the station. Individuals are also encouraged to use these facilities while off duty.

508.6 ATTIRE

508.5.1 The Physical Fitness Program is an in-service activity and requires that department issued P.T. uniforms are worn. P.T. uniforms consist of department issued logo shorts, T-shirt. P.T. uniforms are inappropriate on incidents scenes and standard uniforms and/or protective clothing must be worn on incidents when responding from physical fitness activities.

508.7 Safety 508.7.1

Members should not use any equipment without having an orientation of the equipment first. Members should not bench press without having a spotter.

508.8 SUMMARY

- 507.8.1 The program focuses on results, providing maximum support to the individual's effort to achieve and maintain acceptable levels of physical fitness.

509.0 NON-MEMBER USE OF EXERCISE EQUIPMENT

- 509.1 The Animas Fire & Rescue Department recognizes the importance of physical fitness and encourages everyone to live a healthy lifestyle. Because of limited resources in the Animas Area, the Animas Fire & Rescue Department will allow members from other fire departments, EMT's, Law Enforcement, with permission from the Chief, to use the exercise equipment located at the Animas Fire & Rescue Department. Immediate family members of any Animas Fire & Rescue Department Member, 18 yrs of age and up, with permission of the Chief can also use the exercise equipment.
- 509.2 Any non-member wishing to use the exercise equipment must sign the sign the Exercise & Equipment Waiver & Agreement Form.
- 509.3 Any non-member wishing to use the exercise equipment must follow all facility rules under Section 100 while at the station.
- 509.4 Any non-member wishing to use the exercise equipment shall follow the safety guidelines as outlined under section 508.7.1
- 509.5 Any family member must be accompanied by a member of the Animas Fire & Rescue Dept.
- 509.6 Any non-member shall wear appropriate clothing similar to those outlined in section 508.6.1.
- 509.7 SOP Section 107.0 Department Security applies to any non-member using the exercise equipment.

510.0 FIREFIGHTER DRIVER MEDICAL EXAMS

- 510.1 Firefighters driving any emergency apparatus or vehicle shall have a medical exam scheduled bi-annually unless a physician indicates need for annual exams. The Fire Department will appoint a physician or physicians to conduct Fire Department Medical Exams. The Fire Department shall process the billing directly. The individual firefighter (or firefighter insurance company) will not be billed.
- 510.2 Medical Exams shall meet the Federal Motor Carrier Safety Administration (FMCSA) Requirements.
- 510.3 Any screenings suggested or required beyond the basic FMCSA requirements will be the financial responsibility of the individual, not the fire department.
- 510.4 Members are encouraged to schedule comprehensive annual medical exams with their Primary Care Physician. A thorough and comprehensive exam should include a full blood panel, vision and hearing screening, cancer screening, cardiovascular and pulmonary exam and review of immunizations. These types of exams are not covered by the Fire Department.



Section 600 OCCUPATIONAL EXPOSURE CONTROL PLAN

500.0 OCCUPATIONAL EXPOSURE CONTROL PLAN

500.1 All members 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.

500.2 Methods of Compliance

- 500.2.1 Universal precautions shall be observed to prevent contact with blood and other potentially infectious materials. All body fluids shall be considered potentially infectious materials.
- 500.2.2 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 hands washed after contact with each patient or each use for cleaning or handling potentially infectious materials.
- 500.2.3 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.
- 500.2.4 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.
- 500.2.5 When hand washing is not possible, firefighters will clean their hands with an antiseptic towel or hand cleanser, and then wash their hands with soap and water at the earliest possible time.
- 500.2.6 Any other skin, mucus membrane, or body area that has come in contact with potentially infectious material must be washed as soon as possible.
- 500.2.7 Immediately after use, sharp items such as needles and lancets shall be placed in a leak-proof, puncture-resistant container. Contaminated sharps shall not be recapped or otherwise manipulated by hand. Whenever possible, firefighters will leave handling and disposal of sharps to EMS. When firefighters must dispose of sharps or contaminated broken glassware, all handling will be with tongs or forceps. Also, glass can be cleaned up with a brush and dustpan.
- 500.2.8 All procedures involving blood or OPIM shall be performed to minimize splashing and spattering.
- 500.2.9 Infectious waste and any disposable item which comes in contact with body fluids, shall be handled with gloves and shall be placed in an impermeable red bag.
- 500.2.10 No potentially infectious waste will be left at the scene of an incident.

500.3 Personal Protective Equipment (PPE)

- 500.3.1 When PPE is removed it shall be decontaminated or disposed of in an appropriate container.
- 500.3.2 Members in contact with patients/victims will have examination gloves and goggles with them at all times. These are available on each engine.

- 500.3.3 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.
- 500.3.4 Gloves are to be removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious items.
- 500.3.5 Structural firefighting protective clothing will be worn for all incidents requiring this protection. Additionally, gloves will be worn under the firefighter's gloves when infectious materials may be encountered such as during vehicle extrication.
- 500.3.5.1 Because of the potential for burns, gloves should not be worn under firefighting gloves where there is exposure to extreme heat.
- 500.3.6 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 firefighting helmets shall not be used for exposure control; however, SCBA masks are acceptable.
- 500.3.7 Gowns, waterproof aprons or structural firefighting gear shall be worn during procedures that are likely to generate splashes of blood or other body fluids.
- 500.4 Equipment Cleaning**
- 500.4.1 Routine cleaning of equipment will be done after every call and as needed.
- 500.4.2 Vehicles, tools and other equipment that is exposed to body fluids will be cleaned with an antiseptic cleaner followed by soap and water.
- 500.5 Contaminated Sharps**
- 500.5.1 A sharps container is carried in the medical bag.
- 500.5.2 The sharps container must be kept in an upright position when used and shall be replaced immediately after each use.
- 500.5.3 Sharps will only be picked up with pliers or tongs, never by hand.
- 500.5.4 Sharps containers should be closed to prevent spillage, placed in a second container if leaking, and handled with care.
- 500.5.4 Used sharps containers shall be capped, taped, and dated for disposal.
- 500.5.5 Contaminated materials shall be handled as little as possible. When handling contaminated linen or towels, firefighters will wear latex gloves and other appropriate PPE. All soiled linen shall be placed in red bags that prevent leakage.
- 500.6 Disposal of Waste**
- 500.6.1 All waste will be placed in red plastic bags or labeled sharps containers.
- 500.6.2 Whenever possible, contaminated waste will be given to an on-scene EMS crew for disposal.
- 500.6.3 Waste not given to an on-scene EMS crew will be transported back to the fire station in a non-passenger area of the vehicle. No more than 50 lbs. of waste material may be transported.
- 500.6.4 The waste will then be double bagged, the bags sealed and placed in the station's outside trash container.
- 500.6.5 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, and EMS shall be called to remove the waste.
- 500.6.6 EMS will respond to remove heavily soiled waste and sharps within 24 hours.
- 500.7 Hepatitis B Vaccination**
- 500.7.1 All members who are at risk to occupational exposure will have the Hepatitis B vaccination, post exposure evaluation and follow up made available at no cost.

- 500.7.2 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 days of membership acceptance. 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.
- 500.7.3 Each firefighter must sign a consent/refusal form verifying that this vaccination was offered to him/her.

500.8 Post-Exposure Evaluation and Follow-up

- 500.8.1 Following a report of an exposure incident, the Chief shall make immediately available to the exposed volunteer a confidential medical evaluation and follow up, including at least the following elements:
- 500.8.1.1 Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
- 500.8.1.2 Identification and documentation of the source individual, unless the Chief can establish that identification is infeasible or prohibited by state or local law.
- 500.8.1.3 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.
- 500.8.1.4 When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- 500.8.1.5 Results of the source individual's testing shall be made available to the exposed volunteer, and the volunteer shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
- 500.8.2 Collection and testing of blood for HBV and HIV serological status;
- 500.8.2.1 Healthcare Professional's Written Opinion
- 500.8.2.2 The Chief shall obtain and provide the volunteer with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.
- 500.8.2.3 The healthcare professional's written opinion for Hepatitis B vaccination shall be limited to whether Hepatitis B vaccination is indicated for a volunteer, and if the volunteer has received such vaccination.
- 500.8.3 The healthcare professional's written opinion for post-exposure evaluation and follow-up shall be limited to the following information:
- 500.8.3.1 That the volunteer has been informed of the results of the evaluation

- 500.8.3.2 That the volunteer has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.
- 500.8.4 All other findings or diagnoses shall remain confidential and shall not be included in the written report
- 500.8.5 Communication of Hazards to Members
- 500.8.5.1 Warning labels shall be affixed to containers of regulated waste containing blood or OPIMs.
- 500.8.5.2 Potentially infectious waste will be placed in red plastic bags.
- 500.8.6 Information and Training
- 500.8.6.1 All members with the potential for occupational exposure shall participate in an exposure control training program.
- 500.8.6.2 The training will be provided on initial assignment to a position that has potential for exposure and annually after that.
- 500.8.6.3 Training will be provided when changes occur, such as modifications of procedures, and with the use of new products that may affect occupational exposure.
- 500.8.6.4 The training program shall contain at least the following elements.
- 500.9 Record keeping
- 500.9.1 Fire Department shall maintain a record for each volunteer who has occupational exposure in accordance with 29 CFR 1910.20. The record includes:
- 500.9.1.1 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.
- 500.9.1.2 A copy of all results of examinations, medical testing, and follow up procedures as required.
- 500.9.1.3 The Chief's copy of the health care professional's written opinion.
- 500.9.1.4 A copy of the information provided to the health care professional.
- 500.9.2 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 volunteer's written consent.
- 500.9.3 The records shall be maintained for the duration of membership plus 30 years in accordance with 29 CFR 1910.20.
- 500.10 Training Records
- 500.10.1 Training records shall include the following information:

- 500.10.1.1 The dates of the training.
 - 500.10.1.2 A summary of the training.
 - 500.10.1.3 The names and qualifications of the persons conducting the training.
 - 500.10.1.4 The names and job titles of all persons attending the training.
 - 500.10.1.5 Training records shall be maintained for three years from the date on which the training occurred.
- 500.10.2 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.



ACKNOWLEDGEMENT

By signing this form, I acknowledge that I have received and reviewed the Animas Vol. Fire & Rescue Departments Standard Operating Procedures (SOPs).

I understand that I am responsible for reading these documents and familiarizing myself with their contents. I also understand that the policies contained in these documents apply to me and that it is my responsibility to comply with the policies and any revisions made to them. I understand that it is my responsibility to familiarize myself with the contents, and to seek guidance from a line officer whenever the contents are unclear.

I understand that the Animas Vol. Fire & Rescue Department SOP's created 05/04/2005 and any of its revisions, supersedes all prior handbooks or policies on the subjects contained in it and that the Hidalgo County Commission has the right to change, modify, add to, substitute or eliminate, and to interpret and apply, the policies and rules described therein.

I further understand that compliance with the policies contained in the manual is mandatory and failure to comply with requirements set forth in the guidelines may result in disciplinary action up to removal from the department.

Print Name_____

Sign Name_____

Date_____

AVFRD Application APPLICATION PROCESS

1. Contents of Packet

The membership application packet contains the following forms that must be completed:

- a) Volunteer Firefighter Membership Application, form AVFRD:AP1 (2 pages)
- b) Authority to Release Information, form AVFRD:AP2
- c) Background Screening Applicant Information, form AVFRD:AP3
- d) Accountability Tag Forms, form AVFRD:AP4
- e) NM MVD Records Release, form MVD-11260
- f) VFIS Beneficiary Form
- g) PERA Form
- h) Application Process Checklist, form AVFRD:AP5

2. Completion of Application Packet

All applicants must COMPLETELY fill in the information on the forms listed in Section #1 above. When completed, you must sign (in the presence of a Notary Public of New Mexico) the second page of form AVFRD:AP1.

3. Administrative Review of Application

When you submit your application packet, a thorough administrative review will be done. All information provided on the application will be verified. The following items are important things to consider when completing the application:

Membership in Other Organization: If you state that you are a member of other organizations, you must provide the name, address and phone number of the appropriate official in each organization that can be contacted in order to verify the information submitted. This information should be provided on a separate sheet of paper and attached to the application.

Previous Experience: If you state that you have previous experience in other fire service or emergency medical service organizations, you must provide the name, address and phone number of the appropriate official in each organization that can be contacted in order to verify the information submitted. This information should be provided on a separate sheet of paper and attached to the application.

Special Licenses or Certifications Held: If you state that you have a special license or certification, please attach a copy for the training file that is maintained on each member. Please also provide a legible copy of your New Mexico Driver's License for our use in obtaining a NM Department of Motor Vehicle Records Check. *Do not attach the original of any license or certification.*

Previous Fire Service & Emergency Medical Service Training: If you state that you have previous fire service or emergency medical service training, please attach a copy for the training file maintained on each member. *Do not attach the original of any license or certification.*

4. Background Check

A thorough background check and a five year motor vehicle abstract is conducted through NM MVD of each applicant submitting an application. The application will be considered incomplete and will not be acted upon unless or until this written permission is provided.

5. Review of Application & Induction of New Members

When all portions of the application process are complete, the entire package will be submitted to the Chief for a review. If there are any questions on the information submitted on the application or any of the information uncovered during the application process, further investigation will occur. If the Chief recommends membership for the applicant, the applicant will be promptly notified of the date of the next business meeting. A letter will be prepared for reading and consideration by the Station. It is strongly recommended that the applicant make every possible effort to attend this meeting in order to be accepted.

6. Probationary Status Begins

Once the applicant is accepted, he/she is now a new member of the Fire Department. The new member will be notified of the equipment issuance process that must be completed in order to begin Probationary status. Once equipment has been issued, the new member will be closely advised by the assigned station officer in the operating procedures that must be followed when responding to incidents or when visiting the fire station. New members are strongly encouraged to continually review the Standard Operating Procedures during the first few months of membership in order to take advantage of the valuable information it contains.

7. Points to Remember

The selection of competent and responsible personnel for membership in the Fire Department is essential in our mission to provide safety, protection and service to the public. Applicants are reminded to be patient with the membership process in order to allow sufficient time for the review of each applicant. Our goal is to complete the application process for each applicant from start to finish within 30 days.

The Animas Volunteer Fire & Rescue Department is an equal opportunity employer and will not discriminate against any applicant due to age, race, sex, religion, and national origin or due to non-merit factors.

All new members must complete a ninety (90) day probationary period with the Fire Department before full membership privileges will be granted. Any habitual violation of policies or procedures during this period may lead to immediate expulsion from the Fire Department.

If the applicant is rejected for membership, he/she has the right to file a written request for reconsideration with the Chief of Department. The Chief of Department will then present the request to the Hidalgo County Fire Marshal. At that time, a complete investigation will be conducted.

Application packet given to _____ on _____.

APPLICATION PROCESS CHECKLIST

(For Internal Use)

<i>Form or Action Taken</i>	<i>Date Complete</i>
○ Volunteer Firefighter Membership Application <i>(Form AVFRD:AP1)</i>	_____
○ Authority to Release Information <i>(Form AVFRD:AP2 & AP3)</i>	_____
○ Accountability Tag Form <i>Form AVFRD:AP4</i>	_____
○ Background Check	_____
○ Recommendation of Membership by <i>Chief of Department</i>	_____
○ Standard Operating Procedures	_____
○ Designation of VFIS Beneficiary Form	_____
○ PERA Form	_____
○ MVD Records Check	_____
○ Administrative Review of Application	_____

AVFRD:AP5

Animas Volunteer Fire & Rescue Department		Volunteer Firefighter Membership Application		
Name: _____	DOB: _____		SS# _____ - _____	
Mailing Address: _____	City: _____ NM		Zip: _____	
Physical Address: _____	Home # _____		Cell # _____	
Email Address: _____				
Occupation: _____	Work Hrs: _____ to _____			
Employer Name: _____				
Employer Address: _____				
Contact Person: _____	Phone # _____			
Health: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	Blood Type: _____			
Do you have any physical limitations, which would restrict your ability to perform firefighter duties? (Circle) Yes No (If yes, explain) <hr/> <hr/> <hr/> <hr/>				
List pertinent medications and medical conditions: <hr/> <hr/> <hr/> <hr/>				
Driving History: Are your driving privileges revoked or have they ever been revoked? (Circle) Yes No (If yes, explain) <hr/> <hr/> <hr/>				
Driver's License # _____ Class: _____ Restrictions: _____				
List current membership in other organizations: 1. _____ Date Joined: _____ 2. _____ Date Joined: _____ 3. _____ Date Joined: _____				
Previous Experiences: 1. _____ Years There: _____ 2. _____ Years There: _____ 3. _____ Years There: _____				
Do you have any relatives on the Fire Department? (Circle) Yes No (If yes, who?) _____				
Have you ever been arrested or do you have a criminal record? (Circle) Yes No (If yes, where and provide explanation below) <hr/> <hr/> <hr/>				

AVFRD:AP1

**EMERGENCY CONTACT INFORMATION
IN THE EVENT OF AN EMERGENCY, NOTIFY:**

First Contact:	Name: _____ Relationship: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (H/C) _____ (W) _____
Second Contact:	Name: _____ Relationship: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: (H/C) _____ (W) _____
Uniform Sizes:	Shirt: _____ Jacket Size: _____ Shoe Size: _____ Hat Size: _____ Pants: Waist _____ Inseam _____
List any special licenses or certifications you currently hold: Certifications: 1. _____ 2. _____ 3. _____	
Expiration Date: _____ _____ _____	

List current fire service & emergency medical training <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Course</th> <th style="width: 25%;">Location/Academy</th> <th style="width: 25%;">Month/Year</th> <th style="width: 25%;">Completed</th> </tr> </thead> <tbody> <tr> <td>1. _____</td> <td>_____</td> <td>_____</td> <td>Yes No</td> </tr> <tr> <td>2. _____</td> <td>_____</td> <td>_____</td> <td>Yes No</td> </tr> <tr> <td>3. _____</td> <td>_____</td> <td>_____</td> <td>Yes No</td> </tr> </tbody> </table>				Course	Location/Academy	Month/Year	Completed	1. _____	_____	_____	Yes No	2. _____	_____	_____	Yes No	3. _____	_____	_____	Yes No
Course	Location/Academy	Month/Year	Completed																
1. _____	_____	_____	Yes No																
2. _____	_____	_____	Yes No																
3. _____	_____	_____	Yes No																
<i>If insufficient room exists to list training, attach a separate sheet.</i>																			

Read this application and your answers carefully before signing below. I certify that the statements made by me on this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that if I have knowingly made a misstatement of these facts, I am subject to rejection and/or removal as a member of the Animas Vol. Fire & Rescue Dept. I further understand that if I knowingly made any false statement regarding my criminal history, I will be liable for the cost of any training provided to me by the Animas Vol. Fire & Rescue Dept.	
--	--

Applicant Signature: _____	Notary Seal: _____
Date of Application: _____	
Notary Signature: _____	
Subscribed and sworn before me on this _____ day of _____, 20__. My commission expires: _____	

HIDALGO COUNTY GOVERNMENT**WAIVER AND RELEASE**

To Whom It May Concern

Having made application for employment with Hidalgo County, it is my understanding that a Comprehensive investigation of my background will be conducted in connection with this application.

I, _____, do hereby give the officials of Hidalgo County the authority to conduct such an investigation, and do hereby authorize the release of any and all information requested by this organization pertaining to my work history, medical history, criminal history, educational background, financial obligations and status, character, honesty, and other general qualifications or fitness. I direct custodians of such records to release copies to the authorized Hidalgo County agent bearing this authorization, either originally signed or in photocopy form.

I acknowledge that my employment with Hidalgo county is contingent upon the background investigation herein authorized being completed with a favorable result. I further acknowledge, that I will not ever be allowed to, nor do I have any right to, review or see my background investigation, or material provided in such an investigation, and it will not be released to anyone outside of authorized supervisory personnel of Hidalgo County without a court order. In the event that any court should in the future rule that I possess a right to review or see my background investigation or materials provided in such an investigation, this waiver and release waives any rights.

I release Hidalgo County, and its agents and employees, and the custodians of records provided as a part of my background investigation, from any claim of damage that could ever be brought by me against any of them as a result of this background investigation, and waive any right I might have to bring such claim.

This releases and waiver is binding on my heirs, assigns, or representatives or associates of nature.

Applicant Signature

SUBSCRIBED AND SWORN to before me on this _____ day of _____, 20_____

Notary Public

SEAL

My Commission Expires: _____

AVFRD:AP2

BACKGROUND SCREENING APPLICANT INFORMATION FORM

The following information will be treated as confidential and is requested only in order to perform a background check. Providing this information is optional but your application will not be processed further without it. This Background Screening Applicant Information Form will be separated from the application you submit and kept in Human Resources. This information in and of itself will have no bearing upon your consideration for employment. The Age discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age. **Please initial any yes or no box located on this application.**

PLEASE PRINT YOUR NAME AS SHOWN ON YOUR DRIVER'S LICENSE/STATE ID

First Name:	MI:	Last Name:	Maiden/AKA:
Social Security No:	Date of Birth:	Driver's License No: <small>For Identification Purposes Only</small>	State Issued:

Date: _____ Applicant Signature: _____

AVFRD:AP3

**ANIMAS VOLUNTEER FIRE & RESCUE DEPARTMENT
ID TAG INFORMATION FORM/ACCOUNTABILITY FORM**

NAME: _____ S.S. #: _____

BIRTHDATE: _____ SEX: _____

PRIMARY EMERGENCY CONTACT: _____

RELATIONSHIP: _____

PHONE: (H) _____ (W) _____

ALTERNATE EMERGENCY CONTACT: _____

RELATIONSHIP: _____

PHONE: (H) _____ (W) _____

HEIGHT: _____ WEIGHT: _____ RELIGION: _____

ALLERGIES: _____

MEDICATIONS: _____

BLOOD TYPE: _____ PHYSICAL RESTRICTIONS: _____

DATE OF LAST PHYSICAL: _____

BP: _____ PULSE: _____ RESPIRATIONS: _____

FAMILY DOCTOR: _____ PHONE: _____

LAST TETANUS SHOT: _____ ORGAN DONOR: _____

LAST HEPATITIS SERIES: #1 _____ #2 _____ #3 _____

REFUSED: _____

COMMENTS: _____

AVFRD:AP4

Equipment Damage / Loss / Theft Report Form

Animas Vol Fire & Rescue Dept. members are required to report any damage, loss or theft of Animas Vol. Fire & Rescue Dept. owned and operated equipment/property as soon as possible and submit a completed copy of this form within 24 hours of the incident.

Please note that where an injury occurs as a result of any damage, loss or theft of Animas Vol. Fire & Rescue Dept. owned and operated equipment, members are required to report the incident immediately, and submit a completed Incident Report and Investigation Form.

Damage / Loss / Theft - Reported By	
Member Name:	Member Number:
Position>Title:	Department:
Phone Number:	Email:

Incident Information	
Incident Date (dd/mm/yy): ____ / ____ / ____	Time of Incident (24 hour clock):
Reported on: ____ / ____ / ____	Time Reported (24 hour clock):
Officer:	Specific Location:

Equipment Information	
List of Equipment Damaged / Lost / Stolen (Please Specify)	
Equipment Identification Number(s)	
Equipment Location at Time of Damage / Loss	

How Was the Equipment Damaged / Lost / Stolen? (Complete Description)	
Description of Damage to Equipment	
Estimated Cost of Repair / Replacement	
Person Responsible for Equipment	

Was the Equipment Damage / Loss / Theft reported to the Police?

- Yes
- No

If yes, please provide:

Police Report Information	
Police File #:	Officer In Charge:
Station #:	Phone #:
Email:	

A Police Report (if Theft) and replacement cost invoice must be attached.

Acknowledgement & Agreement

Member Signature: _____

Officer Name: _____

Signature: _____

Date: _____

Animas Vol. Fire & Rescue Dept.**Employee Respirator Fit Test Record**

Complete for each individual who is fitted for a negative or positive-pressure tight-fitting respirator.

Instructor Name: _____ Signature: _____
Employee Name: _____ Unit ID Number: _____
Employee Signature: _____ Fit Test Conducted By: _____
Date: _____

Respirators Fitted: (Define type, size, manufacturer and model number): _____

Limitations Noted:

Beard Dentures Contact Lenses Facial Surgery Dental Work No Limitations
Explain (or indicate other limitations not included above): _____

Fit Testing

Satisfactory Positive Pressure Fit Check
Satisfactory Negative Pressure Fit Check

Quantitative Fit Test: Pass Fail

Equipment Used: _____

Copy of results attached:

Qualitative Fit Test: Pass Fail
Satisfactory Saccharin Mist Test
Satisfactory Bitrex Solution Aerosol
Satisfactory Banana Oil (Isoamyl Acetate)
Satisfactory Irritant Smoke

Animas Vol. Fire & Rescue Dept.

Injury/Incident Reporting Form

Use this form to report any injury, illness or incident that occurred while performing Fire Department related duties. Return the completed form to an Officer or the Fire Chief.

This is documenting an:

Injury/Illness

Incident

Observation

Details of person injured or involved (to be filled in by person injured / involved if possible)

Person Completing Report: _____ Date: _____

Person(s) Involved: _____

Equipment of Truck ID: _____

Event Details

Date of Event: _____ Location of Event: _____

Time of Event: _____ Witnesses: _____

Description of Events (Describe tasks being performed and sequence of events, use back of sheet if more space is needed):

Was injury/incident caused by an unsafe act or an unsafe condition? Please explain:

TO BE COMPLETED ONLY IF INJURY	
Type of injury sustained:	
Cause of injury:	
Was medical treatment or first aid necessary?	Yes____ No____ If yes, name of hospital or physician: If First Aid, type of aid received:

Signature of Member _____ Date: _____

Signature of Officer/Fire Chief: _____ Date: _____

Animas Vol. Fire & Rescue Department

USFA & NFPA 1584

FIREFIGHTER REHABILITATION FORM

LEGAL DOCUMENT – DO NOT DISCARD

Incident Name: _____

Date: ____ / ____ / ____

Name: _____

Log-In Time: ____ : ____ Log-Out Time: ____ :

Unit: _____ Agency: _____

PPE Level: Duty Uniform Structure
 Wildland

Radio #: _____

Comments, Medical Concerns, Allergies

Age: _____

Male Female

<input type="checkbox"/> Nausea	<input type="checkbox"/> Weakness	<input type="checkbox"/> Headache	<input type="checkbox"/> Sunburned
<input type="checkbox"/> Cramping	<input type="checkbox"/> Seizure	<input type="checkbox"/> Flushed Skin	<input type="checkbox"/> Exhaustion
<input type="checkbox"/> Dehydration	<input type="checkbox"/> Mental Confusion	<input type="checkbox"/> Absence of Sweating	
<input type="checkbox"/> Shortness of Breath <input type="checkbox"/> Rapid Heart Rate			

<input type="checkbox"/> Headache	<input type="checkbox"/> Low BP	<input type="checkbox"/> Numbness	<input type="checkbox"/> Blisters
<input type="checkbox"/> Dehydration	<input type="checkbox"/> Muscle Rigidity	<input type="checkbox"/> Mental Confusion	
<input type="checkbox"/> Slow Pupil Response <input type="checkbox"/> Waxy Pale Skin			

Time	B/P	Pulse	Respiration	Temperature

NFPA 1582 - 9.4.20.1 Uncontrolled Hypertension

Defined as

- Systolic Pressure >180 mm Hg
- Diastolic Pressure >100 mm Hg

Hypertension with the presence of target organ damage

Compromises the member's ability to safely perform essential job

Electrolyte ____ oz Water ____ oz Food

Temp	Wind Chill	Humidity	Heat Index

Was Firefighter Exposed to Smoke? Yes No

Initial Carbon Monoxide Assessment Parameters

0 – 5%	Normal
5 – 10%	Normal in a Smoker
>10%	Abnormal – Consider High Flow Oxygen
>15%	Significantly Abnormal – Treatment Mandatory

Initial Carbon Monoxide Reading SpCO% = _____

Carbon Monoxide Reassessment Parameters

0 – 5%	Acceptable
5 – 10%	Consider High Flow Oxygen Until <5%
>10%	Abnormal - Assess Symptoms – High Flow Oxygen
>15%	Significantly Abnormal – Treatment Mandatory

Carbon Monoxide Reassessment Reading SpCO% = _____

Time				
Spo2				
SpCO				

NFPA 1584 – Chapter 6

6.1 Rehabilitation operations shall commence whenever emergency operations or training exercises pose a safety or health risk to members

6.1.4 Members shall undergo rehabilitation following:

- The use of a 2nd 30-minute SCBA
- A single 45-minute SCBA
- A single 60-minute SCBA
- 40 Minutes of intense work without an SCBA

6.2.2.1 Members entering rehabilitation for the first time shall rest for a minimum of 10 minutes and longer where practical

6.2.2.2 Members shall rest for a minimum of 20 minutes following:

- The use of a 2nd 30-minute SCBA
- A single 45-minute SCBA
- A single 60-minute SCBA
- 40 Minutes of intense work without an SCBA

6.2.2.2.2 The member shall not return to operations if he/she does not feel adequately rested

1. Rest: Yes No Minutes: _____
2. Hydration: Yes No
3. Cooling: Yes No Active Passive
4. Warming: Yes No
5. Medical Monitoring: Yes No
6. Relief from Climate: Yes No
7. Calorie & Electrolyte Replacement: Yes No
8. Emergency Medical Care Provided Yes No
9. Accountability Documentation Completed: Yes No

Released By: _____

Print Name _____

Signature: _____ Time: _____

Animas Vol. Fire & Rescue Dept.

Hepatitis B Vaccine Declination

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B Vaccine at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B Vaccine, I can receive the vaccination series at no charge to me.

Member Signature

Print Name

Date

Witness Signature

Print Name

Date

Animas Vol. Fire & Rescue Department

PIO Media Worksheet

Spokesperson_____ Date_____

Type of Incident _____

Location _____

Total number of units involved:

Engines____ Ladders____ Rescue ____ Squads ____ EMS_____

Chief Officer's _____ Other _____

Total number of Firefighters _____ Mutual-Aid Department _____

Time of Alarm _____ Time on Scene _____ Fire Under Control _____

Cause of Fire: (*)_____

*If the incident is under investigation. Once the investigation is complete details will be available.

Total number of Injuries: _____ Civilian: _____ Fire Personnel: _____

Transported to: _____

Types of apparent Injuries: _____

Severity (circle): Severe Moderate Minor

Total number of fatalities: _____ Civilian: _____ Fire Personnel: _____

Brief synopsis of first arriving unit(s) – What was encountered and what action was taken.

Special Hazards: _____

Special Accomplishments – rescues, salvage work, etc. _____

Dollar Loss (estimate) _____ If unknown, (circle one) Heavy, Moderate, Minor

Animas Vol. Fire & Rescue Dept.

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Employee Name: _____

Department/Position: _____

Officer or Chief: _____

Describe the alleged incident in detail including the date upon which the incident occurred; the name of the individual who committed the act of discrimination and/or harassment; the approximate time when the incident occurred, the acts which you believe constituted unlawful discrimination and/or harassment, including any verbal acts; your response or reaction; and any other details which will assist the Animas Vol. Fire Department in its investigation of this incident:

Have you reported this incident to your Officer? _____

Have you been subjected to similar acts of harassment and/or discrimination by the same individual(s) in the past? _____

If so, did you report the prior incidents? _____

If you did not file a report, please describe the prior incident(s) including the specific details set forth above:

Signature of Reporting Member

Date

Signature of Receiving Officer.

Date

A9

Animas Vol. Fire & Rescue Dept.

**Personal Protective Equipment
Member Training Certification**

Person performing training session: _____
Date of Training: _____

Full name and signature of each firefighter trained (or attach a list)

Printed Name

Signature

Subjects of training (example: extrication, fire attack, etc.)"

Items covered during training:

- When PPE is necessary
- What PPE is necessary
- How to properly don, duff and wear PPE
- Limitations and useful life of PPE
- Proper care, maintenance, replacement and disposal of PPE
- Other: _____

Method of Training:

Member understanding of the training was demonstrated by: _____

Animas Vol. Fire & Rescue Dept.**NEEDLE STICK/SHARPS INJURY LOG**

Instructions:

1. Complete a log for each exposure incident involving a sharp.
2. Ensure that the form is received by your department's Worker's Compensation Department.

Member exposed:	Member Number:	Phone Number / E-mail:
Department:	Officer:	Phone Number / E-mail:

Date and Time of Stick or contact with Sharp:	Location of Incident:	Job Classification of Member:
Nature of exposure:	Body part stuck:	Job being performed at time of exposure:
Describe how the incident occurred: Patient agitated/hostile Emptying or handling sharps container During disposal Re-sheathing		
Other:		

Sharps information if known (Type, Brand, Model) e.g. 18g needle/ABC Medical/ "no stick" syringe:
Was the sharp / needle contaminated? _____
If yes, what was the contaminant? _____
Did the device used have a retractable or self-sheathing needle? _____
If yes, was training provided on its proper use? _____
For the member: What do you think could have been done to prevent this injury?
For the Officer: What do you think could have been done to prevent this injury?

Members Printed Name:	Members Signature:	Date:
Officer's Printed Name:	Officer's Signature:	Date:

Animas Vol. Fire & Rescue Dept.

DISCIPLINARY ACTION FORM

Member Name: _____ Date of Warning: _____

Department: _____ Officer: _____

TYPE OF VIOLATION:

Attendance Carelessness Disobedience
Safety Violence Policy Violation _____
Other _____

WARNING:

Violation Date:
Violation Time: (a.m. / p.m.).
Place Violation Occurred:

MEMBER STATEMENT

OFFICER STATEMENT

WARNING / DECISION

List All Previous Warnings (when warned and by whom):

I have read this "warning decision". I understand it and have received a copy of the same.

Previous Warning: 1st Warning
Date: _____
Verbal: _____
Written: _____

Member Signature Date

Previous Warning: 2nd Warning
Date: _____
Verbal: _____
Written: _____

Signature of person who prepared warning Date

Previous Warning: 3rd Warning
Date: _____
Verbal: _____
Written: _____

Fire Chief's Signature Date

Video Consent and Release Form

Without expectation of compensation or other remuneration, now or in the future, I hereby give my consent to Animas Vol. Fire & Rescue Department, its affiliates and agents, to use my image and likeness and/or any interview statements from me in its publications, advertising, training or other media activities (including the Internet).

This consent includes, but is not limited to: (Initial where applicable)

- (a) Permission to interview, film, photograph, tape, or otherwise make a video reproduction of me and/or record my voice;
- (b) Permission to use my name; and
- (c) Permission to use quotes from the interview(s) (or excerpts of such quotes), the film, photograph(s), tape(s) or reproduction(s) of me, and/or recording of my voice, in part or in whole, in its publications, in newspapers, magazines and other print media, on television, radio and electronic media (including the Internet), in theatrical media and/or in mailings for educational and awareness.

This consent is given in perpetuity, and does not require prior approval by me.

Name: _____

Signature:_____

Address: _____

Date: _____

The below signed parent or legal guardian of the above-named minor child hereby consents to and gives permission to the above on behalf of such minor child.

Signature of Parent
or Legal Guardian: _____ Print Name: _____

The following is required if the consent form has to be read to the parent/legal guardian:
I certify that I have read this consent form in full to the parent/legal guardian whose signature appears above.

Date

Signature of Organizational Representative or Community Leader



**Animas Vol. Fire & Rescue Dept.
Exercise Equipment Waiver & Agreement**

In consideration of being allowed to use the Exercise Equipment at the Animas Vol. Fire & Rescue Department, on my own behalf and of my spouse, children and all other family members and my and their respective administrators, heirs, executors, personal representatives and care givers (collectively the "Releasing Parties") do hereby release and discharge Animas Vol. Fire & Rescue Department and its present, former and future officers and members and the County of Hidalgo and their respective legal representatives, beneficiaries, heirs, executors, personal administrators, successors, and assigns (collectively the "Released Parties") of and from all claims including without limitation counterclaims, cross-claims and third party claims, demands, liabilities of whatever kind, nature or description, known or unknown, direct or indirect, which arise from or out of or are connected with any injury or loss of my person or property incurred as a result of my use of the Exercise Equipment. I fully understand and agree that my use of the Exercise Equipment is solely at my own risk. I also fully understand that the Animas Vol. Fire & Rescue Department and its members shall not be responsible for any items left at the Animas Vol. Fire & Rescue Department.

Furthermore, I understand that the Exercise Equipment is an amenity for the exclusive use and enjoyment of the members of the Animas Vol. Fire & Rescue Department and others as covered by the SOP's and that I agree to abide by the following:

1. As the area is only for members of the Animas Vol. Fire & Rescue Department and those as covered by the SOP's who have signed an Exercise Equipment Waiver and Agreement and who will gain entry via an access code provided by the Chief, I will shut the door upon entry into the fire department and I will not allow any unauthorized personnel into the department.
2. I will follow all Rules & Regulations of the Animas Vol. Fire & Rescue Department as outlined in the SOP's.
3. Before I use any equipment, I will acquaint myself with the posted operation instructions.
4. I will wear proper exercise attire at all times (must meet requirements as outlined in SOP 508.0)
5. I will only use the exercise equipment for its proper intended use.
6. I agree any music played will be played at an appropriate level and will not contain foul language.
7. I agree not to remove any exercise equipment for the fire department.
8. I will not use oil on my body while using the equipment.
9. I will limit my use of any piece of equipment to thirty (3) minutes if anyone else wishes to use the piece of equipment.
10. I will not intentionally drop any weights.
11. I will wipe off equipment after I use it.
12. I will ensure all lighting, heating/cooling is set to predetermined levels before leaving the station.
13. I agree to immediately report any issues with the exercise equipment to the Fire Chief.

14. I hereby agree to check with my personal physician and get his or her approval prior to using any exercise equipment.

I understand that the exercise equipment may occasionally be unavailable for any use. An officer will attempt to post any restrictions in advance on the department announcement board. I also understand that the Chief may restrict the hours of general operation of the exercise equipment.

I hereby read the above before signing, agree to abide by the above, and understand that if I do not abide by the above, my right to use the exercise equipment can be revoked.

Printed Name: _____

Signature: _____

Date: _____

Approval:

Printed Name: _____

Signature: _____

Title: _____

Date: _____

UTILITY TERRAIN VEHICLE (UTV) OPERATOR – PRE-RIDE INSPECTOR CHECKLIST

Warning: Proper inspection may prevent serious injury or death. Failures of controls and other equipment are likely to cause vehicle accidents, and unreliable equipment can leave riders stranded in remote areas and/or under severe conditions. Always inspect your ATV/UTV before each use to ensure the equipment is in proper operating condition.

T = TIRES & WHEELS:

- Air pressure is in range stipulated on the tires.
- Tire condition is good, with no significant damage or extreme wear to treads or sidewalls.
- Wheels - Rim bolts/lug nuts and axle nuts are tightened, and wheel bearings rotate smoothly.

C = CONTROLS & CABLES:

- Controls & Throttle – Cables are in their proper location, cables, pedals, & switches work smoothly.
- Brakes are adjusted properly and fluid at required level.
- Recoil Start and shifter are operational.

L = LIGHTS & ELECTRICS:

- Ignition switch operates properly and reliably.
- Engine stop switch kills engine.
- Lights function at both front and rear.

O = OIL, FUEL, FLUIDS & AIR FILTER (Main Drive and Pump):

- Oil in crankcase is at proper level, with no visible leaks in gaskets or engine casing.
- Fuel tank is full.
- Air filter is clean and not torn or blocked.
- Coolant is full, with no visible leaks.

C = CHAIN/DRIVESHAFT, CHASSIS, SUSPENSION & EXTERNAL EQUIPMENT:

- Check belt slack for proper tension and wear.
- Drive shaft - Check for oil leaks and missing nuts and bolts.
- Shake handlebars, footrests, racks, etc. to ensure that nothing is loose.
- Check fasteners for tightness.
- Check cargo racks and frame for cracks and broken welds.
- Winches – Check for proper operation of controls, damaged cables, proper fairlead, and hook integrity.
- Toolboxes, liquid tanks, and other external equipment and loaded items are secured and in good repair.
- Valves – Smooth operation.
- Trailer hitches are secured and of proper size and capacity.