

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.*

1.0 INTRODUCTION

- 1.1 The purpose of this manual is to provide uniform standards for the operations of the Animas Vol. Fire & Rescue Department.
- 1.2 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.
- 1.3 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.
- 1.4 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.
- 1.5 No manual, however detailed, can be used as a substitute for good judgment and common sense.
- 1.6 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.
- 1.7 At no time shall this SOP override the Hidalgo County Fire Department By-laws approved by the Hidalgo County Commissioners.

2.0 MISSION STATEMENT

- 2.1 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!
- 2.3 ***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.
- 2.4 ***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.
- 2.5 ***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.

2.6 ***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.

2.7 ***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.

2.8 ***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.

2.9 ***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.

3.0 **STATEMENT OF POLICY**

- 3.0 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.
- 3.2 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.
- 3.3 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!

4.0 **RULES & REGULATIONS**

- 4.1 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.
- 4.2 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.
- 4.3 These rules and regulations apply to all members as designated, general, applying to all members, and subsequent divisions apply to those members specifically classified.

- 4.4 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.
- 4.5 Enforcement of these rules and regulations shall be done by the process as established by department policy and chain of command structure.
- 4.6 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 of placed in the members file
 3. Suspension (until member appears before Fire Chief for possible terms of reinstatement or termination from the department)
- 4.7 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.

5.0 GENERAL RULES

- 5.1 All member of the Fire Department shall:
- 5.2 Familiarize themselves with and be obedient to the orders, rules and regulations of the Fire Department and County By-Laws.
- 5.3 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.
- 5.4 Keep themselves in readiness to perform their duty and not absent themselves from duty or place of assignment without specific permission of the chief.
- 5.5 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.
- 5.6 Exercise due caution to avoid unnecessary damage to or loss of department property.
- 5.7 Be responsible for the safekeeping and proper care of all department property in their charge.
- 5.8 Practice economy in the use of supplies and metered services and see that waste is avoided.
- 5.9 Accord obedience, respect, and courtesy to superior officers and those performing the duties of a higher rank.
- 5.10 Be courteous and respectful in their dealings with the public.
- 5.11 If relieved from duty, promptly surrender all department property to the chief.
- 5.12 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.
- 5.13 When assigned to act in a position of higher rank, accept responsibility for the performance of the duties of that position.
- 5.14 Report any accidents, or injury sustained while on an incident or department business to the chief no matter how trivial.
- 5.15 Members shall maintain a telephone and keep the department informed as to their current address and telephone number.
- 5.16 Keep their persons, uniforms, gear, and lockers in a neat, clean condition. Persistence in uncleanliness or offensive habits will be just cause for disciplinary action.

- 5.17 Promptly notify the chief of any matter coming to their attention that they believe would affect the interest and welfare of the department.
- 5.18 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.
- 5.19 Suggestions for the improvement of the Fire Department or well-being of the membership will, when presented through channels, be welcomed and carefully considered.
- 5.20 Members making recommendations for changes, alterations, or improvements shall consult with and report in writing to the chief.
- 5.21 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.
- 5.22 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.
- 5.23 When a member receives an order which is in conflict with a previous order he shall so inform the officer who issued the conflicting order and be governed by his instructions.
- 5.24 Any member having cause to believe that he has been unjustly or unfairly treated may appeal in writing through channels to the fire chief.
- 5.25 Articles of protective equipment, such as nomex hoods, fire gloves, lights, batteries, etc., shall be issued to members by the Fire Chief. The Fire Department shall keep an accurate record of items issued.
- 5.26 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.
- 5.27 No member shall use membership with the Fire Department for the purpose of personal gain.
- 5.28 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.
- 5.29 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.
- 5.30 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.
- 5.31 Members shall not loan, sell, give away or appropriate for their own use County property, nor shall they pilfer or be guilty of theft at fires or elsewhere.
- 5.32 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.
- 5.33 Members shall avoid political or religious arguments in quarters or elsewhere while representing the Fire Department.
- 5.34 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.
- 5.35 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.
- 5.36 No member shall bring or cause to be brought into quarters any intoxicating liquor, illegal drug, or illegal substance.
- 5.37 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.
- 5.38 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.

- 5.39 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.
- 5.40 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.
- 5.41 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.
- 5.42 Smokeless tobacco shall be used only in accordance to current County Policies.
- 5.43 Inefficiency or indifference in members in the performance of their duties shall be sufficient cause for disciplinary action.
- 5.44 No member shall willfully disobey any reasonable order issued by his supervisor.
- 5.45 The wrongful or injurious exercise of authority by any member of the department will be grounds for disciplinary action against the offender.
- 5.46 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.
- 5.47 Members shall familiarize themselves with the contents of all communications posted on the bulletin board.
- 5.48 No animal shall be allowed at the station.
- 5.49 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.
- 5.50 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 the subject of disciplinary action.

6.0 STATION REQUIREMENTS

- 6.1 Fire station shall be kept clean inside and out (Sweeping and Chopping Weeds).
- 6.2 All equipment used shall be put back to where it was found (neatly).
- 6.3 Equipment or station equipment may not leave station for personal use.
- 6.4 Fire station bays are not to be used for personal parking.
- 6.5 Fire station restroom is to be swept, mopped and cleaned as needed.
- 6.6 All Fire Apparatuses are to be clean inside and out and kept in operational readiness at all times.
- 6.7 Office use shall be prohibited to personal use.
- 6.8 Bay doors are to be closed after apparatus has left bay to emergency and non-emergency events.
- 6.9 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.
- 6.10 Any equipment needing repairs should be taken care of immediately. The equipment should be clean and neat at all times.
- 6.11 Anything of the department requiring washing shall be washed in the department's extractor except personal items.

7.0 DEPARTMENT SECURITY

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 The fire station shall remain locked at all times when members are not physically in the building or on the premises.
- 7.5 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 to predetermined levels depending on the season.
- 7.6 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.
- 7.7 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
- 7.8 Anyone visiting the fire department must be accompanied by an active member of the fire department.

8.0 MEMBERSHIP

- 8.1 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.
- 8.2 Members or applicants must be and remain physically 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.

- 8.3 The applicant must be willing to answer a minimum of 50% of all calls for service in any running 12 month period. Attend meetings, practice and training sessions, or make special contributions to the Fire Department (such as equipment maintenance and repair)
- 8.4 The applicant must have left the department in good standing if he/she was a previous member.
- 8.5 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.
- 8.6 Said applications will be reviewed and decided upon by department vote of 50% + 1 of active members at a regular business meeting.
- 8.7 Applicants must meet or agree to meet the following other requirements for membership.
 - 8.7.1 Be at least 18 years of age.
 - 8.7.2 Possess a valid driver's license.
 - 8.7.3 Have not been convicted of a felony within the past 10 years
 - 8.7.4 Pass the background investigation, and driver's license record check.
 - 8.7.5 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.
 - 8.7.6 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. Member must also successfully complete training in HIPPA, Blood borne Pathogens and CEVO for Fire.
 - 8.7.7 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.
 - 8.7.8 As 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.

9.0 ATTENDANCE

- 9.1 All Members of the Fire Department should attempt to respond to all incidents (when available).
- 9.2 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.
- 9.3 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.
- 9.4 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.
- 9.5 You may be excused from a meeting by notifying the Chief for a maximum of 6 meetings a year & not in succession.
- 9.6 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!!!
- 9.7 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.
- 9.8 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.
- 9.9 Upon removal of the fire department, the member will be asked to return all assigned equipment within (7) seven days.
- 9.10 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.

10.0 RESIGNATION, RETIREMENT, AUXILIARY MEMBER

- 10.1 Resignation
 - 10.1.1 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.
 - 10.1.2 A member that resigns must return all departmental equipment within 24 hours.
 - 10.1.3 The member forfeits all rights and privileges of membership except as provided by P.E.R.A..

10.1.4 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.

10.1.5 Auxiliary members have no voting privileges.

10.2 Retirement

10.2.1 P.E.R.A service credit shall comply with State Statutes.

10.2.1.1 Members may claim one year of service for each year in which a fire department certifies them as a member:

10.2.1.2 Attend fifty (50) percent of all scheduled fire drills and

10.2.1.3 Attend fifty (50) percent of all scheduled business meetings, and

10.2.1.4 Participate in at least fifty (50) percent of all emergency response calls for which the fire department held the member responsible to attend.

10.3 Auxiliary Member

10.3.1 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.

11.0 TEMPORARY INACTIVE STATUS

11.1 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.

11.2 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).

12.0 ELECTION OF OFFICERS

12.1 All position(s) that are held by fire department members are subject to election.

12.2 All positions shall have a term of four years.

12.3 Elections will be held for all positions during the regular business meeting in November every 4 years.

12.4 In order to be nominated for a position, a member must meet the attendance requirements as outlined on page 11.

12.5 All positions will be filled by the person(s) the membership votes for by private ballot, determined at the regular business meeting each November.

12.6 Only members that accept a nomination prior the elections will be considered for position(s).

- 12.7 Members elected to office shall take title of “position” elect and shall assume the duties of his/her respective position January 1 to allow a 2-month transition / training period.
- 12.8 Officers that fail to meet the attendance requirements as outlined on page 11 “Attendance”, will be subject to removal from office by a majority vote of department members.
- 12.9 Upon the opening of a position(s), the same guidelines as above will be followed.
- 12.10 The County Fire Marshall shall be notified in writing within 3 business days, the results of the fire department elections.
- 12.11 The selection of Fire Chief may be subject to approval of the Hidalgo County Commission.
- 12.12 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.
- 12.13 A member must have active status and have continuous service with the department for no less than 90 days to vote in the election.
- 12.14 No family relative of the Chief, by virtue of birth or marriage shall hold a position as “Treasurer”.

13.0 CHAIN OF COMMAND

- 13.1 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.
- 13.2 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.
- 13.3 Staff Chain of Command:
 - 13.3.1 County Fire Marshal
 - 13.3.2 Chief
 - 13.3.2 Assistant Chief
 - 13.3.3 Secretary
 - 13.3.4 Treasurer
- 13.4 Line Chain of Command:
 - 13.4.1 Chief
 - 13.4.2 Assistant Chief
 - 13.4.3 Safety Officer
 - 13.4.4 Captain
 - 13.4.5 Lieutenant

13.4.6 Firefighter

- 13.5 Safety Officer is elected if membership is =>14 active members.
- 13.6 Captain is elected if membership is => 18 active members.
- 13.7 Lieutenant is elected if membership is => 20 active members.
- 13.8 If active membership drops below the threshold for an office, then such office will be terminated.
- 13.9 If membership rises again to such threshold, then elections will be held for such office.
- 13.10 All positions within the Animas Vol. Fire & Rescue Department are subject to the rules and requirements outline under “Standards of Advancement” & “Attendance”. As well as the Hidalgo County Fire Department Bylaws, Article II.

14.0 OFFICER DUTIES & QUALIFICATIONS

14.1 Chief

- 14.1.1 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:
 - 14.1.1.1 Supervising, regulating and managing the department. The fire chief shall control all department activities.
 - 14.1.1.2 Prescribing the specifications for Personal Protective Equipment (PPE).
 - 14.1.1.3 Reorganizing any part of the department when in his judgment, such reorganization would best serve the department.
 - 14.1.1.4 Establishing rules, regulations and procedure as necessary to ensure department efficiency and effectiveness.
 - 14.1.1.5 Enforcing the department’s rules, regulations and procedures.
 - 14.1.1.6 Reprimanding, suspending or dismissing members when conditions so warrant.
 - 14.1.1.7 Preparing and submitting the department’s annual budget to the County Government, State Fire Marshal and State EMS Bureau.
 - 14.1.1.8 Monitoring the expenditure of funds allocated to the department.
 - 14.1.1.9 Work in close cooperation with the Hidalgo County Fire Marshal.
- 14.1.2 Must have IS 200 & IS 800
- 14.1.3 Must obtain IS 300 & IS 400 within 1 year of taking position

14.2 Assistant Chief

- 14.2.1 The Assistant Chief is the position immediately below the Fire Chief.
- 14.2.2 This officer must be a member of the department for a period of at least one year and have active status.
- 14.2.3 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.
- 14.2.4 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.
- 14.2.5 The Assistant Chief may also perform the same duties as a firefighter.
- 14.2.6 Must have IS 200 & IS 800
- 14.2.7 Must obtain IS 300 & IS 400 within 1 year of taking position

14.3 Secretary

- 14.3.1 This officer must be a member of the department for a period of at least 6 months and have active status.
- 14.3.2 The Secretary shall keep minutes of all meetings.
- 14.3.3 The Secretary shall keep accurate roll call and records for all meetings and training sessions.
- 14.3.4 The Secretary shall maintain such non-financial records as shall be deemed necessary for the proper and efficient operation of the department.

14.4 Treasurer

- 14.4.1 This officer must be a member of the department for a period of at least 6 months and have active status.
- 14.4.2 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.
- 14.4.3 The Treasurer shall maintain a correct account of the budget balance of Fire Protection Fund (FPF) Monies and Forestry Monies.
- 14.4.4 The Treasurer shall render a true report of receipts, disbursements and current balances at each meeting.

14.5 Safety Officer

- 14.5.1 The Safety Officer is the position immediately below that of the Assistant Chief.
- 14.5.2 This officer must be a member of the department for a period of at least 6 months and have active status.
- 14.5.3 The Safety Officer shall routinely observe operations at training sessions and at the scene of emergency incidents to ensure that safety regulations are being followed.
- 14.5.4 When necessary, the Safety Officer shall recommend corrective actions after the incident to the Fire Chief or his/her designated representative.
- 14.5.5 Where activities are judged by the Safety Officer to be unsafe and to involve an imminent hazard, the Safety Officer shall have the authority to alter, suspend or terminate those activities.
- 14.5.6 The Safety Officer shall immediately inform the Incident Commander of any actions taken to correct imminent hazards at an incident.
- 14.5.7 Where non-imminent hazards are identified, the Safety Officer shall develop actions to correct the situation within administrative processes of the fire department.
- 14.5.8 The Safety Officer shall have the authority to bring notice of such hazards to whoever in the fire department has the ability to cause correction of the hazard.
- 14.5.9 Shall organize and conduct periodic training for the department.
- 14.5.10 May also perform the same duties as a firefighter.

14.6 Captain

- 14.6.1 The Captain(s) is the position immediately below the Assistant Chief
- 14.6.2 This officer must be a member of the department for a period of at least 6 months and have active status.
- 14.6.3 Under direction of the Assistant Chief, plans, organizes, coordinates and directs the emergency and non-emergency activities of fire suppression company, commands emergency response scenes, directs and performs a variety of staff support functions, plans, organizes, coordinates and directs training, recruitment, fire inspections, and prevention programs, and performs related work as assigned.
- 14.6.4 Obeying, supporting and enforcing the procedures and requiring the same of his subordinates.
- 14.6.5 Setting a good example for subordinates and requiring subordinates to meet all required standards of conduct and performance.

14.6.6 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.

14.6.7 Performing other duties may be required.

14.6.4 A Captain may also perform the same duties as a Firefighter.

14.7 Lieutenant

14.7.1 The Lieutenant is the position immediately below the Captain.

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

14.7.3 Acts in the capacity of a Captain when so instructed.

14.7.4 Under direction of the Chief or Captain, deploys, supervises and reviews the work of Firefighters.

14.7.5 Unless relieved by the Chief or a Captain, takes command of fires and other emergency incidents within the district.

14.7.6 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.

14.7.7 Assists the Captain in providing administrative support for specified departmental programs, and performs related work as assigned.

14.7.8 Obeying, supporting and enforcing the procedures and requiring the same of his subordinates.

14.7.9 Setting a good example for subordinates and requiring subordinates to meet all required standards of conduct and performance.

14.7.10 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.

14.7.11 A lieutenant may also perform the same duties as a firefighter.

14.8 Firefighter

14.8.1 Under direction the Chief, provides direct services, individually and as a member of a team in response to a fire, rescue, hazmat and other incidents.

14.8.2 Participating in company inspections, public education activities and emergency response operations.

- 14.8.3 Possessing the knowledge of the operation of the apparatus and equipment to which they are assigned.
- 14.8.4 Possessing knowledge of the streets, hydrants, static water sources and target hazards in the district.
- 14.8.5 Maintaining and care for all equipment assigned to them, their station and their apparatus.

15.0 FINANCIAL STATEMENTS

- 15.1 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 for the County Commissioners.
- 15.2 A copy of all financial statements, budgets, purchase orders and paid bills will be kept on file at the fire department for 7 years.

16.0 5-YEAR PLAN

- 16.1 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 excellent service as we prepare to meet the many challenges and opportunities in providing emergency services during the 5 year span.
- 16.2 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 quarterly by the department members.

17.0 PURCHASING POLICY

- 17.1 All purchases must be approved by the Fire Chief.
- 17.2 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.
- 17.3 All purchases over \$500.00 must be approved by a majority vote of the department membership.
- 17.4 Exception is regular utility bills and fleet fuel, regular fleet maintenance or if deemed an emergency.
- 17.5 All purchases shall be made in compliance with the Hidalgo County Procurement Code Policy & the provisions of the New Mexico Procurement Code.
- 17.6 Expenditures from the Fire Fund shall be in accordance outlined in 10.25.10.14 of the NM Fire Chief's Handbook 2010 ed.

18.1 MEETINGS

- 18.1 The Animas Vol. & Fire Rescue Department shall hold monthly meetings.
 - 18.1.1 Meetings shall be held on the second and fourth Monday's of every month at 6pm at the fire house.
 - 18.1.2 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.
 - 18.1.3 The first meeting of each month shall be a business meeting.
 - 18.1.4 The second meeting of each month shall be a training meeting.
 - 18.1.5 An officer of the fire department must be present in order to hold a meeting.

- 18.2 Meeting Structure
 - 18.2.1 Meetings should follow the Modified Roberts Rules of Order or the Simplified Rules of order.
 - 18.2.2 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.
 - 18.2.3 The agenda should contain, at minimum:
 - 18.2.3.1 Call to Order
 - 18.2.3.2 Budget
 - 18.2.3.3 Call / Activity Review
 - 18.2.3.4 Old Business
 - 18.2.3.5 New Business
 - 18.2.3.6 Other
 - 18.2.3.7 Next Meeting Date
 - 18.2.3.8 Adjourn

- 18.3 Record of meeting minutes.
 - 18.3.1 The Secretary or designee shall record meeting minutes.
 - 18.3.2 A list of members and guests present shall be included on the minutes.
 - 18.3.3 Minutes shall indicate the start time and the end time.
 - 18.3.4 Minutes shall indicate if it is a business or training meeting.
 - 18.3.5 Minutes shall include a detailed description of all matters discussed and all votes taken.
 - 18.3.6 Minutes shall be signed by the Secretary or designee and the Chief.
 - 18.3.7 Meeting minutes and any supporting documentation shall be filed in the office and maintained for a minimum of 7 years.

- 18.4 Voting Privileges
 - 18.4.1 Per Section 9.10 Attendance, all members must meet attendance requirements to have voting privileges.

- 18.5 Attendance
 - 18.5.1 All members must meet the requirements under Section 9.0 Attendance.

19.0 COST EFFECTIVE TRAINING

- 19.1 Member 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. 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.

20.0 INVENTORY

- 20.1 The Chief shall maintain an accurate and up to date inventory list.
- 20.1 Any item over \$250.00 must be recorded on inventory list as per NM State Fire Marshal Guidelines.
- 20.2 Any item over \$1000.00 must be recorded on inventory list per NM PFA Guidelines.
- 20.3 A physical inventory list shall be conducted no less than annually.
- 20.4 The inventory list shall be provided to the Hidalgo County Fire Marshal & Hidalgo County Finance Office annually upon their request.
- 20.2 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.
- 20.2 Obsolete, worn-out or unusable tangible property.
- 20.2.1 The disposition of obsolete, worn-out or unusable tangible property must follow 13-6-1 of the NM Fire Chief's Handbook, 2010 ed.

21.0 STANDARD OPERATING PROCEDURES

- 21.1 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.

22.0 TRAINING FOR PROBATIONARY MEMBERS

- 22.1 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.
- 22.2 Probationary members should be encouraged to drive the vehicles any time they are not responding to an emergency.
- 22.3 Line Officers are directly responsible for the safety and well-being of those members being trained or checked off.
- 22.4 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.
- 22.5 Members will be trained only according to Fire Department standards, most of which are outlined in the Standard Operating Guidelines.

23.0 TRAINING

- 23.1 Any training of 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.
- 23.2 No new firefighter who does not have the required training is 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.
- 23.3 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.

24.0 REPORTS & RECORDS

- 24.1 NFIRS
 - 24.1.1 Incident reports will be filled out for all incidents the fire department responds, whether canceled or not.
 - 24.1.2 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 insure that the incident is over, and all personnel are back in quarters, the incident report is completed.
 - 24.1.3 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).
 - 24.1.4 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.
 - 24.1.5 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)
 - 24.1.6 If no monthly activity, then a no activity is report is due by the 10th of each month.
 - 24.1.7 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.
- 24.2 Well Meter Reading
 - 24.2.1 The Fire Chief or designee will read the well meter and submit the quarterly report to NM State Engineers Office, District 3 Deming Office by the 10th day of January, April, July & October.
- 24.3 P.E.R.A. Annual Reporting
 - 24.3.1 The Fire Chief or designee shall complete all required PERA Paperwork annually and submit it to PERA.

- 24.4 Wildland Fire Reports
 - 24.4.1 NM State Forestry, Socorro District must be notified within 24 hours of any wildland fire within the fire departments district.
 - 24.4.2 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.
 - 24.4.2 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 the incident is over, and all personnel are back in quarters, the incident report is completed.
 - 24.4.3 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.

- 24.5 Firefighter Reimbursement
 - 24.5.1 Volunteer Firefighter Pay-Per-Call Policy
 - 24.5.1.1 Volunteer firefighting personnel who are active members of the fire department are eligible for reimbursement under the “Volunteer Firefighter Pay-Per-Call Policy”.
 - 24.5.1.2 Members must meet all requirements under the policy in order to be eligible for reimbursement.
 - 24.5.1.3 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.

 - 24.5.2 Wildland Firefighter Reimbursement
 - 24.5.2.1 Volunteer firefighting personnel who are active members of the fire department are eligible for reimbursement.
 - 24.5.2.2 The Fire Chief shall complete the NM State Forestry Reimbursement Form and submit it.
 - 24.5.2.3 After receipt of deposit of NM State Forestry Reimbursement, the Fire Chief shall complete a PO for reimbursement for firefighters that participated in the incident.

- 24.6 Pre-Incident Planning
 - 24.6.1 The Fire Chief or designee shall ensure that a pre-incident plan in completed annually for each commercial building within the fire district.
 - 24.6.2 Plans shall include square footage, occupancy type and construction type. All hazards shall be identified such as utilities and fuel shut off’s and any other hazards that may exist in the building.

- 24.7 Training Records
 - 24.7.1 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.

- 24.8 Business Meetings
 - 24.8.1 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.

- 24.9 Membership Roster

24.9.1 The Fire Chief or designee shall keep and up-to-date roster at the station at all times. Roster shall include members name, unit call sign, rank, address & phone numbers.

24.10 Maintenance Records

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

24.11 Membership Records

24.11.1 A comprehensive record of each member shall be maintained at all times and kept in a secure area.

24.11.2 Records shall include:

24.11.2.1 Application

24.11.2.2 SOP Acknowledgment Form

24.11.2.3 Annual Medical Self-Evaluation Form

24.11.2.4 Copy of Current Driver's License

24.11.2.5 Current Issued Equipment Inventory Sheet

24.11.2.6 PERA Form

24.11.2.7 VFIS Beneficiary Form

24.11.2.8 W9

24.11.2.9 Members Emergency Medical Information & Emergency Contact

24.11.2.10 Participation Records (Meetings, Trainings, Emergency Responses)

23.11.2.11 Copies of Certifications

25.0 ANNUAL EQUIPMENT TESTING

25.1 Fire Hose Testing

25.1.1 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.

25.1.2 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.

25.1.3 Records shall be kept in the department's administrative files for 7 years.

25.2 Ladder Testing

25.2.1 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 services immediately.

25.2.2 Records shall be kept in the department's administrative files for 7 years.

25.3 Fire Apparatus Pump Test

25.3.1 Annual service testing shall be conducted on all fire apparatus pumps in accordance with NFPA 1911.

25.3.2 Records shall be kept in the department's administrative files for 7 years.

25.4 NFPA / DOT Annual Apparatus Inspection

- 25.4.1 All apparatus shall have an annual NFPA and/or DOT Inspection conducted by a qualified inspector.
- 25.4.2 Records shall be kept in the department's administrative files for 7 years.
- 25.4.3 Records shall be kept in the binder of each apparatus.

- 25.5 Water Supplies / Hydrants
 - 25.5.1 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.
 - 25.5.2 Hydrant Testing and Flushing shall meet NFPA 25 Requirements as well as AWWA M17.
 - 25.5.2 The fire department shall maintain a complete and accurate map identifying water sources, including fire hydrant locations and capabilities.

- 25.6 Breathing Air System Compressor
 - 25.6.1 The fire departments breathing air system compressor shall have air quality tests performed quarterly.
 - 25.6.2 The fire department's breathing air system compressor shall be serviced annually by a qualified company.

26.0 SEXUAL HARASSMENT

- 26.1 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.

- 26.2 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.

- 26.3 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.

- 26.4 Upon notification of a discrimination or harassment complaint, a confidential and impartial investigation will be promptly commenced and will include direct interviews with involved parties and where necessary 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.

- 26.5 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.

- 26.6 The Animas Vol. Fire & Rescue Department views discrimination, harassment, and retaliation to be among the most serious breaches of work place behavior. Consequently, appropriate disciplinary or corrective action, ranging from a warning to termination, can be expected.
- 26.7 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.

27.0 ACCIDENT, INJURY & ILLNESS REPORTING

- 27.1 In the event of an accident involving any fire department apparatus, members shall:
 - 27.1.1 Ensure Scene Safety
 - 27.1.2 Notify law enforcement immediately & remain on scene.
 - 27.1.3 If any injuries, request EMS.
 - 27.1.4 Notify the Chief.
 - 27.1.5 Drug screen may be required.
 - 27.1.6 Follow Media SOP's under section 41.0
- 27.2 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.
- 27.3 An injured or ill member must immediately notify his/her Fire Chief of the injury/illness and incident and complete the appropriate paperwork.

28.0 USE OF DRUGS, TOBACCO & ALCOHOL

- 28.1 There will be no tobacco use in any fire department vehicle or on fire department property.
- 28.2 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.
- 28.3 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:
 - 28.3.1 Driving and/or operating department apparatus, vehicles, or equipment
 - 28.3.2 Responding to or performing fireground, training, or roof operations
 - 28.3.3 Traffic control operations
 - 28.3.4 Incident command or fireground sector command
 - 28.3.5 Mandatory drills and testing
 - 28.3.6 Participation in fire department training activities
 - 28.3.7 Participation in any other activity where the member is serving as a representative of the department, either officially or unofficially

28.4 Prohibited Conduct

28.4.1 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.

28.4.2 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.

28.4.3 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.

28.5 Alcohol & Substance Abuse Testing Requirements:

28.5.1 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.

28.5.2 The testing of samples for the following purposes:

28.5.2.1 Investigation of a vehicular accident involving department's apparatus or vehicles or personal vehicle while traveling to or from a call

28.5.2.2 Investigation of a fireground or training accident

28.5.2.3 When there is a reasonable suspicion of alcohol and/or controlled substance use.

28.6 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.

29.0 MEMBERS USE OF PRIVATE VEHICLES

29.1 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 do not, in any way allow him/her to exceed the speed limit violate any traffic laws while responding to an alarm.

29.2 Members in private vehicles, when responding to incident, should obey all traffic laws, including speed limits.

29.3 Members in private vehicles following behind Emergency Vehicles shall do so at a safe distance, using extreme caution.

29.4 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.

- 29.5 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.
- 29.5 Members Department 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 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.
- 29.5 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 cost.
- 29.6 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.

30.0 LOSS OF / OR DAMAGE TO EQUIPMENT

- 30.1 When a Pager, Portable Radio, Equipment, PPE or any other department issued property is damaged or lost, the Fire Chief shall be notified immediately
- 30.2 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
- 30.3 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.

31.0 PERSONAL SAFETY MEASURES

- 31.1 It is policy of the Fire Department to provide members with the appropriate protective clothing and equipment.
- 31.2 This protective clothing and equipment shall be used whenever an individual is exposed or potentially exposed to workplace hazards.
- 31.3 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.
 - 30.3.1 All PPE shall be replaced when it reached 10 years of age or shows wear and tear that can increase firefighter's risk of injury.
- 31.4 Everyone is responsible to utilize and maintain their protective clothing and equipment consistent with the manufacturer's instructions and department policy.
- 31.5 Protective clothing shall not be modified in any manner without written approval from the department and manufacturer.

- 31.6 Only personal protective clothing or equipment issued by the fire department is authorized for use.
- 31.7 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.
- 31.8 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.
- 31.9 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.
- 31.10 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.
- 31.11 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.
- 31.12 It is the responsibility of the Fire Chief or officer to ensure that assigned members maintain clean turnout gear. Frequent cleaning may be required based on exposure to fire products or blood borne contamination.
 - 31.12.1 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.
 - 31.12.2 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.
 - 31.12.3 Turnout gear should be inspected after every use and or once a year per NFPA 1851.
 - 31.12.4 For other than regularly scheduled inspections, if assigned gear becomes unserviceable, the member shall notify the Fire Chief or Officer.
 - 31.12.5 Any unserviceable turnout clothing is to be cleaned, removed from service, and repaired or replaced.
- 31.13 Members working at an incident which place 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.
- 31.14 Traffic control personnel will use also portable radios to assist in directing traffic, whenever possible.
- 31.15 Pump Operators and Firefighters performing functions in areas with high noise levels will wear full bunker gear including hearing protection.
- 31.16 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 communications capability. Ventilation crews will not perform any functions until there is a charged line available and in place.
- 31.17 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.
- 31.18 All members that have the potential of bloodborne pathogen exposure will use universal precautions when necessary.

- 31.19 Accidents (including vehicular) with or without injuries and exposure, should be reported immediately to a Line Officer. A “first report of injury” form shall be filed with the Fire Chief within 24 hours.
- 31.20 Unsafe conditions existing in the work environment shall be reported immediately to a Line Officer in order that corrective actions can be taken. Equipment that is unsafe to operate should be labeled in order that it will not be used until necessary repairs have been made.

32.0 MEMBERS RESPONSIBILITIES WHILE UNDER PHYSICIANS CARE

- 32.1 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, that member will not be allowed to respond to any emergency incidents, until fully released by their doctor in writing.
- 32.2 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 and 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.
- 32.3 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.

33.0 RADIO COMMUNICATIONS

- 33.1 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.
- 33.2 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.
- 33.3 Per NIMS all radio traffic is to be done in a “common English” fashion and try to control your emotions to prevent garbled transmissions. Ten Codes should not be used.
- 33.4 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.
- 33.5 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”.
- 33.6 Each unit or Officer arriving on scene, will mark on scene with Hidalgo County dispatch. Example: “Engine 2, “on scene”.

- 33.7 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.
- 33.10 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."
- 33.11 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.
- 33.12 When entering another Departments Jurisdiction, as in Mutual Aid all radio traffic will be in plain English. No ten codes will be used.
- 33.13 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.
- 33.14 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.
- 33.15 Command may designate certain channels for separate fire ground operations and functions. (i.e., water shuttle, mutual aid transmissions, etc.)
- 33.16 This guideline is written in accordance with the radio procedure issued from the Fire Marshal's office.

34.0 MANDATORY SEATBELTS

- 34.1 The driver of any Animas Vol. Fire & Rescue Department Apparatus shall be directly responsible for the safe operation of the Apparatus.
- 34.2 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.
- 34.3 Drivers shall not move Fire Department apparatuses until all persons are seated and secured with seat belts in approved riding positions.
- 34.4 All persons riding in Fire Department apparatuses shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion.

- 34.5 Riding of 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.

35.0 DRIVING REQUIREMENTS

- 35.1 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.
- 35.2 Fire apparatus may only be operated by individuals meeting all of the following requirements:
 - 32.2.1 Members of the Animas Vol. Fire & Rescue Department
 - 35.2.2 Members who have a valid Class E, A or B, New Mexico Driver's License
 - 35.2.3 Members who have successfully completed an approved driver training program.
(Trainee drivers may operate apparatus when under the supervision of a qualified driver).
 - 35.2.4 Members over the age of 18
- 35.3 Before entering the Fire Station:
 - 35.3.1 A spotter should always be used when backing, (if available).
 - 35.3.2 Consideration must be taken for the possibility of pedestrians within the fire station.
 - 35.3.3 Honk your air horn once before backing up
 - 35.3.4 Activate all emergency warning lights before backing up
- 35.4 Before exiting from the Fire Station:
 - 35.4.1 The driver will ensure all apparatus compartment doors are securely closed, by performing a walk around
 - 35.4.2 All members are seat belted in proper locations
 - 35.4.3 Ensure that the apparatus bay door is raised fully and enough clearance is available to clear apparatus height
 - 35.4.4 Test brakes before entering the street
- 35.5 Safe Driving & Responding to Emergency/Non-Emergency Incidents:
 - 35.5.1 All audible and visible warning devices shall be in operation when responding to an emergency incident
 - 35.5.2 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.

- 35.5.3 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
- 35.5.4 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 emergency and non-emergency traffic shall stop for school buses loading or unloading as indicated by their flashing lights and/or stop sign
- 35.6 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.
- 35.7 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.
- 35.8 All members on the apparatus are to wear their PPE except the driver he. The Driver operator does not have to be in full PPE but must have it on the apparatus and readily available.
- 35.9 A minimum of two members are to be on any apparatus in response to an incident before leaving the station.

36.0 MUTUAL AND AUTOMATIC AID

- 36.1 Under Mutual Aid, When the Incident Commander or ranking officer recognizes the need for additional resources at the scene of a fire, or emergency, 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.
- 36.2 The Chief Officer or ranking fire official o Department will assess the coverage of his / her designated district a 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.
- 36.3 Only personnel and equipment needed should respond.
- 36.4 Remain at the station until released (when station is on standby)
- 36.5 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.

37.0 OUT OF DISTRICT RESPONSE

37.1 No Mutual Aid Agreement in place:

37.1.1 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.

37.1.1.1 The ranking fire official will assess the coverage of his designated district and may provide emergency response to the extent needed and reasonably available to respond.

37.1.1.2 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 station at all times. Units will respond according the response policy, unless otherwise directed by the ranking fire official.

37.1.1.3 The ranking fire official reserves the right to recall apparatus and personnel in the event of need in his/her district.

38.0 LEAVING A SCENE

38.1 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.

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

39.0 EQUIPMENT MAINTENANCE

39.1 All Apparatus and support vehicles shall be:

38.1.1 Kept clean at all times.

38.1.2 Maintained in a constant state of readiness.

38.1.3 Refueled whenever the fuel level drops below 3/4 of a tank. Fluid reservoirs and booster tanks levels shall also be kept full at times.

39.2 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.

39.3 Weekly Inspections

39.3.1 All maintenance, both preventative and repair, shall be recorded in the inspection sheets provided in the apparatus folders in the trucks.

39.3.2 Every vehicle garaged in the fire station shall be inspected each week. The member performing the inspection shall record on the weekly apparatus checklist. The member recording 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.

39.3.3 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 ½ of a tank. The oil will be checked, and oil shall be added if necessary.

39.4 Fire Pumps

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

- 39.4.1.1 Open all pump drains and flush out the sediment.
- 39.4.1.2 Check and clean the intake strainers.
- 39.4.1.3 Check the gear box level.
- 39.4.1.4 Operate the pump primer with all valves closed.
- 39.4.1.5 Operate the transfer valve while pumping from the booster tank.
- 39.4.1.6 Check pump seals for leaks.
- 39.4.1.7 Operate all valves.
- 39.4.1.8 Operate the relief valve
- 39.4.1.9 Check all gauges and flow meters for proper operation.

38.5 Quarterly Maintenance

39.5.1 In additions to routine weekly maintenance, apparatus and support vehicles shall undergo the quarterly maintenance listed on the preventive maintenance worksheet.

39.5.2 Quarterly maintenance shall be completed on the first day on January, April, July, and October and shall include:

- 39.5.2.1 Undercarriage, frame, axles, motor, pumps, springs shackles, tie rod and turntable assemblies.
- 39.5.2.2 The Motor oil shall be changed, and the vehicle shall be lubricated.
- 39.5.2.3 All units will be washed and waxed.
- 39.5.2.4 The fluid levels in the transmission, pump transmission, differential, power steering, primer reservoir, batter, radiator, hydraulic systems, and brake fluid shall be checked and replenished as needed.
- 39.5.2.5 Fuel and air filters should be checked and changed if needed.
- 39.5.2.6 All moving rods and linkages shall be lubricated as required.
- 39.5.2.7 Nuts bolts, including the lug nuts on wheels, shall be checked and tightened as needed.
- 39.5.2.8 Auxiliary pumps and generators shall be serviced.

39.5.2.9 All work performed during the quarterly maintenance cycle shall be noted on the check list.

39.5.3 Items in need of repair shall be recorded on the Equipment Service Request Form. The service request shall be forwarded to the Chief.

39.5.4 The member(s) performing the inspection shall correct the defect that are found providing that the member(s) has the expertise to do so.

39.6 Annual Maintenance

39.6.1 A service test shall be conducted on all fire pumps at least once a year or whenever a pump has undergone extensive repair.

39.6.2 Service test shall perform 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. Hose, Pumps and Nozzle

39.6.3 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.

39.6.4 All attached and stowed fog nozzles shall be preset (if adjustable nozzles) to their optimum flow rates and set in the full fog position.

39.5.5 The initial minimum pump pressure setting at all fires where an 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.

39.5.6 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.

39.5.7 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.

39.5.8 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 burst hose should be properly documented in the hose maintenance file. The hose itself will be marker XX near the couplings and rolled from female to male couplings. Once a hose is marked out of service, it will be place aside from the in-service hose, pending sale, destruction or any other means of removal.

40.0 SAFETY AND HEALTH

- 40.1 It is the policy of the Animas Vol. Fire & Rescue Department to provide the highest level of safety and health for all members.
- 40.2 The Department shall make every reasonable effort to provide a safe and healthy work environment, with the goal of the prevention and reduction of accidents, injuries and occupational illnesses.
- 40.3 Appropriate training, supervision, procedures, program support and review shall be provided to achieve specific safety and health objectives in all functions and activities.
- 40.4 Incident Safety Officer
 - 40.4.1 An Incident Safety Officer should meet the following requirements:
 - 40.4.1.1 Will have the knowledge, skill and ability to manage incident scene safety.
 - 40.4.1.2 Will have and maintain knowledge of safety and health hazards involved in emergency operations.
 - 40.4.1.3 Will have and maintain knowledge of building construction.
 - 40.4.1.4 Will have and maintain knowledge of the Departments Members Accountability System.
 - 39.4.1.5 Will have and maintain knowledge of incident scene rehabilitation.
 - 40.4.2 The Incident Safety Officer will have the authority at an emergency incident where activities are judged by the officer to be unsafe or to involve an imminent hazard, have the authority to alter, suspend, or terminate those activities. The Incident Safety Officer will immediately inform the Incident Commander of any actions taken to correct imminent hazards at the emergency scene.
 - 40.4.3 At an emergency incident where an Incident Safety Officer identifies unsafe conditions, operations, or hazards that do not present an imminent danger, the Incident Safety Officer shall take appropriate action through the Incident Commander to mitigate or eliminate the unsafe condition, operation, or hazard at the incident scene.
 - 40.4.4 Functions of the Incident Safety Officer will include, but not be limited to:
 - 40.4.4.1 Be integrated with the incident management system as a command staff member.
 - 40.4.4.2 Shall monitor conditions, activities and operations to determine whether they fall within the criteria as defined in the Departments risk management plan.
 - 40.4.4.3 Will ensure that the Incident Commander establishes an incident scene rehabilitation tactical level management unit during emergency operations.
 - 40.4.4.4 Will monitor the scene and report the status of conditions, hazards and risks to the Incident Commander.
 - 40.4.4.5 Will ensure that the Departments Members Accountability System is being utilized.

- 40.4.4.6 Will obtain the incident action plan from the Incident Commander and will provide the Incident Commander with a risk assessment of incident scene operations.
- 40.4.4.7 Ensure that established safety zones, collapse zones hot zone and other designated hazard areas are communicated to all members present on scene.
- 40.4.4.8 Will evaluate motor vehicle scene traffic hazards and apparatus placement and take appropriate actions to mitigate hazards.
- 40.4.4.9 Monitor radio transmissions and stay alert to transmission barriers that could result in missed, unclear or incomplete communication.
- 40.4.4.10 Survey and evaluate the hazards associated with the designation of a landing zone and interface with helicopters.
- 40.4.4.11 Shall ensure that a Rapid Intervention Team is available and ready for deployment.
- 40.4.4.12 Where a fire has involved a building or buildings, shall advise the Incident Commander of hazards, potential collapse and any fire extension in such building(s)
- 40.4.4.13 Will evaluate visible smoke and fire conditions and advise the Incident Commander, tactical level management unit officers and company officers on the potential for flashover, back draft, blow-up or other fire event that could pose a threat to operating teams.
- 40.4.4.14 Monitor accessibility of entry and egress of structures and the effect it has on the safety of members conducting interior operations.
- 40.4.4.15 Assist with safety management of Hazardous Materials events.
- 40.4.4.16
- 40.4.4.17

41.0 MEDIA

41.1 When approached by the media, members will refer them to the IC, Fire Chief or Law Enforcement. The Following Generalities should be used:

41.1.1 With Regard to Cause

- 41.1.1.1 Under Investigation
- 41.1.1.2 The investigation is incomplete
- 41.1.1.3 Not yet determined
- 41.1.1.4 No comment

41.2.1 With Regard To Injuries:

- 41.2.1.1 We Had __ Number of Injuries
- 41.2.1.2 Conditions are Unknown at this time
- 41.2.1.3 No Comment

41.3.1 With Regard To Damage:

- 41.3.1.1 Light
- 41.3.1.2 Moderate
- 41.3.1.3 Heavy
- 41.3.1.4 No Comment

42.0 DUTIES OF MEMBERS, DISCIPLINE

- 42.1 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 of firefighter in charge.
- 42.2 Any disciplinary actions(s) against any member of the Fire Department shall be in accordance with the Standard Operating Procedures.
- 42.3 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.
- 42.4 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:
- 42.4.1 Destructiveness
 - 42.4.2 Failure to cooperate
 - 42.4.3 Insubordination
 - 42.4.4 Criminal Act / Illegal activity
 - 42.4.5 Unacceptable conduct
 - 42.4.6 Theft of Fire Department property.
 - 42.4.7 Excessive absences.
 - 42.4.8 Acts of negligence or carelessness causing damage persons or fire department property or the property of others.
 - 42.4.9 Intentional abuse or destruction of fire department vehicles, equipment or property.
 - 42.4.10 Refusal to carry out reasonable orders or assignments
 - 42.4.11 Refusal or failure to comply with Fire Department policy safety standards.
 - 42.4.12 Disruptive conduct or dangerous horseplay
 - 42.4.13 Members are prohibited from physical force, fighting, communicating threats, harassment, to other members or members of the public.
 - 42.4.14 Fraud, lying or practicing deception.
 - 42.4.15 Any other conduct deemed not to be in the best interest of the Animas Vol. Fire & Rescue Department.
 - 42.4.16 Missing more than four (4) consecutive meetings or practice sessions without good and sufficient reason. Or 50% of meetings, or practice sessions in calendar year.
- 42.5 The above examples are typical the 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.

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

- 42.6.1 Warning Notice (verbal)
- 42.6.2 Written Warning
- 42.6.3 Suspense and Final Notice
- 42.6.4 Removal from the department

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

- 42.7.1 Class I: Immediate discharge.
- 42.7.2 Class II: Written warning, suspension, termination
- 42.7.3 Class III: Oral warning, written warning, suspension, termination

42.8 Examples of Class I causes:

- 42.8.1 Use or under the influence of drugs or alcohol while on duty.
- 42.8.2 Theft of department property or another volunteer's property.
- 42.8.3 Intentional destruction of department property.
- 42.8.4 Falsifying reports.
- 42.8.5 Gross insubordination such as refusal to work, threatening, abusing or striking a superior.
- 42.8.6 Striking or assaulting a fire fighter or bystander
- 42.8.7 Lying or willfully omitting critical information on an application.

42.9 Examples of Class II causes:

- 42.9.1 Reckless driving of department vehicles.
- 42.9.2 Disobeying traffic laws when responding to the hall.
- 42.9.3 Negligent or careless use of department equipment.
- 42.9.4 Failure to comply with published departmental or municipal rules or regulations.
- 42.9.5 Fighting.

42.10 Examples of Class III causes:

- 42.10.1 Foul and/or abusive language
- 42.10.2 Inefficient, incompetent or negligent performance of work.
- 42.10.3 Failure to follow sign out procedures.
- 42.10.4 Inability or failure to maintain satisfactory working relations with co-workers and/or citizens.

42.11 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.

42.12 Removal of Members

- 42.12.1 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.

43.0 SELF-CONTAINED BREATHING APPARATUS

- 43.1 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 re-tagged with a description of the defect. Each SCBA assigned to an apparatus should be inspected for the following:
 - 43.1.1 Cylinder pressure
 - 43.1.2 Low-air alarm
 - 43.1.3 Face piece
 - 43.1.4 Exhalation valve, Bypass valve, and operation.

- 43.2 After each use, each SCBA shall be inspected for the following:
 - 43.2.1 Cylinder pressure
 - 43.2.2 Components and face pieces
 - 43.2.3 Caution: Anytime an SCBA has been used in a contaminated atmosphere, the unit shall be completely decontaminated prior to being returned to service.

- 43.3 The Fire Chief or designee shall ensure that the following record are kept:
 - 43.3.1 A complete inventory of all SCBA units, and spare cylinders.
 - 43.3.2 Individual records for each SCBA. The records shall include inventory or serial numbers, date of purchase, vender, manufacturer, P.O. number, assigned location, maintenance and repair history and hydrostatic test dates.

- 43.4 Fire Department Members:
 - 43.4.1 Wear assigned respirator when and where required and in the manner in which they were trained.
 - 43.4.2 Care for, maintain and clean their respirators following the manufacturer's procedures and store them in a clean and sanitary location.
 - 43.4.3 Inform the Chief if the respirator no longer fits well and request a new one that fits properly.
 - 43.4.4 Inform Chief of any respiratory hazards that are not addressed in the workplace and of any other concerns regarding the program.
 - 43.4.5 Each member is responsible for the cleanliness and operational readiness of their issued face pieces.
 - 43.4.6 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.
 - 43.4.7 All members shall conduct user seal checks each time that they wear their respirator.
 - 43.4.8 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

- 43.4.9 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.
- 43.4.10 If a firefighter wears eyeglasses, then the firefighter shall use frames that do not pass through the seal area of the face piece.
- 43.4.11 Volunteers are not permitted to wear headphones, jewelry, glasses, or other articles that may interfere with the face piece-to-face seal.

44.0 NIMS / INCIDENT COMMAND SYSTEM (ICS)

- 44.1 Purpose: This procedure establishes the use of the Incident Command System at all emergency incidents and provides guidelines for certain command procedures.
- 44.2 GENERAL
 - 44.2.1 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.
- 44.3 Establishing Command
 - 44.3.1 The first arriving Company or Chief Officer will assume the role of Incident Commander (IC). The initial IC should:
 - 44.3.1.1 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.
 - 44.3.1.2 Size-up the incident and give a size-up report to dispatch.
Determine the strategy to be used (either offensive or defensive)
 - 44.3.2 Establish tactical priorities:
 - 44.3.2.1 Remove endangered occupants and treat the injured
 - 44.3.2.2 Confine and extinguish the fire
 - 44.3.2.3 Conserve property
 - 44.3.2.4 Provide for the safety, accountability, and welfare of personnel
 - 44.3.2.5 Make tactical assignments as necessary
 - 44.3.2.6 Manage communications
 - 44.3.2.7 Establish an effective incident organization
 - 44.3.2.8 Provide for an orderly transfer of command to subsequent arriving officers if appropriate

44.4 Radio Designation

44.4.1 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".

44.5 Stationary or Mobile Command

44.5.1 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:

44.5.1.1 Situation is controlled

44.5.1.2 Situation is not controlled, and the IC moves to the exterior and establishes a stationary command.

44.5.1.3 Command is transferred to a subsequently arriving officer, and the company officer continues direct supervision of his or her company.

44.5.2 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.

44.5.3 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.

44.6 Transfer of Command

44.6.1 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:

- 44.6.1.1 Incident conditions
- 44.6.1.2 Strategy, tactical assignments, and deployment of resources
- 44.6.1.3 Anticipated needs and problems
- 44.6.1.4 Command shall not be considered to be transferred until the transfer is announced over the radio to all incident personnel and to dispatch.
- 44.6.1.5 The person being relieved will be assigned to best advantage.

44.0 ORDER OF RESPONSE OF EMERGENCY VEHICLES

45.1 Structure Fires

45.1.1 The Vehicle order of response for responding to a reported structure fire will be as follows:

44.1.1.1 Engine 1, Engine 2

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

45.2 Brush or Grass Fires

45.2.1 The Vehicle order of response for responding to brush fires will be as follows:

45.2.1.1 Engine 3, Engine 4, Engine 1

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

45.2.3 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.

45.2.4 If the brush or grass fire is reported to be near or threatening a structure, a Structure fire response will be expected.

45.3 Motor Vehicle Fires

45.3.1 The vehicle order of response for responding to a motor vehicle fire will be as follows:

45.3.1.1 Engine 2, Engine 1

45.3.1.2 Only the first unit out 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.

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

45.4 Motor Vehicle Accidents

45.4.1 The order of response for responding to Motor Vehicle Accidents with or without injuries will be as follows:

45.4.1.1 Engine 2, Engine 1

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

45.5 Mutual Aid

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

45.5.1.1 Structure Fires

45.5.1.1.1 Engine 1

45.5.1.2 Brush or grass fires:

45.5.1.2.1 Engine 4, Engine 1

45.5.1.3 Motor Vehicle Fires:

45.5.1.3.1 Engine 2

46.0 GENERAL RULES OF OPERATION

46.1 This standard shall apply to all persons riding in or on a vehicle owned or operated by Fire Department.

46.1.1 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.

46.1.2 All persons shall be seated in an approved riding position and shall be secured by a seat belt anytime the vehicle is in motion.

46.1.3 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.

46.1.4 At no time will anyone dismount a vehicle while it is still in motion.

46.1.5 All persons riding on an apparatus that requires ear protection shall wear the ear protection devices provided.

46.1.6 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.

46.1.7 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.

46.1.8 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.

46.1.9 Private vehicle or fire Department vehicle will not exceed 5 MPH within the Fire Stations grounds.

- 46.1.10 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.
- 46.1.11 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)

47.0 RESPONSE

- 47.1 Emergency (10-33 or Code 3)
- 47.2 This Fire Department will only respond code 3 (lights and siren) to those incidents that pose a significant risk to life or property.
- 47.3 Emergency response requires the use of warning devices (red lights) and sirens as needed. These devices must be in use during the entire duration 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:
- 47.3.1 A reported fire in a structure.
 - 47.3.2 A reported fire outside of a structure that involves the potential destruction of property or poses a risk to human life
 - 47.3.3 A motor vehicle accident.
 - 47.3.4 All categories of emergency medical incidents except known nonlife-threatening incidents.
- 47.4 Non-emergency (Code 1)
- 47.4.1 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:
- 47.4.1.1 Automatic fire alarms until confirmation is received that an actual emergency exists.
 - 47.4.1.2 Public service call to assist the public when there is no immediate threat to life or property.
 - 47.4.1.3 Brush or grass fires when there is no immediate threat to life or property.
- 47.5 Response Guidelines
- 47.5.1 Vehicles engaged in a non-emergency response shall obey all traffic safety rules and regulations and shall not exceed the posted speed limit.
 - 47.5.2 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.
 - 47.5.3 During emergency response the maximum speed limit shall not exceed posted speed limits by more than 10 mph.

- 47.5.4 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:
 - 45.5.1 When directed by a law enforcement officer.
 - 47.5.2 Stop signs.
 - 47.5.3 Red traffic signals.
 - 47.5.4 Blind intersections
 - 47.5.5 When intersection hazards are present.
 - 47.5.6 When encountering a stopped school bus flashing warning lights.
 - 47.4.7 Unguarded railroad crossings.
 - 47.5.8 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.

48.0 APPARATUS POSITIONING

- 48.1 Apparatus function should regulate placement. Poor apparatus placement can reverse this rule, limiting the options or eliminating functions we can assign to a unit.
- 48.2 The placement of all apparatus on the fireground should be a reflection of the following:
 - 48.1 Standard operational procedure for first arriving companies.
 - 48.2 Tactical objectives and priorities.
 - 48.3 Staging procedure.
 - 48.4 A direct order from command.
 - 48.5 A conscious decision on the part of the company officer based on existing or predictable conditions.
- 48.3 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.
- 48.4 Avoid "belly to butt" "placement on the fire ground.
- 48.5 Do not drive all fire apparatus directly to the fire.
- 48.6 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.
- 48.7 Company officers should select staged positions with a maximum of tactical options.
- 48.8 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.
- 48.9 Maintain an access lane down the center of streets wherever possible.
- 48.10 Apparatus should generally be positioned at least 30 ft. away from involved buildings, even with nothing showing. Greater distances are indicated in many situations.
- 48.11 Beware of overhead power lines when positioning apparatus. Do not park where lines may fall.
- 48.12 Initial arriving pumpers 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.
- 48.13 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.

- 48.14 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.
- 48.15 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.

49.0 ACCOUNTABILITY

- 49.1 This purpose of this system is to provide incident site accountability.
- 49.2 Accountability is a critical element in maintaining the safety of all fire fighters working on the fire ground.
- 49.3 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.
- 49.4 Command will include accountability as a major element in strategy and attack planning and must consider and react to any barriers to effective accountability.
- 49.5 Command will consider air supply when making tactical assignments including rotation of crews.
- 49.6 Command must obtain personal accountability reports (PAR) from each apparatus.
- 49.7 Crews arriving on the scene should remain intact. A minimum crew size will be considered two or more members.
- 49.8 Engineer collects passports from crews prior to entering the hot zone.
- 49.9 Places Company ID Tag on discharge gate when hose line is charged for each member operating the hose.
- 49.10 Each Firefighter must have proper company ID on his/her bunker coat.
 - 49.10.1 Ensure that nametag is placed on passport and roster is updated.
 - 49.10.2 Stay with his/her crew at all times.
 - 49.10.3 Maintain a constant awareness of his/her exit air supply.
 - 49.10.4 Each member must have a radio.
 - 49.10.5 All crews entering the hot zone must have a supervisor.
 - 49.10.6 All crews will go in together, stay together, and come out together.
 - 49.10.7 Reduced visibility and increased risk will require close supervision by the company officer.
 - 49.10.8 The entire crew will exit if a SCBA, radio, or any equipment that could compromise safety fails while in the hot zone.

49.11 ACCOUNTABILITY EQUIPMENT

- 49.11.1 Equipment for each piece of apparatus and member consists of a company id tag, 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.
- 49.11.2 The company id tag is kept on each members 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.

49.11.3 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.

49.12 TERMINATING THE PASSPORT SYSTEM

49.12.1 Passport accountability will be maintained throughout the entire incident.

49.12.2 Accountability can be terminated following a report of “fire under control,” at which time a PAR for all crews must be obtained.

49.12.3 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.

49.12.4 Upon termination and release from the incident, Company Officers and crewmembers will ensure that the company id tags are collected.

50.0 PERSONNEL ACCOUNTABILITY REPORT (PAR)

50.1 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.

50.2 The PAR is a confirmation that all members are accounted for and have an adequate exit air supply.

50.3 Reports of PAR’s should be conducted face-to-face within the sector/division/group or company whenever possible.

50.4 A member’s accountability report will be required for the following situations:

50.4.1 Any report of a missing or trapped fire fighter

50.4.2 Any change from offensive to defensive

50.4.3 Any sudden hazardous event at the incident — flash over, back draft, collapse, May Day, etc.

50.4.4 As companies report an all clear.

50.4.5 As companies report under control.

50.4.6 At every 30 minutes of elapsed time.

50.4.7 Any time Command feels it is necessary.

51.0 2 IN/ 2 OUT

51.1 The purpose of the 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.

51.2 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.

51.3 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.*”
- 51.4 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.
- 51.5 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.
- 51.6 Temporary two-person tactical reserve assigned at the outset of an incident to allow teams to enter an IDLH, or potential IDLH atmosphere.
- 51.7 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.
- 51.8 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.
- 51.9 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.
- 51.10 2 in / 2 out members must maintain a level of accountability to Command even when acting in Mayday situation.

52.0 OCCUPATIONAL EXPOSURE CONTROL PLAN

- 52.1 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.
- 52.2 Methods of Compliance
- 52.2.1 Universal precautions shall be observed to prevent contact with blood and other potentially infectious materials. All body fluids shall be considered potentially infectious materials.
- 52.2.2 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.
- 52.2.3 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.

- 52.2.4 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.
- 52.2.5 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.
- 52.2.6 Any other skin, mucus membrane, or body area that has come in contact with potentially infectious material must be washed as soon as possible.
- 52.2.7 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.
- 52.2.8 All procedures involving blood or OPIM shall be performed to minimize splashing and spattering.
- 52.2.9 Infectious waste, any disposable item which comes in contact with body fluids, shall be handled with gloves and shall be placed in an impermeable red bag.
- 52.2.10 No potentially infectious waste will be left at the scene of an incident.

52.3 Personal Protective Equipment (PPE)

- 52.3.1 When PPE is removed it shall be, decontaminated or disposed of in an appropriate container.
- 52.3.2 Members in contact with patients/victims will have examination gloves and goggles with them at all times. These are available on each engine.
- 52.3.3 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.
- 52.3.4 Gloves are to be removed and hands washed after contact with each patient or each use for cleaning or handling potentially infectious items.
- 52.3.5 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.
 - 52.4.5.1 Because of the potential for burns, gloves should not be worn under firefighting gloves where there is exposure to extreme heat.
- 52.3.6 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.
- 52.3.7 Gowns, waterproof aprons or structural firefighting gear shall be worn during procedures that are likely to generate splashes of blood or other body fluids.

52.4 Equipment Cleaning

- 52.4.1 Routine cleaning of equipment will be done on a daily basis.
- 52.4.2 Vehicles, tools and other equipment that is exposed to body fluids will be cleaned with an antiseptic cleaner followed by soap and water.

52.5 Contaminated Sharps

- 52.5.1 A sharps container is carried in.
- 52.5.2 The sharps container must be kept in an upright position when used and shall be replaced immediately after the first use, not used until full.
- 52.5.3 Sharps will only be picked up with pliers or tongs, never by hand.

- 52.5.4 Sharps containers should be closed to prevent spillage, placed in a second container if leaking, and handled with care.
- 52.5.4 Used sharps containers shall be capped, taped, and dated for disposal.
- 52.5.5 Shall be called to pick up sharps from and to provide new sharps containers.
- 52.5.6 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.
- 52.6 Disposal of Waste
 - 52.6.1 All waste will be placed in red plastic bags or labeled sharps containers.
 - 52.6.2 Whenever possible, contaminated waste will be given to an on-scene EMS crew for disposal.
 - 52.6.3 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.
 - 52.6.4 The waste will then be double bagged, the bags sealed and placed in the station's outside trash container.
 - 52.6.5 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.
 - 52.6.6 EMS will respond to remove heavily soiled waste and sharps within 24 hours.
- 52.7 Hepatitis B Vaccination
 - 52.7.1 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.
 - 52.7.2 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 working days of initial shift assignment (career members) or station acceptance (volunteer members). 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.
 - 52.7.3 Each firefighter must sign a consent/refusal form verifying that this vaccination was offered to him/her.
- 52.8 Post-Exposure Evaluation and Follow-up
 - 52.8.1 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:
 - 52.8.1.1 Documentation of the route(s) of exposure, and the circumstances under which the exposure incident occurred.
 - 52.8.1.2 Identification and documentation of the source individual, unless the Chief can establish that identification is infeasible or prohibited by state or local law.
 - 52.8.1.3 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.

- 52.8.1.4 When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known
- 52.8.1.5 HBV or HIV status need not be repeated.
- 52.8.1.6 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.

52.8.2 Collection and testing of blood for HBV and HIV serological status;

- 52.8.2.1 Healthcare Professional's Written Opinion
- 52.8.2.2 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.
- 52.8.2.3 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.

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

- 52.8.3.1 That the volunteer has been informed of the results of the evaluation
- 52.8.3.2 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.

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

52.8.5 Communication of Hazards to Members

- 52.8.5.1 Warning labels shall be affixed to containers of regulated waste containing blood or OPIMs.
- 52.8.5.2 Potentially infectious waste will be placed in red plastic bags.

52.8.6 Information and Training

- 52.8.6.1 All members with the potential for occupational exposure shall participate in an exposure control training program.
- 52.8.6.2 The training will be provided on initial assignment to a position that has potential for exposure and annually after that.
- 52.8.6.3 Training will be provided when changes occur, such as modifications of procedures, and with the use of new products that may affect occupational exposure.
- 52.8.6.4 The training program shall contain at least the following elements.

52.9 Record keeping

52.9.1 Fire Department shall maintain a record for each volunteer who has occupational exposure in accordance with 29 CFR 1910.20. The record includes:

- 52.9.1.1 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.
- 52.9.1.2 A copy of all results of examinations, medical testing, and follow up procedures as required.
- 52.9.1.3 The Chief's copy of the health care professional's written opinion.
- 52.9.1.4 A copy of the information provided to the health care professional.

52.9.2 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.

52.9.3 The records shall be maintained for the duration of membership plus 30 years in accordance with 29 CFR 1910.20.

52.10 Training Records

52.10.1 Training records shall include the following information:

- 52.10.1.1 The dates of the training.
- 52.10.1.2 A summary of the training.
- 52.10.1.3 The names and qualifications of the persons conducting the training.
- 52.10.1.4 The names and job titles of all persons attending the training.
- 52.10.1.5 Training records shall be maintained for three years from the date on which the training occurred.

52.10.2 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.

53.0 Lock Out/ Tag Out

53.1 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.

53.2 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.

53.3 Situations requiring device lock-out:

53.3.1 When a device or piece of equipment is not operating in its designed capacity and could injury 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.

- 53.3.2 When a device or piece of equipment is being serviced and/or the safety features have been disabled in any way.
- 53.3.3 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.

53.4 Emergency Incident Procedure:

- 53.4.1 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.
- 53.4.2 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:
 - 53.4.2.1 All energy sources to the machinery or equipment have been de-energized.
 - 53.4.2.2 The officer in charge places fire department lock-out/tag-out equipment to secure energy sources.
 - 53.4.2.3 Verify that all energy sources have been secured.
 - 53.4.2.4 The officer in charge holds the keys and controls the fire department's lock-out/tag-out equipment.
 - 53.4.2.5 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.

54.0 Structure Fires

- 54.1 Structure fires include, but are not limited to: residences, schools, businesses, barns, storage sheds, and any other freestanding structure.
- 54.2 All firefighter 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 and inventory control form acknowledging they have received PPE and pledge to use it.
- 54.3 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.
- 54.4 The minimum requirements for attack lines for structure fires will be 200 feet of 1 1/2" in 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

- 54.5 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.
- 54.6 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.
- 54.7 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.
- 54.8 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.
- 54.9 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.
- 54.10 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.
- 54.11 Arrival on Scene:
- 54.11.1 The officer will mark on scene to dispatch and perform a scene size-up to dispatch, assume command, and develop a fire suppression plan
- 54.11.2 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
- 54.11.3 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*.
- 54.12 Scene Safety:
- 54.12.1 There shall be at least two (2) members on any interior attack hose-line.
- 54.12.2 There shall be at least two (2) members on any interior search and rescue.
- 54.12.3 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.
- 54.13 Incident Actions:
- 54.13.1 Rescue:
- 54.13.1.1 Human life is the most important consideration at a fire or other emergency.
- 54.13.1.2 Rescue of humans override all other strategic considerations at a fire.

- 54.13.1.3 The primary functions of an adequately staffed truck (if available) shall be rescue.
- 54.13.1.4 A primary and secondary search shall be conducted at all structure fires. During search all rooms should be shut or marked by some means to indicate that the particular room has been searched.
- 54.13.1.5 Tools to be used for Rescue are: portable radio, flash light, halogen tool, flat head axe, pick pole, and or a charged hose line if doing fire attack and search at same time.

54.14 Exposure Protection:

- 54.14.1 Exposure protection is the strategy of preventing a fire from spreading to the uninvolved building(s) or uninvolved part of the fire building.
- 54.14.2 The incident commander shall be responsible for ensuring the initial protection of exposures and assigning teams appropriately.
- 54.14.3 Tools for fire attack: standard hose line 1 3/4" with fog nozzle, or 2 1/2" attack line with 200gpm fog nozzle, hand tools, flash light and portable radios.
- 54.14.4 Tools for Exposure Protection: 2 1/2" attack line with a stacked tip nozzle (smooth bore), portable radio, flash light.

54.15 Confinement:

- 54.15.1 The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.
- 54.15.2 Whenever possible, the most effective method of confining a fire spread is a direct attack on the fire.
- 54.15.3 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.
- 54.15.4 All avenues of fire spread must be considered examples: shafts, openings, utility raceways, ducts, balloon frames, etc.
- 54.15.5 Where fires involve concealed spaces (attic, ceilings, construction voids, etc.) it becomes very important that the vent crews opens up and fire attacks operate fire streams into such areas

54.16 Extinguishment:

- 54.16.1 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
- 54.16.2 The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire
- 54.16.3 Once the fire is extinguished the Incident Commander will notify dispatch that the *fire is out*.

54.17 Overhaul:

- 54.17.1 The Purpose is to make sure the fire is completely out.
- 54.17.2 Overhaul operations must be properly coordinated with fire investigation efforts.

- 54.17.3 Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same.
- 54.17.4 During overhaul most firefighters are more relaxed, tired, perhaps less alert and thus more apt to get injured.
- 54.17.5 Members should not remove their breathing apparatus until the area is completely cleared of toxic gases.
- 54.17.6 When available, a fresh crew should perform overhaul.
- 54.17.7 Particular attention should be given to hidden areas during overhaul.
- 54.17.8 During overhaul care should be given to protect members from exposure to carbon monoxide and other by products of combustion.

54.18 Ventilation:

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

54.19 Salvage:

- 54.19.1 Salvage may need to begin at various points during fire operations. Salvage is those operations required to safe guard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather. Salvage should include:
 - 54.19.2 The use of salvage covers
 - 54.19.3 Removing water from the structure
 - 54.19.4 Removing furniture and personal belongings to a safer location
 - 54.19.5 Debris removal
 - 54.19.6 Remove of valuables from debris
 - 54.19.7 Covering openings to keep weather out and to secure the building
 - 54.19.8 All members are expected to perform in a manner that continually reduces loss during fire operations.

54.20 Utility Control:

- 54.20.1 Utilities should be shut down and brought under control to insure that they will not contribute to the fire spread, overall damage or create any type of safety hazard.
- 54.20.2 At structure fires where electrical involvement or damage has occurred, request via radio the response of the proper electrical company.
- 54.20.3 If electric company is not available in time, fire members may shutdown power via circuit meter or breakers.
- 54.20.4 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.

- 54.20.5 If necessary, shut down water supplies to the structure at the valve closest to the point of the well.

55.0 Vehicle Fires

- 55.1 E2 & E1 shall be the standard response to a vehicle fire in the Animas Vol. Fire & Rescue District.
- 55.2 The officer in charge shall notify the dispatcher if mutual aid is needed so they can be paged.
- 55.3 Firefighter will wear full protective gear at all vehicle fires (helmet, hood, coat, pants, boots and gloves). Suppression team personnel will also wear and their helmet face shield down in the lowered position.
- 55.4 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.
- 55.5 Arrival on Scene:
- 55.5.1 The officer will mark on scene to dispatch and perform a scene size-up to dispatch, assume command, and develop a fire suppression plan.
- 55.5.2 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.
- 55.5.3 The attack apparatus will be positioned between 100 and 150 feet from the involved vehicle.
- 55.5.4 If the burning vehicle is labeled as transporting hazardous material, increase this distance based on recommendations from the DOT Emergency Action Guide.
- 55.6 Water Supply:
- 55.6.1 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.
- 55.7 Incident Actions:
- 55.7.1 The attack team will be in full turnout gear with SCBA and pull a 1 1/2" hand line or as directed by the company officer.
- 55.7.2 Any additional firefighters will await assignment as instructed by company officer or command
- 55.7.3 The driver operator will charge the hose line when directed and continue to monitor the pump operations
- 55.7.4 The attack team will approach the vehicle 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.

- 55.7.5 Where patients are trapped in the vehicle, first water should be applied to protect the patients and permit rescue.
- 55.7.6 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.
- 55.7.7 When 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.

55.8 Scene Safety and Hazards:

- 55.8.1 Ensure that unauthorized/untrained members do not enter the hot zone.
- 55.8.2 Liquid Petroleum Gas (LPG) and Liquid Natural Gas (LNG) are becoming common place as fuel for vehicles. Pressure release devices can create a lengthy "blow torch" effect, or should the pressure relief device fail, a BLEVE may occur. Vehicles may not be marked to identify this fuel hazard. If there is flame impingement on a visible LPG/LNG storage tank, take action to control the fire and cool the tank.
- 55.8.3 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.
- 55.8.4 Energy Absorbing Bumpers--Consist of gas-d fluid filled cylinders that, when heated during a fire, will develop high pressures which may result in the sudden release of the bumper assembly. This could result in serious injury to anyone in its path. Bumper assemblies have been known to travel 25 feet.
- 55.8.5 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).
- 55.8.6 Combustible Metals--Some vehicles --e 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.
- 55.8.7 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 insure personal safety, be sure to allow sufficient clearance when releasing latches.
- 55.8.8 Fires involving the trunk/cargo area should be approached with extreme caution. Contents may include toxic, flammable or other hazardous materials. Expect the worst!
- 55.8.9 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.
- 55.8.10 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
- 55.8.11 Vehicle Stability--Tires or split--ms 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.

56.0 Vehicle Accidents

- 56.1 Engine 1 & (1) Ambulance shall be the standard response to a Vehicle Accident in the Animas Vol. Fire & Rescue District.
- 56.2 The officer in charge shall notify the dispatcher if mutual aid or additional ambulances is needed so they can be paged.
- 56.3 All members shall wear full turnout gear including PPE for disease control and a traffic vest.
- 56.4 Extrication team personnel shall don full protective gear during all extrication situations.
- 56.5 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.

- 56.6 Arrival on Scene:
 - 56.6.1 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
 - 56.6.2 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

- 56.7 Scene Safety:
 - 56.7.1 Ensure that there is no life safety to humans is eminent
 - 56.7.2 Ensure that unauthorized/untrained members do not enter the hazardous area
 - 56.7.3 Ensure all traffic hazards and wear traffic vests
 - 56.7.4 Apparatus and rescue vehicles shall be staged uphill from any motor vehicle accident.

- 56.8 Incident Actions:
 - 56.8.1 Charge a 1 3/4" hose line for fire and hazard control
 - 56.8.2 Officer is to perform a 360 degree inner circle and outer circle of vehicle
 - 56.8.3 If extrication is needed: lay down cover, place hydraulic pump on tarp with hoses, start up hydraulic pump with assigned person to the pump. Lay down all required hand tools, hydraulic tools, hydraulic hoses, and cribbing on the tarp.
 - 56.8.4 Ensure that the vehicle(s) are properly stabilized with the proper stabilization equipment.
 - 56.8.5 Officer is to direct EMS for patient care.
 - 56.8.6 Extricate victim(s) from car. Before any extrication regarding the use of hydraulic tools, the batteries are to be disconnected at all times.
 - 56.8.7 If landing zone is required, officer in charge is to consult with law enforcement to set a landing zone.
 - 56.8.8 If no extrication is required, fire may assist EMS with patient care if needed.
 - 56.8.9 If no patient care is needed then fire can assist law enforcement with traffic control.
 - 56.8.10 If law enforcement clears fire, than fire is to clear and return to quarters.

57.0 Traffic Control

- 57.1 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 night time use are required).
- 57.2 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.

58.0 Brush/Wild land Fires

- 58.1 Engine 3, Engine 4 and Engine shall be the standard response to a Brush/Wild land Fire in the Animas Vol. Fire & Rescue District.
- 58.2 The officer in charge shall notify the dispatcher if mutual aid is needed so they can be paged.
- 58.3 The officer in charge shall call the New Mexico State Forestry **BEFORE** leaving the station and notifying them of the fire.
- 58.4 Arrival on Scene:
 - 58.4.1 The officer will mark on scene, scene size-up, assume command, and develop a fire suppression plan to dispatch.
 - 58.4.2 The officer will determine the location and size of the fire, direction and characteristics of fire travel, the fuel burning and exposures
 - 58.4.3 The water tender is to be staged away from fire travel and on the road way, and in close proximity and easy access ability for attack engines to refill with water
 - 58.4.4 The officer will do an on scene weather check that shall include: wind speed and direction, temperature, dew point and humidity.
- 58.5 Firefighter Safety:
 - 58.5.1 Training:
 - 58.5.1.1 Members must complete, at minimum, Wildland S130/S190
 - 58.5.1.2 Take an annual 8 hour refresher.
 - 58.5.2 PPE
 - 58.5.2.1 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.
 - 58.5.2.2 A Nylon hiking boots are inappropriate because of the melting and sticking potential of nylon.
 - 58.5.2.3 Structural turnout coats, pants and boots are not designed for brush/wildland fire suppression.
 - 58.5.3 Hydration
 - 58.5.3.1 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.

58.5.4 Crew Safety

- 58.5.4.1 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.
- 58.5.4.2 IC or officer must maintain LCES (Lookouts, Communication, Escape Routes, and Safety Zones) and control over crew members to ensure a safe operation.
- 58.5.4.3 Wildland fire fighting will still employ the buddy system. Watch out for each other.

58.6 COMMAND

- 58.6.1 The first arriving company officer who assumes Command must address the life safety, fire control, and property conservation benchmarks.
- 58.6.2 LCES should be in place prior to any fire suppression operations.
- 58.6.3 Escape routes and safety zones should be easily accessible and large enough to prevent radiant heat injuries or direct flame impingement.
- 58.6.4 Aerial operations should not be located near safety zones.
- 58.6.5 Command should concern itself with strategy and allow sectors to dictate tactics
- 58.6.6 Make early offensive/defensive (direct attack or indirect attack) decisions
- 58.6.7 Gather adequate resources
- 58.6.8 Think ahead - way ahead
- 58.6.9 Protect and rehab fire fighters

58.7 Size Up

- 58.7.1 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.
- 58.7.2 Command must then quickly develop an incident action plan based on this size up.

59.0 Hazardous Material Response

- 59.1 Engine 1 & Engine 2 and One (1) Ambulance will respond.
- 59.2 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.
- 59.3 An incident involving hazardous materials can pose significant risk to the public and responding members.
- 59.4 While all effort be made to protect the public, responders must NOT rush into the incident.
- 59.5 Many HAZMAT incidents require the assistance, involvement, and response of other agencies; as such, mitigating the incident can take an extended period of time.
- 59.6 All actions shall be based on informed decisions from qualified individuals.
- 59.7 Arrival on Scene:
 - 59.7.1 The first arriving unit shall establish command, and complete a size-up

- 59.7.2 Isolate the incident from all directions and evacuate as needed. Refuse admittance to the area.
 - 59.7.3 The Emergency Response Guidebook shall be used to identify containers, chemicals involved, staging, and isolation zones
 - 59.7.4 Obtain Safety Data Sheets and any chemical information available. This may include manifests, waybill, manifest, or other form of shipping papers if the incident involves the transportation of hazardous materials.
 - 59.7.5 Make contact with any company representatives and notify the appropriate agencies including the New Mexico State Police.
- 59.8 All units shall stage in a safe direction away from the incident in accordance to ERG recommendations and current conditions.
- 58.8.1 When selecting a staging area take into consideration the following: wind direction, topography, accessibility, proximity to the incident, overhead obstacles, and potential for fire.
- 59.9 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.
- 59.10 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.
- 59.11 Scene Safety:
- 59.11.1 Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries).
 - 59.11.2 Ensure that unauthorized/untrained members do not enter the hazardous area.
- 59.12 Incident Actions:
- 59.12.1 All incident action's 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.
 - 59.12.2 An Incident Action Plan shall be created that identifies exposures, hazards, and incident objectives.
 - 59.12.3 Dike and/or dam areas to contain run-off and prevent further contamination of other areas and water sources.
 - 59.12.4 Remove all ignition sources if materials are combustible or flammable in nature.
 - 59.12.5 Collaborate with the DNR, EPA, New Mexico State Police, company representatives, specialists/ technicians, and the HAZMAT team as needed.
 - 59.12.6 Communications and accountability of all incident members shall be maintained at all times.
- 59.13 Reports and Documentation
- 59.13.1 The release of information regarding the incident shall be controlled by the IC or proper authorities
 - 59.13.2 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.

- 59.13.3 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.
 - 59.13.4 Record of all other agencies and their corresponding members who responded shall also be documented.
 - 59.13.5 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.
- 59.14 Clean-Up
- 59.14.1 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.

60.0 GAS AND PROPANE LEAKS

- 60.1 Prior to arriving on scene, firefighters will don full protective gear. The First unit or officer will assume command of the incident.
- 60.2 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.
- 60.3 The first unit on scene to assume command will determine if other units are to upgrade.
- 60.4 The first unit on scene will proceed to the scene and the crew will don SCBA and do an initial investigation.
- 60.5 The second unit (Engine 1) will proceed to the vicinity, locate the nearest hydrant, 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.
- 60.6 Only 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.
- 60.7 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 and evacuation, but only at the discretion of the IC.
- 60.8 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.

61.0 ENERGIZED ELECTRICAL INCIDENTS (downed wires)

- 61.1 One (1) Engine and (1) Brush Engine will respond from the station in the area. Assess the incident, isolate area, and protect the public.
- 61.2 Make certain that Columbus Electric has been notified.
- 61.3 At no time will Fire Department members attempt to move energized electrical wires.

62.0 ENERGIZED ELECTRICAL FIRE (transformer)

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

63.0 CONFINED SPACE RESCUE

- 63.1 The Animas Vol. Fire & Rescue Department functions at the Awareness level.
- 63.2 Therefore it is policy of the Animas Vol. Fire & Rescue Department that members SHALL NOT enter into a confined space.
- 63.3 Entry is defined as breaking the plane of the opening to the confined space.
- 63.4 Examples of activities and functions appropriate at the AWARENESS level include:
 - 63.4.1 Recognition of a confined space incident
 - 63.4.2 Recognition of confined space hazards
 - 63.4.3 Performing a non-entry retrieval
 - 63.4.4 Identifying resource needs
 - 63.4.5 Initiating response of operations and/or technician level members
 - 63.4.6 Establishing scene control and management
- 63.5 A confined space is any area or vessel, which meets all 3 of the following:
 - 63.5.1 Is large enough and so configured that a volunteer can enter and perform work.
 - 63.5.2 Has limited means of entry or exit.
 - 63.5.3 Is not designed for continuous occupancy.
- 63.6 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.
- 63.7 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.
- 63.8 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.
- 63.9 Examples of possible confined spaces include tunnels, sewers, tanks, process vessels, manholes, storm drains, furnaces, silos, and industrial spaces.
- 63.10 Arrival on Scene
 - 63.10.1 The first-in unit should position the apparatus appropriately.
 - 63.10.2 The first arriving officer should establish command and complete an initial size-up including:
 - 63.10.2.1 Secure any witnesses.
 - 63.10.2.2 Obtain the confined space entry permit and any other available information.
 - 63.10.2.3 Location, number, condition of victims, and length of time in confined space.

- 63.10.2.4 Utility and other scene hazards – i.e. hazardous materials, low oxygen levels.
 - 63.10.2.5 Type of work being performed in the confined space.
 - 63.10.2.6 Type of PPE being used by victim(s).
 - 63.10.2.7 Determination of rescue or recovery mode.
 - 63.10.2.8 Determination of additional resources needed.
- 63.11 Scene Safety
- 63.11.1 Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries).
 - 63.11.2 Ensure that unauthorized/untrained members do not enter the confined space.
 - 63.11.3 Confirm or implement lock out/tag out.
- 63.12 Incident Actions
- 63.12.1 If victim is attached to a body harness and retrieval line, the rescuers may lift the victim from the confined space area.
 - 63.12.2 Attempt to establish contact with victim(s).
 - 63.12.3 Establish atmospheric monitoring.
 - 63.12.4 Establish ventilation of confined space after atmospheric monitoring.
 - 63.12.5 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.
 - 63.12.6 Establish staging area for additional arriving apparatus and members.

64.0 TRENCH RESCUE

- 64.1 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.
- 64.2 Examples of activities and functions appropriate at this level include:
- 64.2.1 Recognition of a trench collapse incident
 - 64.2.2 Identifying resource needs
 - 64.2.3 Initiating response of operations and/or technician level members
 - 64.2.4 Establishing scene control
- 64.3 Definitions
- 64.3.1 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.
 - 64.3.2 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, other elements make the chance for survival minimal.
 - 64.3.3 Trench: An excavation in which the depth is greater than the width and is less than 15 feet wide.
 - 64.3.4 Trench rescue operations present a significant danger to fire department members. The safe and effective management of these operations requires special considerations and resources.
- 64.4 Arrival on Scene
- 64.4.1 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.

- 64.4.2 The first arriving officer should establish command and complete an initial size-up including:
 - 64.4.2.1 Secure any witnesses.
 - 64.4.2.2 Location, number, condition of victims and how long buried.
 - 64.4.2.3 Depth of trench.
 - 64.4.2.4 Utility and other scene hazards.
 - 64.4.2.5 Determination of rescue or recovery mode.
 - 64.4.2.6 Determination of additional resources needed.
- 64.5 Scene safety
 - 64.5.1 Establish hot, warm, and cold zones (utilize barrier tape and natural boundaries)
 - 64.5.2 Hot – 0-100’ from trench Warm – 100-500’ from trench Cold – 500’ and further from trench.
 - 64.5.3 Secure and/or shut down machinery and traffic within 300’ of trench.
 - 64.5.4 Implement lock out/tag out.
 - 64.5.5 Place ground pads within 4 feet of trench.
- 64.6 Incident Actions
 - 64.6.1 If victim is partially buried, lower lifeline and instruct victim to tie around themselves.
 - 64.6.2 If indicated, lower ladder into trench - for victim self--rescue only.
 - 64.6.3 If victim is buried, mark last known location using dry chemical extinguisher.
 - 64.6.4 Establish atmospheric monitoring.
 - 64.6.5 Establish ventilation of trench (if necessary).
 - 64.6.6 Relocate any soil piles to be a minimum of 2 feet from trench.
 - 64.6.7 Establish staging area for additional arriving apparatus and members.

65.0 MAYDAY

- 65.1 The purpose of this procedure is to provide action steps to be taken by the trapped/lost firefighter(s) and the Incident Commander.
- 65.2 Definition:
 - 65.2.1 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
 - 65.2.2 Any member working on duty 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.
 - 65.2.3 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.
 - 65.2.4 A Mayday is initiated by any member communicating “Mayday, Mayday, Mayday” via portable radio.
- 65.3 Procedures:
 - 65.3.1 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.
 - 65.3.2 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.
 - 65.3.3 All firefighters entering the hazard zone shall have a portable radio and rescue tools.
 - 65.3.4 Minimum entry crew size is two members. These members must remain intact and together.
 - 65.3.5 Crews must also be working on a specific assignment and be working under the direct supervision of a Division Officer or Command.

- 65.3.6 Crews will follow all SCBA guidelines, including, but not limited to PASS device usage.
- 65.4 Emergency Procedures:
- 65.4.1 When a firefighter(s) become lost, trapped or experiences an equipment malfunction, the following procedures must be followed.
- 65.4.1.1 Call For Help Immediately – Report on a portable radio “Mayday – Mayday – Mayday”.
- 65.4.1.2 Announce your situation while continuing to find your way out.
- 65.4.1.3 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.
- 65.4.2 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)).
- 65.5 THE TERM “MAYDAY” WILL BE RESERVED ONLY TO REPORT LOST OR TRAPPED FIREFIGHTERS.
- 65.6 THE TERM “EMERGENCY TRAFFIC” WILL BE USED TO REPORT ALL OTHER FIRE GROUND EMERGENCIES.
- 65.7 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.
- 65.8 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.
- 65.9 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
- 65.10 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 life line ropes are in use, follow the life line to the outside.
- 65.11 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
- 65.12 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.
- 65.13 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).

- 65.14 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.
- 65.15 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).

66.0 REHAB

- 66.1 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 in the need to establish rehab include:
- 66.1.1 Time – including extended use of PPE and exposure to weather conditions
 - 66.1.2 Complexity – including crime scenes, specials teams incidents
 - 66.1.3 Intensity – mental and/or physical stress at incidents such as major extrications, interior search and rescue, etc.
- 66.2 Staffing of Rehab
- 66.2.1 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.
 - 66.2.2 For incidents that escalate to a higher alarm, an Officer should be assigned to the Rehab Group if possible.
 - 66.2.3 Rehab shall be staffed with one (1) EMT or Intermediate for every 10 persons who are being concurrently rehabbed.
 - 66.2.4 Rehab shall maintain one (1) BLS or ALS ambulance for every 15 persons who are being concurrently rehabbed.
 - 66.2.5 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.
- 66.3 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:
- 66.3.1 Be far enough away from the scene that members may safely remove PPE and have their vital signs checked while receiving fluids and rest.
 - 66.3.2 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.
 - 66.3.3 Large enough to handle the needs of the incident.
 - 66.3.4 Easily accessible by ambulance.
 - 66.3.5 Enable members to be free from exhaust of apparatus, vehicles or equipment.
 - 66.3.6 Allow for prompt re-assignment by the Rehab Manager as determined by the IC.
 - 66.3.7 Should be marked using scene tape and signs and provide a single entry/exit point.

- 66.4 Rehab period
 - 66.1 All members involved in emergency operations should be routinely evaluated in rehab.
 - 66.2 The following criteria should be used as a general guideline:
 - 66.2.1 After the use of two 30 minute SCBA cylinders.
 - 66.2.2 After use of a single 45 or 60 minute SCBA cylinder.
 - 66.2.3 After 40 minutes of intense work without SCBA.
- 66.5 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.
- 66.6 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.
- 66.7 Members requiring more than one hour of rest shall be released from duty and transported to the hospital.
- 66.8 Hydration
 - 66.8.1 Members should rehydrate with at least 16 ounces of water during each SCBA cylinder change.
 - 66.8.2 For scheduled events, members should pre-hydrate with at least 16 ounces of water within two hours of the event.
 - 66.8.3 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.
- 66.9 Medical evaluation
 - 66.9.1 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.
 - 66.9.2 Members who are symptomatic or with abnormal findings shall receive additional monitoring during rehabilitation.
- 66.10 Accountability
 - 66.10.1 Teams shall report to rehab using the department's accountability system.
 - 66.10.2 Assignment to rehab is to be considered an order similar to any other incident scene assignment.
 - 66.10.3 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.
 - 66.10.4 Teams shall not leave the rehab area unless released by the Rehab Officer and shall then report to staging, Operations, or the IC.
- 66.11 Serious injuries
 - 66.11.1 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.
 - 66.11.2 Critical Incident Stress Debriefing or other mental health services shall be made available.
- 66.12 Documentation
 - 66.12.1 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.

- 66.12.2 All rehab evaluations shall be documented on an appropriate rehab form
- 66.12.3 Any/all rehab reports involving mutual aid or automatic aid members shall be made available to their respective departments.

67.0 LANDING ZONES

- 67.1 A helicopter may be requested by the EMS members or Incident Commander on scene
- 67.2 The IC is responsible to insure a safe landing zone is established and the helicopter(s) know where the landing zone is located. An accurate location must be give via using GPS.
- 67.3 A landing zone requires One (1) Engine with a minimum of two members on board in conjunction with law enforcement in responding to landing zone request.
- 67.4 The engine 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.
- 67.5 A 1 1/2" hand line is to be extended and charged or as directed by the company officer
- 67.6 The approved landing zone for the Animas area is the Animas High School Parking Lot or Football Field.
- 67.7 The landing zone needs to be 100ft x 100ft, clear of debris, overhead power lines and clear of vehicle traffic.
- 67.8 If landing zone is on highway, officer in charge needs to consult with law enforcement and have traffic to be shut down both directions of travel with a clear zone from signs, power lines, and traffic.
- 67.9 If IC or officer needs to communicate with helicopter it is done so on MED 10 or State Fire channels.
- 67.10 The officer or IC will report the landing and takeoff time of the aircraft to dispatch for time documentation.

68.0 BOMB THREATS

- 68.1 Under NO conditions will any Fire Department officer or Member ever conduct a physical search for a bomb or incendiary device.
- 68.2 Once a Fire Department vehicle marks enroute, there will be no further radio communications. This will include cell phone use on scene.
- 68.3 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.
- 68.4 Only the Incident commander will communicate with other agencies (i.e. DASO, State Police, EOD from Fort Bliss).
- 68.5 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 safest position, determining by command. The nearest hydrant out-side 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.
- 68.6 Only the Incident Commander or person designated will enter the possible blast zone and wear full protective gear, including SCBA when within that area.

- 68.7 The Incident Commander will, in the absence of adequate police resources, and only if absolutely necessary, assign firefighters to traffic and or crowd control. Firefighter may, at the discretion of the IC, also be assigned to assist in the evacuation of civilians.

69.0 FIREFIGHTER CODE OF ETHICS

- 69.1 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...
- 69.1.1 Always conduct myself, on and off duty, in a manner that reflects positively on myself, my department and the fire service in general.
 - 69.1.2 Accept responsibility for my actions and for the consequences of my actions.
 - 69.1.3 Support the concept of fairness and the value of diverse thoughts and opinions.
 - 69.1.4 Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
 - 69.1.5 Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
 - 69.1.6 Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
 - 69.1.7 Be respectful and conscious of each member's safety and welfare.
 - 69.1.8 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.
 - 69.1.9 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.
 - 69.1.10 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.
 - 69.1.11 Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
 - 69.1.12 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.
 - 69.1.13 Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
 - 69.1.14 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.
 - 69.1.15 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

70.0 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 members 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 _____