



# Lauderdale-By-The-Sea Volunteer Fire Department

<b>S.O.P Number: 1400</b>	<b>Effective Date: October 1, 2010</b>
<b>Section: 1401-1410</b>	
<b>Subject: Member Safety Program</b>	
<b>By Order of the Fire Chief: Steven Paine</b>	

## Section 1401: Safety Policy Statement

The Lauderdale-by-the-Sea Volunteer Fire Department is committed to providing all members with a safe and healthful environment. It is the policy of the Lauderdale-by-the-Sea Volunteer Fire Department that members shall report unsafe conditions and not perform work tasks if the work is considered unsafe. Members must report all accidents, injuries, and unsafe conditions to appropriate line officer. No such report will result in retaliation, penalty, or other disincentive to the individual making the report.

Member recommendations to improve safety and health conditions will be given thorough consideration by the fire chief and/or safety committee. The fire chief and/or safety committee will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, the fire chief and/or safety committee will take disciplinary action against any member who willfully or repeatedly violates department safety rules. This action may include verbal or written reprimands and may ultimately result in termination of membership.

The primary responsibility for the coordination, implementation, and maintenance of our department safety program has been assigned to:

Name:  Daniel Chavez

Title:  Department safety Officer  Telephone:  (786) 301-1440

The safety Committee will be actively involved with members in establishing and maintaining an effective safety program. Our safety program coordinator, the Fire Chief, or other members of our administration will participate with you in our ongoing safety and health program activities, which include:

- Promoting safety committee participation;
- Providing safety and health education and training; and
- Reviewing and updating department safety rules.

This policy statement serves to express the Lauderdale-by-the-Sea Volunteer Fire Department commitment to and involvement in providing our members a safe and healthful environment. This department safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all members as a condition of continued membership.

\_\_\_\_\_  
Chief

\_\_\_\_\_  
Date



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## Section 1402: SAFETY COMMITTEE

### **Safety Committee Organization**

A safety committee has been established to recommend improvements to our department safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. (refer to appropriate by-laws)

### **Responsibilities**

The safety committee shall determine the schedule for evaluating the effectiveness of control measures used to protect members from safety and health hazards in the department.

The safety committee will be responsible for assisting administration in reviewing and updating department safety rules. These rules are based on accident investigation findings, inspection findings, member reports of unsafe conditions or practices; and accepting and addressing anonymous complaints and suggestions from members.

The safety committee will be responsible for assisting administration in updating the department safety program by evaluating member injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The safety committee will be responsible for assisting administration in evaluating member accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the department safety program.

Safety committee members will participate in safety training and be responsible for assisting administration in monitoring department safety education and training to ensure that it is in place, that it is effective, and that it is documented.

### *Meetings*

Safety committee meetings are held quarterly, at a minimum. The safety committee chair will post the minutes of each meeting within one week after each meeting.

## Section 1403: SAFETY AND HEALTH TRAINING

### **Safety and Health Orientation**

Department safety and health orientation begins on the first day of new member orientation. Each member has access to a copy of this safety manual, through his or her appropriate line officer, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her duties. A copy of this entire program manual will be maintained in the station and the administration offices. Appropriate line officers will ask questions of members and answer members' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our department safety program manual.



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All members will be instructed by their appropriate line officers that compliance with the safety rules described in the department safety manual is required and a condition of continued membership.

### Job-Specific Training

- Line officers will initially train members on how to perform assigned job tasks safely.
- Line officers will carefully review with each member the specific safety rules, policies, and procedures that are applicable and that are described in the department safety manual.
- Appropriate line officers shall ensure that members are “trained commensurate to duty” prior to assigning them to any task
- Line officers will give members verbal instructions and specific directions on how to do the work safely.
- Line officers will observe members performing the work. If necessary, the line officers will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an member is permitted to do the work without supervision.
- All members will receive safe operating instructions on infrequently used, or new equipment before using the equipment.

### Periodic Retraining of Members

All members will be retrained periodically on safety rules, policies and procedures, and when changes are made to the department safety manual. Individual members will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a line officer observes members displaying unsafe acts, practices, or behaviors.

### *Fitness for Duty*

It is the responsibility of each individual member to ensure they maintain a condition of physical fitness for duty. The department will assist and or provide resources at the member’s request. There shall be a schedule of annual physical examinations by the department’s physician who shall determine an member’s fitness for duty. Any member not certified fit for duty shall be reassigned to a non-combative position / Light Duty Status, until certified by the department’s physician as fit for duty. Failure to achieve fit for duty status in 6 months may result in permanent re-assignment.

## Section 1404: FIRST AID PROCEDURES

### EMERGENCY PHONE NUMBERS

Safety Coordinator  Daniel Chavez (7860 301-1440 ) Poison Control  1800-222-1222  
 Police  911 EMS  911



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## Minor First Aid Treatment

First aid kits will be kept available for use by department members. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your appropriate line officer.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

## Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and summon EMS assistance immediately.
- Inform your appropriate line officer and/or Safety program coordinator.
- Provide details for the completion of the accident investigation report.

## Section 1405: ACCIDENT / INCIDENT INVESTIGATION

### Accident Investigation Procedures

The line officer in charge at the location where the accident occurred, shall contact the department safety officer who will perform an accident investigation. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Safety officer will investigate all accidents, injuries, and occupational diseases using the following investigation procedures: Investigations are to determine **what** went wrong, **not who!**

- Implement temporary control measures to prevent any further injuries to members.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.



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- Indicate the need for additional or remedial safety training.

Accident investigation reports shall be submitted to the Fire Chief within 24 hours of the accident.

An “Incident Report” will be generated whenever an occurrence could have resulted in an injury or property damage but was somehow avoided. The intent of an “Incident Report” is to point out a hazardous condition, which can be corrected through better training or engineering. “Incident Reports” are to be handled with the same urgency and gravity as an injury report.



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## ACCIDENT / INCIDENT INVESTIGATION REPORT

ALARM / REPORT

DEPARTMENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_, FL  
\_\_\_\_\_

1. Name of injured: \_\_\_\_\_ S.S. #: \_\_\_\_\_

2. Sex [ ] M [ ] F Age: \_\_\_\_\_ Date of accident/incident: \_\_\_\_\_

3. Property Damaged: \_\_\_\_\_

4. Time of accident: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. Day of accident: \_\_\_\_\_

5. Type of Alarm / Call: \_\_\_\_\_

6. Member's job title: \_\_\_\_\_

7. Length of experience on job: (years) \_\_\_\_\_ (months) \_\_\_\_\_

8. Address of location where the accident occurred: \_\_\_\_\_

9. Nature of injury, Injury type, and part of the body affected: \_\_\_\_\_

10. Describe the accident and how it occurred: \_\_\_\_\_  
\_\_\_\_\_

11. Description of the accident: \_\_\_\_\_  
\_\_\_\_\_

12. Was personal protective equipment required? [ ] yes [ ] no Was it provided? [ ] yes [ ] no  
Was it being used? [ ] yes [ ] no If "no", explain: \_\_\_\_\_  
\_\_\_\_\_

Was it being used as trained by appropriate line officer or designated trainer? [ ] yes [ ] no If "no",  
explain.  
\_\_\_\_\_  
\_\_\_\_\_

13. Witness(s):  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_



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14. Safety training provided to the injured? [ ] yes [ ] no If "no", explain: \_\_\_\_\_

\_\_\_\_\_

15. Interim corrective actions taken to prevent recurrence: \_\_\_\_\_

\_\_\_\_\_

16. Permanent corrective action recommended to prevent recurrence: \_\_\_\_\_

\_\_\_\_\_

17. Date of report: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Appropriate line officer (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

18. Status and follow-up action taken by safety coordinator: \_\_\_\_\_

\_\_\_\_\_

Safety Coordinator (Signature) \_\_\_\_\_ Date: \_\_\_\_\_



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## INSTRUCTIONS FOR COMPLETING THE ACCIDENT INVESTIGATION REPORT

An accident investigation is not designed to find fault or place blame but is an analysis of the accident to determine causes that can be controlled or eliminated. Investigations are to determine WHAT went wrong, NOT WHO!

**(Items 1-7) Identification:** This section is critical because it provides all of the information regarding who, when and where.

**(Item 8) Nature of Injury:** Describe the injury, e.g., strain, sprain, cut, burn, or fracture. **Injury Type:** First aid -injury resulted in minor injury/treated on premises; Medical - injury treated off premises by physician; Lost time -injured missed more than one day of work; No Injury - no injury, near-miss type of incident. **Part of the Body:** Part of the body directly affected, e.g., foot, arm, hand, head.

**(Item 9) Describe the accident:** Describe the accident, including exactly what happened, and where and how it happened. Describe the equipment or materials involved.

**(Item 10) Description of the accident:** Describe all conditions or acts which contributed to the accident, i.e.,

- a. Unsafe conditions - spills, grease on the floor, poor housekeeping or other physical conditions.
- b. Unsafe acts - unsafe work practices such as failure to warn, failure to use required personal protective equipment.

**(Item 11) Personal protective equipment:** Self-explanatory.

**(Item 12) Witness(s):** List name(s), address(s), and phone number(s).

**(Item 13) Safety training provided:** Was any safety training provided to the injured related to the work activity being performed?

**(Item 14) Interim corrective action:** Measures taken by appropriate line officer to prevent recurrence of incident, i.e., barricading accident area, posting warning signs, shutting down operations.

**(Item 15):** What measures have been taken to **permanently** correct this problem?

**(Item 16):** Who prepared this report and on what date?

**(Item 17) Follow-up:** Once the investigation is complete, the safety coordinator shall review and follow-up the investigation to ensure that corrective actions recommended by the safety committee and approved by the department are taken, and control measures have been implemented.



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## Section 1406: RECORDKEEPING PROCEDURES

### Record Keeping Procedures

The safety officer will control and maintain all member accident and injury records. Records are maintained for a minimum of three (3) years and include:

- Accident / Incident Investigation Reports
- Workers' Compensation Notice of Injury Reports.
- Log & Summary of Occupational Injuries and Illnesses.

Initial accident / incident reports must be prepared by the appropriate line officer and turned in to the Safety Officer within 24 hours of the incident occurrence. The Safety Officer is responsible for recording every accident / incident report in such a manner as to enable tracking and identification of trends for the purposes of corrective action and training.

If the incident involved a vehicle collision the Safety Officer shall notify the Auto Liability Carrier and assist the carrier with the settlement and/or recovery of losses. If the city/county has a Risk Administration department/section, the Safety Coordinator shall serve as liaison between this department and the Risk Manager.

The Safety Officer shall complete the first notice of injury and shall submit this form to the Workers Compensation carrier within 24 hours of the injury-producing incident. In cases of serious injury, requiring hospitalization, the Safety Officer shall be notified immediately. The Safety Officer is responsible for notifying the family of the injured member and providing the family with transportation to the hospital / clinic. The Safety Officer is responsible for ensuring timely notice has been provided to the Workers Compensation Insurance carrier and any agency mandated by law or rule.



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## Section 1407: SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. All members are to follow these rules, review them often and use good common sense in carrying out assigned duties. **Compliance with safety rules is a condition of continued membership.** Any member who knowingly fails to comply with state firefighter safety rules and/or with safety and health standards, rules, policies, procedures, and work practices established by their fire department safety committee may be disciplined or discharged by the firefighter department (FS 633.816).

### HAZARD NOTIFICATION

Members should notify their immediate appropriate line officer or department as soon as they detect or even suspect an imminent danger situation in the department. If the member takes no action to eliminate the danger, a member or the authorized member representative may notify the nearest office of the Bureau of Fire Standards and Training and request an inspection.

The request should identify the department location, detail the hazard or condition and include the member's name, address and telephone number. Although, the department has the right to see a copy of the complaint if an inspection results, the name of the member will be withheld if the member so requests.

The Safety Program Manager of Bureau of Fire Standards and Training reviews the complaint and determines whether there is a reasonable basis for the allegation. If it is decided the complaint has merit, the Bureau of Fire Standards and Training representative or the Safety Program Manager will conduct an immediate inspection of the department.

### LIFTING PROCEDURES

**(These methods apply to everything from boxes to patients.)**

1. Plan the move before lifting; ensure that you have an unobstructed pathway.
2. Test the weight of the load before lifting by pushing the load along its resting surface.
3. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet-jacks and carts, or get assistance from a co-worker.
4. If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
5. Position your feet 6 to 12 inches apart with one foot slightly in front of each other.
6. Face the load.
7. Bend at the knees, not at the back.
8. Keep your back straight.
9. Get a firm grip on the object using your hands and fingers. Use the handles when they are present.
10. Hold the object as close to your body as possible.
11. While keeping the weight of the load in your legs stand to an erect position.
12. Perform lifting movements smoothly and gradually; do not jerk the load.



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13. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
14. Set down objects in the same manner as you picked them up, except in reverse.
15. When lifting an object from the floor to a level above your waist, rest the load down on a table or bench at an interim level and then adjust your grip before lifting it higher.
16. Wear protective gloves when lifting objects that have sharp corners or jagged edges.
17. Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the tailgate or walls of the truck bed.

### **STATION SAFETY**

1. Use a ladder or stepstool to retrieve or store items that are located above your head.
2. Avoid placing a ladder at a blind corner or doorway. If you must place a ladder in front of a door, always divert foot traffic by blocking or roping off the area.
3. Replace all ladders that “wobble”, or that lean off of center.
4. Always walk on stairs or steps, taking one step at a time.
5. Use the handrails when using stairs or ramps.
6. Avoid jumping from trucks, platforms, ladders, roofs or other elevated positions.
7. Follow and observe posted safety instructions, warning signs, procedures, and rules.
8. Mop or clean-up oil, hydraulic fluid, water or grease from apparatus floors and accesses, immediately upon detection.
9. Always wear footwear
10. Clean up all spills immediately, especially wet spots around drink and coffee machines, in bathrooms, kitchen and hallways.
11. Always run extension cords or other electrical power cords along walls and out of the travel paths. Extension cords are to be used as temporary installations only.
12. Always point a charged compressed air hose bottle away from anyone and never use it to clean your clothing.
13. Oxygen is only to be used as a life saving or sustaining tool. Only use compressed air for cleaning work surfaces. Whenever possible, the use of a vacuum device is preferred over compressed air.
14. Use a dolly or hand truck when carrying large or bulky objects, or get assistance from a fellow firefighter.
15. Make sure to close all drawers and cabinet doors before leaving them unattended.

### **OFFICE SAFETY**

Pens, pencils, knives, scissors, staplers and letter openers are but a few of the useful tools found in the administrative environment. Responsible members use the proper office tools for each task and respect the injury risk involved with pointed and cutting instruments.

Store heavy materials in the bottom drawers of file cabinets, to prevent the cabinet from falling forward when loaded top drawers are opened.

When working in lower drawers of file cabinets, ensure the top drawers are closed to prevent serious head injuries that may result from striking the upper drawers when attempting to stand.



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Many injuries occur from bumping into or against an open file, desk or cabinet drawer. Always close drawers / doors when they are not attended to prevent these injuries

Do not operate office machines until properly trained or authorized to do so. Any machine with exposed moving parts must have the appropriate guards in place prior to operating.

## ***LADDER SAFETY***

All ladders shall be inspected on a regular schedule and recorded in the station log. Ladders shall be inspected to ensure the side rails and rungs are sound and free of defects, oil, grease, etc.

1. Ladders that have broken steps, rungs, cleats or side rails must be placed out of service or destroyed (cut into 3 foot long sections and discarded).
2. Look up and avoid overhead electrical power lines before raising or lowering ladders.
3. Ladders must always be placed on a stable and solid base.
4. Face the ladder when climbing up or down.
5. Use a "heel man" to prevent the ladder from slipping.
6. Always ensure the ladder in use is of sufficient height to prevent standing or working on the top three rungs of any ladder.
7. Only use ladders or personnel hoisting devices for human access to the roof or upper levels.

## **CREW AND SECTOR SAFETY**

The safety of firefighting personnel represents a major reason for fire ground organization. Sector and Company Officers must maintain the capability to communicate with forces under his/her command so that he/she can control both the position and function of his/her companies. Sector and Company Officers shall be able to account for the whereabouts and welfare of all crews/crew members under their assignment.

Company officers shall insure that all crewmembers are operating within their assigned area or sector only. Crews will not leave their assigned position without notification/approval of the Incident Commander.

When crews are operating within an area, company officers shall keep the Incident Commander or Sector Officer informed of changing conditions within their assigned area, and particularly those changing conditions, which may affect the safety of personnel.

Hazards that will affect only a specific area or sector should be dealt with within that sector and not necessarily affect the entire operation. However, all safety hazards will be reported to command.

In an effort to regulate the amount of fatigue suffered by fire ground personnel during sustained field operations, company officers should frequently assess the physical and mental condition of their crewmembers. All requests for relief crews shall be routed through the Incident Commander.



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It is the on-going responsibility of COMMAND to summon adequate resources to tactical situations to effectively stabilize that situation, and to maintain adequate resources during extended operations to complete all operational phases.

The rotation of companies / stations will be utilized by COMMAND during extended operations to provide an effective on-going level of personnel and personnel performance. Fire Control will assist in coordinating the rotation of companies / stations during such extended operations.

It is the intent of this policy to reduce the fatigue and trauma experienced during difficult operations to a reasonable (and recoverable) level and is in no way intended to lessen the individual and collective efforts expected of all members during field operations.

## **INITIAL OPERATIONS**

The initial efforts of personnel upon arrival at a structure fire will often dictate the results of our endeavors.

Members operating in interior hazardous areas shall operate in teams of two or more. All entry crews during initial operations shall be equipped with a portable radio and all crew members shall remain in voice and visual or physical contact with each other.

Once a crew is operating inside a structure, the incident shall no longer be considered in the "initial stage", and at least one rapid intervention team (RIT) shall be required.

The above described procedures should not deter crews from entering smaller occupancies for an incipient fire, where immediate egress is possible to determine life hazard, fire conditions, initial intervention, etc. An exception is allowable if the officer in charge feels an immediate life threat is present due to the structure possibly being occupied.

## **2 IN – 2 OUT**

It is the policy of this department that the FFOSHA rule governing interior fire fighting shall be adhered to without exception. For every two (2) interior firefighters there will be 2 fully protected and equipped firefighters on stand-by outside the IDLH prepared to extricate or assist the two interior firefighters. In accordance with that rule, one or both of the two exterior firefighters may be engaged in an activity, which can be immediately abandoned without endangering others. Those exterior activities may include such duties as Incident Command, Incident Safety Officer, or similar support activities.

At all times, the 2 outside personnel shall maintain communication, either direct visual or audible, with the 2 inside personnel. Radio communication is acceptable provided there is no interruption of that communication. Interior teams will update exterior stand-by teams on interior conditions every 60 seconds. If the interior team misses an update by 15 seconds, the exterior team will initiate communications to check on the interior teams' well being.



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If either member of the interior team must exit to the exterior, both members must exit. If this cannot be accomplished without abandoning a rescue or suppression effort, the exterior team may relieve the interior team but shall assemble a second exterior team until the exchange is completed.

## SAFETY SECTOR

The recognition of situations, which present inordinate hazards to fire ground personnel and the proper response to safeguard personnel from those hazards, is of critical importance to all fire department operations.

**Command** has the responsibility to recognize situations requiring the implementation of an Incident Safety Officer or Safety sector. Upon arrival at a working incident the Incident Commander may appoint a Safety Officer. He or She will report to the **command** Post and will automatically establish a Safety Sector and assume responsibilities assigned by **command**.

**Safety Sector** shall be established at those incidents posing a high potential danger to personnel such as:

1. Fire complexity; e.g., most multiple alarm fires.
2. Hazardous materials and chemicals, etc.
3. Any other situation where a Safety Sector could be advantageous to the safety of the operation.

The establishment of a Safety Sector or the presence of a Safety Officer on the scene in no way diminishes the responsibility of all officers for the safety of their assigned personnel and of each and every member to utilize common (safety) sense, and to work within the intent of established safety procedures at all times.

## ACCOUNTABILITY

Accountability involves a personal commitment to work within the safety system at an incident. Command will always maintain an accurate tracking and awareness of where resources are committed at an incident.

Command will always be responsible for including accountability as a major element in strategy and attack planning, and must consider and react to any barriers effecting accountability.

Company and Sector Officers will always maintain an accurate account and awareness of crews assigned to them. This will require the Company and Sector Officer to be in their assigned areas and to maintain close supervision of crews assigned to them.

All crews will work for Command or sectors; no free-lancing. Free-lancing occurs when individuals or crews perform tasks without direction and the tactical objectives are not supported. Crews arriving on the scene should remain intact for all incidents and purposes, unless reassigned by command. A minimum crew size will be considered two or more members, and at least one portable radio will be required.



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All crews will go in together, stay together, and come out together. Reduced visibility and increased risk will require very tight proximity. Crews must maintain visual, or voice, contact at all times. If a radio fails while in a hazard zone, the crew will exit unless there is another working radio within the crew.

No crew shall enter an IDLH without first establishing an exterior support team in accordance with the “2 in – 2 out” policy.

## **ACCOUNTABILITY OFFICER**

Accountability shall remain the responsibility of Command and will be transferred in the same manner. This shall continue until an Accountability Sector is created.

## **ACCOUNTABILITY SECTOR**

As the incident escalates to the level that an Accountability Officer is required, Command should implement an Accountability Sector.

The Accountability Officer will operate on the assigned radio channel, and shall be located at the Command Post.

The Accountability Officer's responsibilities include:

1. Collect accountability tags
2. Track and account for all personnel
3. Provide progress reports to command
4. Initiate PAR's upon benchmarks or as needed

## **ACCOUNTABILITY SYSTEM**

As an accountability measure, Company Officers and the Incident Commander are responsible to maintain the identity and location of all assigned personnel.

The Accountability Policy will be used to accomplish this most important task, which is not an optional guideline.

## **PAR TAGS**

To enhance accountability and to improve tracking of firefighters, the personnel accountability system will be used. The Par Tags are attached to a passport with the unit call sign designation and then fastened to the dashboard of the assigned apparatus. This passport will be turned in to an Accountability Officer should an accountability sector be assigned.

## **PAR TAGS / EQUIPMENT**



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The Par Tag equipment involves a tag with the individual's common last name and first initial engraved on the tag.

The Company Officer should maintain the tags of all personnel *presently* assigned to his/her company.

The Par Tags will always be located on the dash on the apparatus at the Company Officer position or passenger side. The Company Officer will be responsible for ensuring that the Par Tags always reflect only currently assigned personnel.

Par Tags will be considered as safety equipment and will be inspected as such. This equipment will be repaired or replaced as soon as problems are noted.

### TACTICAL BENCHMARKS

Several accountability benchmarks are included in tactical operations. The Personnel Accountability Report (or "PAR" pronounced as the golf term "par") involves a roll call of personnel assigned. For the Company Officer, a "PAR" is a confirmation that members assigned to his/her crew are accounted for. For the Sector Officer, a "PAR" is an accounting of the crewmembers of all Companies assigned to his/her Sector. Reports of PAR's should be conducted face-to-face within the Company or with the Sector whenever possible.

Example: "Engine 12 to command, I have a PAR."

A personnel accountability report will be required for the following situations:

- \* Any report of a missing or trapped firefighter
- \* Any change from offensive to defensive
- \* Any sudden hazardous event at the incident - flash over, back draft, collapse, etc.
- \* By all crew(s) reporting an "all clear" (Company Officers or crews responsible for search and rescue will ensure they have a PAR for their crews at the time they report an all clear)
- \* At 30 minutes elapsed time
- \* At a report of fire under control
- \* Anytime an evacuation is called for.

### LOST / MISSING FIREFIGHTER

An absent member of any crew will ***automatically be assumed lost or trapped until otherwise determined safe***. Company Officers must *immediately* report any absent members to Sector Officers or Command. For any reports of missing firefighters, Command *must request mutual aid*. Command must next initiate an immediate roll call (PAR) of all companies assigned to duty in the hazard zone.



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Command must also send a Rapid Intervention Team (RIT) to the last reported working area of the lost firefighter to begin a search. Simultaneously, Command must adjust on scene strategies to a priority search and rescue effort.

## **PERSONAL ALERT SAFETY SYSTEM (PASS) PROCEDURE**

*PASS device must be utilized when entering an IDLH atmosphere.*

Fire fighters must perform the following PASS pre-operation procedure to ensure proper operation immediately prior to entering a burning structure, at the beginning of each shift, and after every use of SCBA equipped with the PASS device.

## **RAPID INTERVENTION TEAM (RIT)**

A rapid intervention crew shall consist of at least two members and shall be available for rescue of other fire crews or personnel if the need arises. Rapid intervention crews shall be fully equipped with the appropriate protective clothing, SCBA, portable radio, hand lights, forcible entry tools, including chain saw (if appropriate to structure), spare SCBA bottles, etc.

*The RIT crew shall be responsible for maintaining a constant awareness of the situation and the status of the crews operating inside. The composition and structure of the crew shall be flexible based on the incident. Sufficient personnel must be assigned to RIT to realistically assist the number of personnel operating inside the structure should they need to be rescued. At least one crew should be dedicated to that function, other crews may do other functions but ready to redeploy immediately.*

## **RULES OF IMPLEMENTATION**

Use of the accountability system will occur at any incident that requires the use of SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or structure; and any other situation where tracking of personnel is critical inclusive of wild land fires.

The objective of the accountability system is to always have a current and accurate method of fire ground accountability.

For smaller incidents the par Tags remain on the apparatus dash. The Incident Commander will assume accountability responsibilities.

For more complex incidents, the par Tags will function as follows:

- \* The Incident Commander is responsible for accountability. This responsibility remains with The Incident Commander until the assignment of an Accountability Officer.
- \* The Accountability Officer, once assigned, will be responsible for picking up and maintaining the tracking tags and all accountability.



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- \* As an incident scales down the accountability function may be passed back to the Incident Commander once it reaches a manageable level.

## **TERMINATING THE SYSTEM**

The accountability system will be maintained throughout an incident.

Upon termination and release from the incident, Company Officers and crewmembers will ensure that the Tracking Tags are returned to the dash of their apparatus and that the Tracking Tags are up-to-date.

## **SUMMARY OF ACCOUNTABILITY RESPONSIBILITIES**

Accountability will work only with a strong personal commitment to the safety system. This commitment involves the following responsibilities:

- \* **Firefighter** - Responsible for staying with his/her crew at all times and ensuring that his/her Par Tag is on the apparatus at all times.
- \* **Company Officer** - Responsible for keeping his/her crew intact at all times, and that the Par Tags are current and accurate. The Par Tags must reflect only those personnel currently assigned to the apparatus.
- \* **Sector Officer** - Responsible for accounting for all personnel in his/her sector and maintaining an awareness of their exact location.
- \* **Accountability Officer** - Responsible for all accountability. The Accountability Officer must collect all Tracking Tags, and must maintain close coordination with Command.

## **SELF CONTAINED BREATHING APPARATUS AND RESPIRATOR CARE**

1. Clean and disinfect your respirator after each use, using the following procedure:
  - a. Remove the disposable airway valve from the mask and discard the valve into the red bio-hazardous waste receptacle.
  - b. Thoroughly wash all exterior and interior surfaces with warm, soapy water or a solution of 1 part household bleach to 10 parts water. Use fresh household bleach solution with each 1:10 cleaning procedure.
  - c. Rinse all surfaces with fresh water.
  - d. Air dry, cloth dry or rinse with isopropyl alcohol.
2. When the cleaned respirator face piece is dry, place it in a "zip lock" plastic bag for storage.



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## TRAINING SAFETY

Every training exercise, evolution or event shall be treated as if under actual fire event. All safety rules are applicable to and strictly enforced on the training ground as anywhere. The training ground, whether at our training facility or a live burn even, must be the safest environment possible for our members. The training ground is the one place where errors in tactics need to be immediately corrected so they do not re-occur at the fire scene. The training ground is our opportunity to sharpen skills and identify flaws in our practices. There is no excuse for injuries to occur on the training ground and appropriate line officers and training officers will be held accountable for placing trainees in excessively dangerous conditions. The training ground is a controlled environment, regardless of the level of training. Any and every training exercise can and shall be halted when conditions become excessively dangerous. Any person who endangers the safety of others by their intentional disregard for safety rules shall face disciplinary action, up to and including termination.

A safety officer or designee shall observe every training exercise. At any time, should the Safety Officer determine that conditions are excessively dangerous; the Safety Officer is authorized to halt the exercise. Any training officer, who knowingly places a trainee in a position beyond their capabilities or creates excessively dangerous conditions for training purposes, shall face disciplinary action, up to and including termination.

This department will not tolerate "leatherheads" or "freelancing" activities. We are engaged in a life threatening profession where any one of us can lose our lives in the practice of saving other lives and property; we have no need to nor will we ignore attempts to heighten this risk.

## FIRE GROUND SAFETY RULES

- When arriving at the fire scene, firefighters must wait until the apparatus has come to a complete stop before removing their seatbelts
- Wait for the apparatus officer's directions before getting off the apparatus.
- When working at fire scenes, prevent trips and falls by walking rather than running.
- Do not "freelance"; as an individual or with a crew. Always work in teams of at least two, and do not separate for any reason. Operate within your fire department's accountability system and in the incident command system.
- Never enter a structure fire by yourself for any reason.
- Never enter a burning structure if you are not wearing your self-contained breathing apparatus and full turnout gear.
- Avoid entering any structure, which is displaying the signs of "breathing" (back draft).
- Make sure the Incident Commander or the group/division officer knows when your crew relocates.
- Prior to entering a burning structure, the hose line must be opened and operationally tested outside the structure in order to ensure it is fully functional (charged): pull back on the nozzle valve handle to the "open" position and allow air to escape to the point at which a solid stream of water is flowing from the nozzle.



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- Firefighters must use full protective clothing, including hoods, gloves and SCBA, for interior firefighting.
- Firefighting teams within a burning structure must have constant radio communication with the incident commander.
- Interior crews must stay together, and must maintain constant communication between each other and the incident commander outside the structure.
- If, for any reason, one member of a team must leave the interior of a structure, the whole crew firefighters must leave the structure.
- Do not "straddle" charged hose lines.
- Open valves to charged hose lines slowly to prevent injuring the firefighters at the end of the hose.
- Before "shutting down" any charged line, or when a low water situation exists, the pump operator must notify the firefighters at the working end.
- Firefighters operating in or near streets or roads must wear their helmets and reflective traffic vests, or full protective clothing, for visibility to oncoming traffic.
- When utilizing pike poles to clean out hot spots or while conducting salvage and overhaul operations, always push the debris down and away from your body.
- Self-contained breathing apparatus must be worn during all phases of property conservation and overhaul, unless the incident commander tells you otherwise. Atmospheres that appear clear may have high carbon monoxide or other dangerous gas levels.
- Always ensure that "running" power tools are never left unattended.

### ***VEHICLE FIRES***

- Always use full protective equipment / clothing, including hoods, gloves and SCBA, when attacking a vehicle fire.
- Prior to attacking a vehicle fire, "open" and operationally check the hose line from a safe distance to be sure it is fully functional: pull back on the nozzle valve handle to the "open" position and allow air to escape to the point at which a solid stream of water is flowing from the nozzle.
- Use the wheel blocks to chock the wheels of the burning vehicle, when possible, to prevent it from rolling.
- Always approach a burning vehicle that is equipped with a shock-absorbing bumper, from the side of the car; cars that have shock-absorbing bumpers have approximately a 4-inch space between the grill and the bumper.
- When possible, approach vehicle fires from upwind, from uphill, and in a low crouch, with the hose nozzle opened to the "full fog position".
- Only "pop" hoods open when there is another firefighter present with a charged and tested hose line, standing by to attack the potential flare up of fire once the hood is opened.
- When dealing with electric car fires maintain a safe distance and remember that these vehicles operate with fuel and electric fuel cells.



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## TACTICAL POSITIONING

Positioning of operating companies can severely affect the safety/survival of such companies. Personnel must use caution when placed in the following positions:

1. above the fire (floors/roof)
2. Where fire can move in behind them
3. When involved with opposing fire streams
4. Combining interior and exterior attack
5. Where sector cannot control position/retreat
6. With limited access - 1 way in/out
7. Operating under involved roof structures
8. In areas containing hazardous materials
9. below ground fires (basements, etc.)
10. in areas where a back draft potential exists

The safety of firefighting personnel represents the major reason for an effective and well-timed offensive/defensive decision and the associate write-off by COMMAND. When the rescue of savable victims has been completed, COMMAND must ask himself: **"Is the risk to my personnel worth the property I can save?"**

When operating in a defensive mode, your operating position should be as far from the involved area as possible and still remain effective. Position and operate from behind barriers if available (fences, walls, etc.)

The intent is for personnel to utilize safe positioning where possible/available, in an effort to safeguard against sudden hazardous developments such as back draft explosion, structural collapse, etc.

When operating in an offensive mode, *be aggressive*. Effective interior attack operations directed toward knocking down the fire eliminates most eventual safety problems.



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Due to the inherent hazards of the immediate fire or incident scene, efforts will be made by **command** personnel to limit the number of personnel on the fire ground to those assigned to a necessary function. All personnel shall either:

1. Be positioned in staging
2. Be assigned to a company or sector.
3. Having completed an assignment and no other assignments are available - crews should be assigned to a Resource, Staging, or Rehabilitation Sector until such time as they can be either reassigned back to an operating area or released to in-service status.

The intent of this procedure is to minimize fire ground confusion / congestion and more importantly, to limit the number of personnel exposed to fire ground hazards to only those necessary to successfully control the operation. Individuals or crews shall be restricted from wandering about the fire ground or congregating in non-functional groups. If you have not been assigned to a crew or you do not have a necessary staff function to perform, **stay off the fire ground.**

In extremely hazardous situations (large quantities or flammable liquids, LP gas, other hazardous materials, difficult marginal rescues, etc.) COMMAND will engage only an **absolute minimum number of personnel** within the fire ground perimeter. Self standing master streams will be utilized wherever possible.

In situations where crews must operate from opposing or conflicting positions, such as front versus rear attack streams, interior versus exterior streams, roof crews versus interior crews, etc., utilize radio or face-to-face communications to coordinate your actions with those of the opposing crew in an effort to prevent needless injuries.

**Ground crews must be notified and evacuated from interior positions before ladder pipes go into operation.**

Do not operate exterior streams, whether hand lines, master streams, ladder pipes, etc., into an area where interior crews are operating. This procedure is intended to prevent injuries to personnel due to stream blast and the driving of fire and /or heavy heat and smoke onto interior crews.

When laddering a roof, the ladder selected shall be one which will extend 2'- 3' above the roofline. This shall be done in an effort to provide personnel operating from the roof with a visible means of egress.

If possible, when laddering buildings under fire conditions, place ladders near building corners or firewalls, as these areas are generally more stable in the event of structural failure.



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When operating either above or below ground level, establish at least two (2) separate escape routes/means where possible, such as stairways, ladders, exits, etc., preferably at opposite ends of the building or separated by considerable distance.

Many safety principles revolve around action that takes place on the fire ground.

For the purpose of our operations, the fire ground perimeter can be defined as: The area inside an imaginary boundary that has been determined by safety considerations according to the foreseeable hazards of the particular incident.

The flexible boundary that determines the fire ground can be altered by various safety factors.

All personnel entering the fire ground perimeter shall:

1. Wear protective clothing and required respiratory protection
2. Have crew intact - ***ALL OTHERS STAY OUTSIDE.***

## **STRUCTURAL COLLAPSE**

In recent times structural collapse has been one of the leading causes of serious injuries and death to firefighters. For this reason the possibility of structural collapse should be a major consideration in the development of any tactical plan.

Structural collapse is always a possibility when a building is subject to intense fire. In fact if fire is allowed to affect a structure long enough some structural failure is inevitable.

Regardless of the age and exterior appearance of the building, there is always the possibility that a principal structural supporting member is being seriously affected by heat and may collapse suddenly inflicting serious injury to fire fighters.

In the typical fire involved building, the roof is the most likely candidate for failure; however failure of the roof may very likely trigger a collapse of one or more wall sections. This is especially true if the roof is a peak or dome type, which may exert outward pressure against both the bearing and non-bearing walls upon collapse. In multi story buildings or buildings with basement, the floor section above the fire may collapse if supporting members are directly exposed to heat and flames.

A knowledge of various types of building construction can be invaluable to the Fire Officer from a safety standpoint as certain types of construction can be expected to fail sooner than others. For example: under fire conditions lightweight truss and bar joist roof construction can be expected to fail after minimal fire exposure.

Structures have been known to collapse without warning but usually there are signs, which may tip off an alert fire officer. Action might be taken to avert any imminent hazard.



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Tell Tale Signs: (Red Flags)

1. Cracks in exterior walls.
2. Bulges in exterior walls.
3. Sounds of structural movement - creaking, growling, snapping, etc.
4. Smoke or water leaking through walls.
5. Flexible movement of any floor or roof where firefighters walk.
6. Interior or exterior bearing walls or columns leaning, twisting, or flexing.

The following construction features or conditions have been known to fail prematurely or to contribute to early structural failure when affected by fire.

Contributing Factors:

1. Large (unsupported) areas - super markets, warehouses, etc.
2. Large signs or marquees, which may pull away from weakened walls.
3. Cantilevered canopies, which usually depend on the roof for support and may collapse as the roof fails.
4. Ornamental or secondary front or sidewalls, which may pull away and collapse.
5. Buildings with lightweight truss, bar joist, or bow string truss roofs.
6. Buildings supported by unprotected metal beams, columns, etc.

Buildings containing one or more of the above features must be constantly evaluated for collapse potential. These evaluations should be of major consideration toward determining the tactical mode; i.e. offensive/defensive.

It is a principal COMMAND responsibility to continually evaluate and determine if the fire building is tenable for interior operations. This on-going evaluation of structural/fire conditions requires the input of company officers advising COMMAND of the conditions in their area of operation.

Structures of other than fire protected/heavy timber construction are not designed to withstand the effects of fire, and can be expected to fail after approximately twenty minutes of heavy fire involvement. If, after 10-15 minutes of interior operations, heavy fire conditions still exist,



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COMMAND should initiate a careful evaluation of structural conditions and should be fully prepared to withdraw interior crews and resort to a defensive position.

If structural failure of a building or section of a building appears likely, a perimeter must be established a safe distance from the area that may collapse. All personnel must remain outside this perimeter.

## **EVACUATION**

Interior firefighting operations should be abandoned when the extent of the fire prohibits or the structure becomes unsafe to operate within. When such conditions become untenable - evacuate, regroup, communicate, and redeploy.

Our primary concern when a hazard, which may affect the safety of firefighting personnel, becomes apparent is the welfare of those personnel. In an effort to protect personnel which may suffer the adverse effects of such hazards such as structural collapse, explosion, back draft, etc., a structured method of area evacuation must be utilized, one which will provide for the rapid/effective notification of those personnel involved, and one which will be able to accurately account for those personnel.

The method of evacuation selected will vary depending on the following circumstances:

1. How immediate is the hazard
2. Type and extent of hazard
3. Perception of the area affected by the hazard

The emergency traffic announcement is designed to provide immediate notification for all fire ground personnel of a notable hazard that is either about to occur, or has occurred.

The use of "Emergency Traffic" should be initiated only when the hazard appears to be imminent.

Any member has the authority to utilize the "Emergency Traffic" announcement when it is felt that a notable danger to personnel is apparent; however, considerable discretion should be applied to its use; emergency traffic announcements become ineffective if overused.

When an imminent hazard has been realized, the emergency traffic process should be initiated. Usually either a Sector or Company Officer will be the initiator. The initiator should describe the apparent hazard and order a positive response, usually to evacuate a particular area or section, according to the scope of the hazard.

If possible, the Sector or Company Officer of those areas to be evacuated should request an acknowledgment of the emergency traffic dispatch from those crews to be evacuated.

Upon receipt of the emergency traffic evacuation order, Company Officers shall assemble their crews and promptly exit to a safe location, where the company officer will again account for all



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crewmembers (Personnel Accountability Report - "PAR"). Shortly after the evacuation order, sector officers shall begin the process of accounting for all evacuated crews. When all affected crews and crewmembers are accounted for, the evacuation process is complete. At this time a more specific determination as to the reality/extent of the hazard can be made and efforts initiated to redeploy/redirect attack forces.

Building evacuation generally involves a shift from offensive to defensive as an operational strategy. In such cases, **command** must develop a corresponding operational plan and must communicate that plan to all operating elements. This can be a difficult shift to complete as units are committed to positions in an offensive manner. It is extremely important that everyone gets the word that a strategic shift has been made.

Hazards noted of a less than imminent nature should usually be handled by a consultation of **command**, Sector and/or the Company Officers or outside agency authorities. These officers or specialists should make a determination as to the nature and possible effect of the suspected hazard and advise **command** so that he/she can make a more knowledgeable decision as to the proper course of action.

### SEARCH AND RESCUE

Search and rescue should be performed according to an efficient, well-planned procedure, which has included the safety of search crew personnel.

The object of the search effort is to locate possible victims, not create additional ones by neglecting the safety of the search crew. Prior to entering the search area, all search team members should be familiar with a specific search plan including the overall objective, a designation of the search area, individual assignments, etc. This may require a brief conference among crewmembers before entering the search area to develop and communicate the plan. Wherever possible, individual search activities should be conducted by two or more members.

Company officers must maintain an awareness of the location and function of all members within their crew during search operations.

A brief look around the floor below the fire may provide good reference for the search team, as floors in multi-story occupancies usually have a similar layout.

Whenever a search is conducted that exposes search crews to fire conditions (particularly above the fire floor) the search team should be protected as soon as possible with a charged hose line in order to insure a safe escape route.

If search personnel are operating without a hose line, lifelines should be used when encountering conditions of severely limited visibility.

Fire fighting is inherently dangerous with the amount of heat, toxic gases and obscuring smoke increasing as more and more products made of synthetic materials are found everywhere from dwellings, to general businesses and vehicles. Even so, great strides have been made in recent years



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with regards to firefighter safety. Much of this has not been due to improved technology and equipment as much as it has been an improvement in training, organization, and a conscientious effort to work safer. Accountability tags, staying with your crew and other such practices may seem to be inconvenient, but they are for our safety and need to be followed.

Staying home may be the safest practice, but ours shall be that we will aggressively attack fire in the pursuit of saving lives and protecting property. But we shall include ourselves in the equation of "Is the risk worth the gain?"

## **VEHICLE SAFETY**

### **RESPONSE THROUGH INTERSECTIONS**

1. Driver/operators will bring their apparatus to a complete stop in the following situations:

- A: When directed by a law enforcement officer
- B: Red traffic lights
- C: Stop signs
- D: Negative right of way intersections
- E: Blind intersections
- F: When the driver cannot account for all lanes of traffic at an intersection
- G: When other intersection hazards are present
- H: When encountering a stopped school bus with flashing warning lights. (Until the bus driver indicates it is safe to pass.)

When it has been determined by the driver/operator and company officer that traffic has stopped in every direction and that it is safe to continue, the driver/operator may proceed through the intersection.

2. Apparatus may proceed through intersections that are controlled to limit the entrance of cross traffic, and green traffic lights, without stopping. However, all intersections should be approached at a speed that will allow the driver/operator to safely take evasive action should it become necessary. Don't forget the "Turn on Red" law; people will turn right into your path of travel.
3. When approaching an intersection, the driver/operator and the company officer will be alert for other emergency vehicles that may be responding to the same alarm. If two emergency vehicles are attempting to enter the same intersection at the same time, the vehicle that is preceding straight through the intersection shall be granted the right-of-way. If both vehicles are required to turn, the vehicle turning to the right shall be granted the right of way.
4. During emergency response and non-emergency travel, drivers shall come to a complete stop at all unguarded railroad grade crossings. Drivers shall assure that it is safe to proceed before crossing railroad tracks.



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## AUDIBLE AND VISUAL WARNING DEVICES

1. Generally, the company officer will be responsible for operating all audible warning devices while making an emergency response. The driver/operator is responsible for the safe operation of the vehicle and the driver/operator's full attention should be on the road throughout the entire response.
2. Warning lights, electric sirens, and air horns will be used as necessary during emergency response. These devices will not be used when responding to non-emergency requests for assistance; after a cancellation is received during an emergency response; or after the first unit on scene reports "nothing showing".
3. Sirens will be used as necessary in accordance with Florida statute 316.271 in conjunction with warning lights in emergency situations when the vehicle is moving, unless contraindicated by the patient's condition. Controlled intersections (traffic signal indicating red or a stop sign) shall not be entered without sounding the siren if any other vehicles or pedestrians are present. Sirens will be operated in a manner that will:
  - (1) Give pedestrians and traffic adequate warning, as sudden use of the siren in the immediate proximity of another vehicle may cause an excited motorist to stop abruptly, thus causing an accident.
  - (2) Fluctuate the pitch through the entire tone scale as much as possible to accommodate different hearing levels of motorist and to gain their attention from other distractions such as radios, other traffic noise, etc.
4. All warning lights and headlights will be on when responding to an emergency. Spotlights may be used to search for the correct address only when nearing the reported location of the emergency. Four way flashers shall not be used as a visual warning device during response.
5. Warning lights will be used for public and personal safety while apparatus is parked at the scene of an emergency on or near a roadway, and when parked or standing in any place which is contrary to normal traffic regulations. Headlights will be turned off when the vehicle is parked; parking lights will be on.
6. Visual and audible warning devices may be used in Department sanctioned functions such as parades and station tours.

## ENCOUNTERING ANOTHER EMERGENCY WHILE ENROUTE TO A CALL

1. When a critical situation is encountered that requires emergency assistance while in route to another emergency, the driver/operator will stop the vehicle and the company officer will assess the nature of the emergency.
2. The company officer will notify dispatch the response has been delayed, the location of the new emergency, action being taken, and type of assistance required.



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3. The company officer may choose to drop a person (along with necessary equipment) to provide limited assistance, and continue the original response with personnel remaining on-board.

## PARKING OF UNITS

1. Apparatus interfering with civilian traffic shall leave their visual warning devices on, but should shut-off their headlights for the safety of our personnel (difficulty of civilian traffic to see personnel in glare of headlights). Warning lights should be used reservedly for the same reasons, leaving only what is necessary to clearly mark the scene.
2. Apparatus not engaged in operations, but serving only as transportation shall park in such a manner as to cause the least interference with operations and traffic. Per above, they shall only leave what lighting is necessary illuminated. All such apparatus should be parked in such a manner that they can rapidly relocate to the scene or respond to another incident. It is important to keep a lane clearly open into an incident should it be necessary to relocate a vehicle into the scene quickly (vehicle breakdown, need for a rescue, etc.) or out of the scene.
3. Apparatus in Level I staging should follow above "Staging" and "Apparatus Placement" procedures.
4. All vehicle and compartment doors should remain closed when not actively used.
5. Anytime apparatus that is subject to response is parked, the driver shall park in such a manner to allow it to respond without first backing.

## HOSELOADING OPERATIONS

The reloading of hose on moving vehicles shall be permitted only when the following seven conditions are complied with:

1. Personnel are all trained in this practice.
2. The safety observer is not loading hose.
3. All adjacent traffic is controlled or stopped.
4. Fire apparatus shall not exceed 5 mph.
5. No one is standing on the apparatus.
6. No more than 2 members may sit in the hose bed unrestrained.
7. All emergency warning lights are operating.

## REDUCTION OF CODE 3 RESPONSES

**The purpose of these modifications is to reduce the risks due to code 3 responses, and is not intended to delay care or other service on true emergencies.** On the majority of responses, there is little difference in response time between Code 1 (normal driving - no



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lights/sirens) and code 3, and on some calls there is greater hazard to the public and us from the response than there is due to the cause of the request for assistance.

## ***PROCEDURE***

1. When dispatched to calls of violence that will require us to stand-by until law enforcement advises the scene is under control, units will respond code 1. Exceptions: Rescue units responding from such a great distance that stand-by is unlikely.
2. Rescue units shall respond code 1 when second due to ALS engines on calls other than those of apparent imminent threat such as gunshot wounds, known serious trauma, unconscious patients, drowning, cardiac or respiratory arrest, multiple patients, etc.
3. When dispatched to motor vehicle crashes with unknown injuries, only the first due unit shall respond code 3. Exception: Rescue units responding long distances, and until a closer unit can respond. (Consider the rescue first due until another unit that can arrive sooner responds.)
4. Bomb threats (no device found): all units, code 1.
5. Trash or brush fire ***that is not threatening structures, vehicles, etc.***: all units, code 1.
6. Minor liquid fuel leaks in parking lots, etc. all units, code 1
7. Fire Alarms:
  - a. When dispatched to a multi-company response to a reported fire alarm, only the first due engine (and rescue if there will be a delayed arrival for the first in engine), shall respond code 3. All others will respond code 1 until upgraded by the first arriving unit.
  - b. When dispatched to a multi-company response to a reported fire alarm in a first due volunteer response area, the career engine and the first due volunteer engine will respond code 3. All others will respond code 1 until upgraded by the first arriving unit.
  - c. ***Any other confirmed report will be dispatched with the full compliment of units responding in an emergency mode.*** (Confirmed being defined as multiple reports, reliable source, or other information indicative of an actual fire.)
  - d. Once the dispatch has been initiated, all modification of response should be direct to the responding Battalion Chief or other Chief Officer. If a Chief Officer is not responding, then the first-due unit shall be considered in charge. Based on the information received, the responding Chief should upgrade the response as necessary.



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- e. All units dispatched must be reflected on the incident report. If some of the units are canceled in route, they must also be noted on the report. If less than a full compliment of units is dispatched an explanation must be noted on the report form.
8. Medical Alarms - if not substantiated (voice contact with a complainant), only the first due unit responds code 3.
9. Patient transport - Code 1 will be utilized unless a delayed transport will be detrimental to the patient's condition.
10. Not all types of incidents or specifics can be detailed in a guideline. Officers must determine their response mode when the situation is outside of the above guidelines by comparing the risk versus the gain of code 3 responses.

**If we cannot complete our response due to our involvement in a motor vehicle crash, then we fail our mission to help those originally in need, and may cause harm to others and ourselves.**

### **I. MOTOR VEHICLE COLLISION**

If you are involved in a motor vehicle collision while operating a department vehicle or while on official department business in your personal vehicle, you shall:

- Stop immediately and obtain medical assistance for any injured person(s).
- If there are no injuries and vehicles are operational, remove vehicles from roadway.
- Notify communications and summon a appropriate line officer and the authority having jurisdiction.
- Do NOT apologize or admit responsibility; await the arrival of an appropriate line officer to provide insurance carrier and registration information.
- Provide investigating law enforcement with your driver's license.
- If your vehicle can be driven, deliver it to Fleet Administration for damage assessment.
- Assist appropriate line officer with completion of accident / incident report form.
- Submit Accident / Incident form to Risk Administration / Safety office within 24 hours.



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## Section 1408: EXPOSURE CONTROL PROCEDURES

### CLEANING AND DISINFECTING

1. Wear latex or vinyl gloves to pick up and bag plastic airways, gauze sponges, and disposable medical equipment, and place them into the red bag marked "Biohazard", prior to clearing the emergency scene. Any item that appears to be contaminated by body fluids shall also be placed in the bio-hazard bag.
2. Firefighters must wear rubber cleaning gloves, a rubber apron and a face shield when cleaning and disinfecting blood pressure cuffs, stethoscopes, and other non-disposable medical equipment that is visibly contaminated with human blood or wet with human body fluids.
3. Firefighters must wear latex or vinyl gloves when handling clothing, waste materials or other objects that are visibly contaminated with human blood or wet with human body fluids.
4. Firefighters must remove and clean or dispose of contaminated equipment immediately after the completion of equipment decontamination; clean all contaminated equipment using soap and water; flush all contaminated water into the sanitary sewer drain; dispose of contaminated equipment into the large red bag marked "Biohazard".
5. Disinfect medical equipment in the area posted "Decontamination Area". Use a 1:10 parts bleach to water solution when performing disinfecting operations. Allow equipment to air dry.
6. Use the disinfectant labeled "High Level Disinfectant" on anti-shock trousers, O2 demand valve, bag valve and mask.
7. The "Decontamination Area" must only be used for decontamination purposes.

### INFECTION CONTROL

1. Discard disposable needles or medical sharps into the containers labeled "Biohazard: Sharps" only; do not reach into containers when discarding the sharp items.
2. Wash hands and other exposed skin surfaces on the arms and forearms with soap and water or the waterless cleaner immediately upon removal of protective gloves.
3. Wash or flush areas with water if your skin surface, eye or mouth is splashed or spattered with blood or other bodily fluids.
4. Do not bend, recap, remove, shear or purposely break any contaminated needle.
5. Wear protective gloves and do not use hand to face movements when handling materials that are visibly contaminated with human blood.
6. Place "turn-out gear" and other protective equipment contaminated with human blood in the red containers labeled "Biohazard"; these containers prevent leakage during collection, handling, storage and transport.
7. Wear non-permeable gloves when contact with blood, non-intact skin, mucous membranes or other infectious materials is possible.



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8. Firefighters performing emergency medical care must wear latex or vinyl gloves, and when finished using the gloves, discard them immediately into the "Biohazard" marked bag/container for disposal.
9. During victim removal operations where sharp or jagged metal edges are present, rescuers must wear structural fire fighters gloves over their latex or vinyl gloves.
10. Immediately replace latex or vinyl gloves that are cut, torn, or punctured.
11. Firefighters must wear full-face protection whenever patients are vomiting, coughing, choking, sneezing or being intubated.
12. Firefighters must wear latex or vinyl gloves and full-face and body protection during extrication, childbirth, and whenever large amounts of blood or body fluids are present or anticipated.
13. Use bag-valve masks or pocket "mask to mouth" devices when performing CPR.



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## Acknowledgement and Receipt

I, \_\_\_\_\_, by affixing my signature to this page, acknowledge that I have received, read and understand the safety rules of the \_\_\_\_\_ Fire Department/District. I fully intend to abide by these rules and report any unsafe conditions I observe to the appropriate line officer. I also understand that it is my responsibility to maintain this manual intact and in its most current form.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Safety Officer

\_\_\_\_\_

Chief Signature