

SHAWNEE HEIGHTS FIRE DISTRICT
2626 SE Shawnee Heights Rd.
Tecumseh, Kansas 66542

STANDARD OPERATING GUIDELINES



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THIS DOCUMENT WILL BE REVIEWED ANNUALLY.

03/08/07

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SECTION 1 FIRE DISTRICT DESCRIPTION

1-1 **MISSION.** To provide fire, rescue, and first responder emergency medical service to the patrons of the Fire District and contract areas.

1-2 **GOVERNING BODY.** Shawnee Heights Fire District is governed by a Board of Trustees comprised of the nine elected officials of Topeka, Tecumseh and Monmouth Townships in Shawnee County, Ks.

1-3 **FIRE DISTRICT.** The Shawnee Heights Fire District is comprised of the townships of Topeka, Tecumseh and Monmouth in Shawnee County, Kansas.

1-4 **CONTRACTED SERVICES.** Shawnee Heights Fire District, via a contract, provides fire, rescue, and EMS services in Williamsport Township. Burlingame Road is the West boundary line. Shawnee County Fire District #2 provides services West of Burlingame Rd. Providing these services is subject to the availability of equipment and manpower and is secondary to the needs of Shawnee Heights Fire District.

1-5 **FUNDING.** Funding for operating the district is derived from property taxes levied in Topeka, Tecumseh and Monmouth Townships and receipts from the contract with Williamsport Township.

1-6 **FACILITIES.** Facilities and equipment consist of three (3) fully equipped fire stations. Station #21 is located at 2626 SE Shawnee Heights Rd., Station #23 is located at 5301 SE California Ave. and Station #25 is located at 4450 SE 89th.

1-7 **STAFFING.**

1-7.1 **FULL TIME.** The full time staff consists of one (1) Fire Chief, nine (9) firefighters, and one (1) part time Administrative Assistant. At a minimum, there is a staff of three (3) on duty at all times, one firefighter at each station.

1-7.2 **PART TIME FIREFIGHTERS** There are approximately 35 on call firefighters to supplement on duty personnel.

1-8 **ADMINISTRATION.** Administrative functions are managed by a full time Fire Chief.

1-9 **BUSINESS MEETINGS.** There is a public meeting of the Board of Trustees on the last Thursday of each month beginning at 7:00 PM to transact fire district business. These meetings are held at Station #23 which is located at 5301 SE California Ave.

1-10 **TRAINING.** Training is provided through drills held at least twice each month and various schools throughout the region. Special ops training is done in addition to regular scheduled drills and does not count towards the required fifty percent participation rate.

SECTION 2 ORGANIZATIONAL STRUCTURE.

2-1 **BASIS.** The department has two separate formal organizational structures. The reasoning behind this is that in reality we must function in two separate and distinct modes which require different structures. The first being emergency situations (LINE FUNCTIONS) and the second is day to day operation of the department (STAFF FUNCTIONS).

2-2 LINE FUNCTIONS.

2-2.1 Line functions are those which are performed during and are directly linked to an alarm.

2-3 STAFF FUNCTIONS.

2-3.1 Staff functions are those which are not performed during or are directly linked to an alarm.

2-4 AUTHORITY & RESPONSIBILITY

2-4.1 **FORMAL AUTHORITY.** Most functions this department may become involved in are addressed somewhere in this document however there are circumstances which may arise which are not addressed or situations which for some reason go astray and corrective action is appropriate and necessary. Inclusion of this section of Chapter-2 is intended to cover such situations and or circumstance.

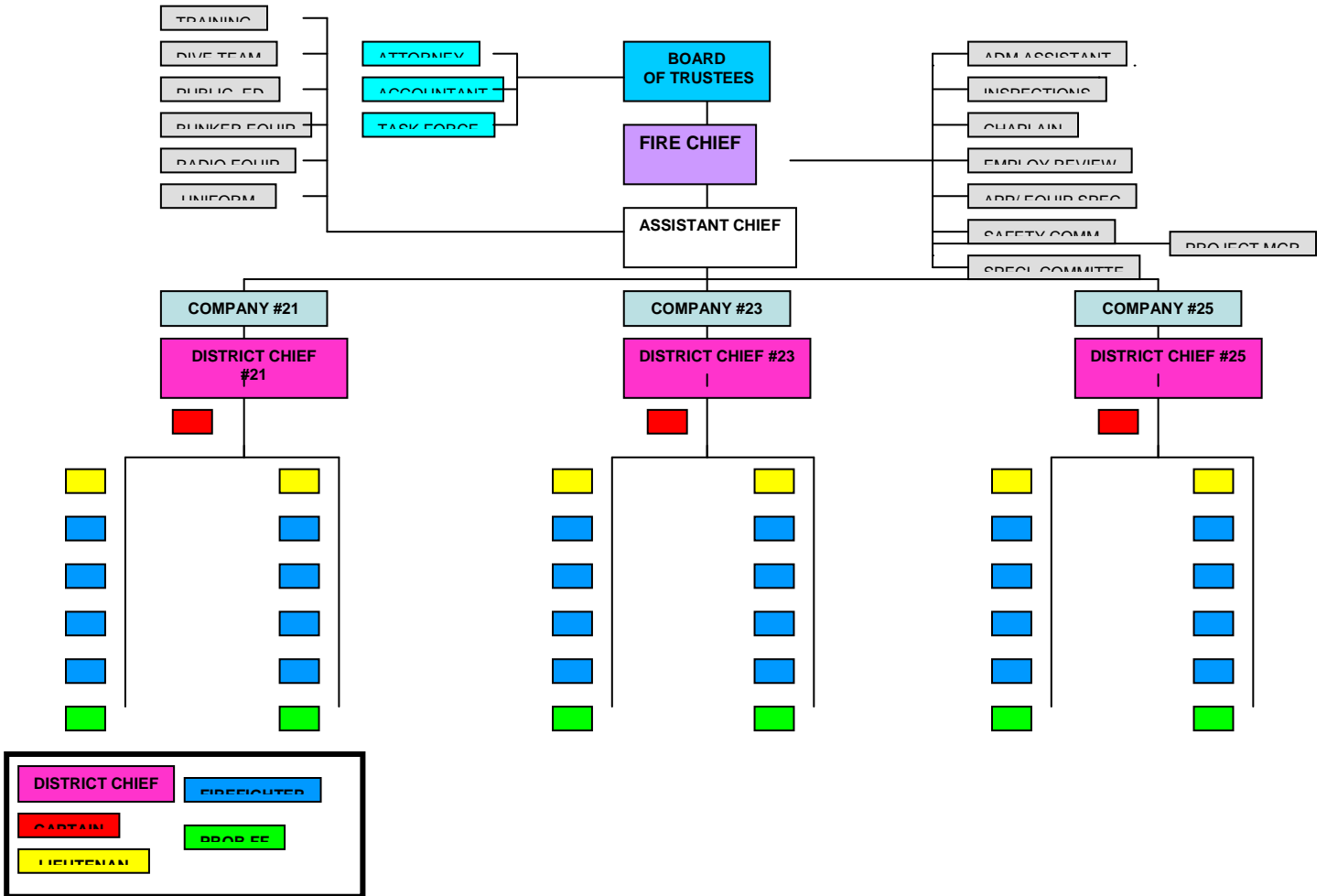
Final authority and responsibility for the functioning of this department is as follows and in this order:

- Board of Trustees
- Fire Chief
- District Chief
- Captain
- Lieutenant
- Firefighter
- Probationary Firefighter

2-4.1.1 **AUTHORITY** Those individuals outlined in 2-4.1 have, in all cases and at all times regardless of the contents of this document, the absolute authority to intervene when ever they deem such action is necessary.

2-4.1.2 **RESPONSIBILITY** Those individuals outlined in 2-4.1 will be accountable for the action they take or the lack thereof.

SHAWNEE HEIGHTS FIRE DISTRICT ORGANIZATIONAL STRUCTURE



SECTION 3 BASIC DUTIES AND RESPONSIBILITIES OF DEPARTMENT EMPLOYEES

10-1 GENERAL.

10-1.1 INTENT. This chapter is intended to lend definition to the basic responsibilities to this district, of each classification of employee. It is not intended to address operating procedures, day to day functions or the more detailed points of our operation. These items are addressed in subsequent chapters. It does however establish a clear chain of command and outlines the responsibilities and authority of each employee. It provides for the smooth and efficient flow of information, assignments, etc, both upward and downward. Given this basic outline each employee of the district should be able to operate effectively and with little difficulty.

10-1.2 POLICY COMPLIANCE. Departure from an established department policy or procedure will be considered a direct violation of department policy and the employee doing so will be subject to disciplinary action.

This is not to say policy change may not be made. Change in policy is a necessary and important part of any organization but it must be pursued in an orderly and thoughtful manner.

The Board of Trustees and the Chief of the department desires that each of its employees has opportunity for input into decision making process.

10-1.3 ATTENDANCE. Each employee is expected to attend and respond regularly to alarms, training drills and other activities provided by the department pursuant to the performance of his duties.

10-1.4 RELATIONSHIPS. Each employee is expected to encourage and promote an open and positive relationship with fellow employees, the public in general, and the governmental community.

10-1.5 COOPERATION. Each employee is to cooperate with his supervisor and carry out assignments as instructed in a prompt, orderly, reasonable manner

10-2 FIRE CHIEF.

Position Summary:

This is a highly responsible supervisory and administrative position, in charge of the planning, organization, and direction of all activities of the Shawnee Heights Fire District. This position is accountable for the administration and coordination of all fire and EMS service activities, including fire prevention and suppression, emergency medical/rescue procedures, and regulations. It is expected that the Fire Chief will exercise supervision directly, or through the use of subordinate supervisors, over all of the employees and firefighters of the Fire District. This position is given wide latitude for the interpretation and application of the policies, rules, and regulations under the administration of the Board of Trustees, who will review the Fire Chief's performance for the results obtained. The position serves at the pleasure of the Board of Trustees.

Job Expectations:

- Have strong leadership skills.
- Have strong communication and interpersonal skills.
- Have strong management skills and ability to delegate duties to personnel.
- Have the ability to work independently and to use time productively.
- Have the ability to gain the respect and trust of subordinates
- Have the ability to handle personnel issues as they arise and not procrastinate when difficult situations occur.
- Treat all personnel equally, and to keep non-work related issues out of the work place.
- Have general knowledge of all aspects of the Fire District's functions.
- Have the knowledge and ability to operate all fire equipment of the Fire District.
- To be highly visible in public as a representative of the Fire District.
- Have the ability to manage a large budget and determine necessary expenditures.
- To provide an honest assessment of any issue to the Board of Trustees of the Fire District.

Job Duties:

- Manage and direct a comprehensive first responder, fire suppression and prevention program
- Administer and manage all firefighter and full time staff positions.

- Participate in the interview, selection and appointment of all new personnel.
- Conduct regular monthly staff meetings
- Periodically update all of the Fire District's SOP's.
- Administer the Fire District's business plan.
- Direct the preparation and analysis of records and reports to secure efficient operations as well as to comply with all district and state reporting requirements.
- Direct and participate in the preparation of the annual operating budget of the Fire District.
- Monitor and approve purchasing and expenditures in accordance with Fire District's policies.
- To consult with the Fire District Treasurer's Committee when an expenditure exceeds the limit.
- Provide all information requested by the Fire District's Board of Trustees in a timely manner.
- Report to a designated member of the Fire District's Board of Trustees when on vacation or on sick leave.
- Be available during normal business hours (8am-5pm) or such other consistent hours as may be agreed upon between the Fire District's Board of Trustees and the Fire Chief.
- Attend all major accident scenes (death, fires, etc.)
- Attend at least 80% of the County Fire Chief's meetings.
- Attend schools and designated meetings.
- Participate in management and leadership training classes.

Minimum Qualifications:

- Associates of Fire/Science (or equivalent) and a minimum of fifteen years of experience, which includes a minimum of five years of management experience in emergency services.
- Knowledge of the principles and practices of modern fire departmental administration.
- Advanced knowledge of the principles, practices, procedures, equipment, and apparatus used in modern fire and rescue techniques in municipal, rural and institutional services.
- Knowledge of the principles of organization, administration, and personnel management.

- General knowledge of statutes and National Fire Protection Association (NFPA) guidelines affecting the operation of the department.
- Ability to plan, implement, and direct programs, operations, and activities including employee training and development, fire suppression, fire prevention, and emergency medical services.
- Ability to express ideas clearly, both orally and in writing.
- Ability to establish and maintain effective working relationships with civic and official groups and the public as well as to command and hold the respect and discipline of subordinates.

Physical Requirements

As the senior executive of the District's fire department, must have the physical capability for emergency vehicle response, quick decision making skills, eye-hand coordination adequate to use required technical equipment. Position functions in a general office environment. With time spent in meetings or conferences at various locations which requires good listening, verbal, and written communications skills.

This is heavy physical work requiring the ability to lift, crawl, run, climb, etc. while wearing heavy protective gear weighing about 50 lbs., ability to function in life/death situations relying on sight, hearing, smell and touch to make critical decisions while maintaining safety of others/self, ability to accept risk of bodily injury/death in performance of duties, ability to face exposure and take precautions against: carcinogenic dusts, toxic substances, infectious agents, and the visual/emotional shock of burn/trauma victims. This position requires the medical certification for use of Self Contained Breathing Apparatus. Requires physical exertion to manually move, lift, carry or push extremely heavy objects. The ability to work in high or confined places, maintaining body equilibrium to prevent falling.

Special Requirements

Must possess a valid class B driver's license. Must be insurable by the District's insurance carrier.

Primary residence must be located in the boundary of the District within six months of employment.

Must be certified by the State of Kansas as an EMT/B within one year of employment.

Must meet the qualifications of the firefighter position.

Must be able to pass drug testing.

Duties listed are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement and is subject to change as the District's needs and requirements of the job change.

10-3 District Chief Job Description

POSITION TITLE: District Chief

SUPERVISOR: Fire Chief

POSITION LAST UPDATED: January 15, 2007

POSITION SUMMARY:

This is a supervisory position. This employee is primarily responsible to direct, manage, supervise and coordinate the programs and activities of an assigned district; to coordinate fire personnel and coverage for assigned district; to coordinate assigned activities divisions, and to provide highly responsible staff assistance as directed by the Fire Chief. Must be able to perform as part of a team in extreme conditions to include all fire, haz-mat, EMS and rescue conditions or other instances that may require the fire district's response.

SUPERVISION RECEIVED AND EXERCISED

Work is performed independently, under the general direction of the Fire Chief, and restricted only by departmental regulations. Effective and professional command over fire companies in emergency situations is a responsibility. .

Shall exercise direct supervision over all sworn staff assigned to a district.

DUTIES AND RESPONSIBILITIES:

Supervise and coordinate activities of assigned district including fire suppression, emergency medical services and hazardous material management; assign work activities, projects and programs; monitor work flow, review and evaluate work products, methods and procedures.

Schedule personnel for assigned tasks to ensure proper coverage and manpower

Assume management responsibility for all services, operations and activities of assigned territory.

In absence of the Fire Chief, assume those duties and responsibilities until such time as relieved by same.

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned district; recommend, within Department policy, appropriate service and staff levels; recommend and administer policies and procedures.

Participate in recommending the appointment of personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; work with employees to correct deficiencies; implement discipline procedures; recommend employee termination's.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement and review with appropriate management staff; implement improvements.

Plan, direct, coordinate and review the work plan for assigned district; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Participate in the development and administration of the Fire Department budget and assigned district budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor expenditures; direct and implement adjustments as necessary.

Prepare a variety of reports and other correspondence regarding fire incidents or other emergency incidents on assigned district; prepare district operations activity report and submit to Fire Chief; prepare and present monthly reports.

Perform periodic station inspections to ensure proper maintenance of buildings and grounds; evaluate repair and replacement needs; coordinate building needs and repair with appropriate personnel.

Oversee the care and cleaning of quarters, buildings, grounds, apparatus and equipment.

Supervise the maintenance, repair or replacement of fire apparatus and equipment.

Work with other management staff to maintain, revise or improve the overall operations of the department.

Respond to alarms as required by Departmental policy; act as incident commander.

Perform at the HazMat "Operations Level" at the scene of emergencies as necessary under OSHA 1910.120 (No IFSAC or NFPA testing required).

Perform related duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

High school diploma or equivalent.

Fifteen years of experience in the Shawnee Heights Fire District.

FFI, FFII

Desired:

Instructor I, Inspector I, Driver Operator, all IFSAC preferred

Prefer college in Fire Science with Business Administration also

SPECIAL CERTIFICATIONS, REGISTRATIONS, LICENSES REQUIRED:

Must possess a valid Kansas Class B non commercial driver's license and have a clean driving record

Must obtain a current Haz-Mat Operations Level course and maintain it.

Required to possess and maintain a valid Kansas BEMS EMT-B or higher certification

Desired:

Haz-Mat Technician (IFSAC)

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

Operational characteristics, services and activities of modern fire suppression and service programs.

Principles, practices, methods and techniques of modern fire prevention and suppression activities.

The ability to apply the Incident Command System in an organized and professional manner at the scene of emergencies.

The ability to assume the role of Incident Commander at fire and medical emergencies.

Ability to wear a SCBA and face mask while working, in such a fashion that the seal is secure and air leakage will not occur.

Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices and facilities.

Principles, practices, methods and procedures of emergency medical services and hazardous material management.

Budgeting procedures and techniques.

Firefighting practices, skills and abilities required of subordinate Fire Department personnel.

Modern firefighting methods and equipment.

Pertinent federal, state and local laws, codes and regulations.

Principles and practices of organization, administration and personnel management including supervision.

Local geography, including the location of water mains and hydrants and the major fire hazards of the district.

Principles of supervision, training and performance evaluation.

Manage, direct and coordinate the work of assigned personnel.

Ability to organize, deploy, and operate within the Incident Command System.
Ability to operate programs such as Firehouse, Word, Excel, and PowerPoint on a computer.
Select, supervise, train and evaluate staff.
Provide administrative and professional leadership and direction for the assigned district.
Recommend and implement goals, objectives, and practices for providing effective and efficient fire services.
Participate in monitoring and coordinating a budget.
Prepare clear and concise administrative reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Direct and coordinate the work of subordinates in emergency situations.
Demonstrate effective use of equipment and apparatus.
Work under pressure and make technical and emergency decisions quickly and calmly under emergency conditions.
Motivate employees to work effectively and efficiently.
Plan, assign and objectively review the work of firefighters.
Deliver public presentations and speak before a variety of organizations and the general public.
Interpret and explain departmental programs, procedures and legal requirements to Officials, Officers and the general public.
Research, analyze and evaluate new service delivery methods, procedures and techniques.
Interpret and apply Federal, State and local policies, procedures, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL/MENTAL REQUIREMENTS:

Ability to perform strenuous duty for prolonged periods in extreme weather and fire fighting/EMS situations.
Physical strength, endurance, and agility to handle the extreme stresses of the position, to rescue persons from burning structures, to risk life in the pursuit of fire saving efforts. Must be able to use fire and EMS equipment and perform duties in confined spaces.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS MAY:

Spend extensive time outside exposed to the elements.
Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
Experience frequent transition from hot to cold and from humid to dry atmospheres.
Work in wet, icy, or muddy areas.
Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
Work in areas where sustaining traumatic or thermal injuries is possible.
Face exposures to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, carbon monoxide, or organic solvents either through inhalation or skin contact.
Face exposure to infectious agents such as hepatitis B or HIV.
Exposed to grotesque sights and smells associated with major trauma and burn victims.
Possibility of falling objects; working at heights; explosives; exposure to radioactive substance, electrical shocks, and infection.

10-4 Captain JOB DESCRIPTION

POSITION TITLE: Captain

SUPERVISOR: District Chief

POSITION LAST UPDATED: January 15, 2007

POSITION SUMMARY:

This is a supervisory position. This employee is primarily responsible to coordinate fire personnel and coverage for assigned district; to coordinate assigned activities divisions, and; to provide highly responsible staff assistance as directed by the District Chief. Must be able to perform as part of a team in extreme conditions to include all fire, haz-mat, EMS and rescue conditions or other instances that may require the fire district's response.

SUPERVISION RECEIVED AND EXERCISED

- Work is performed independently, under the general direction of the District Chief, and restricted only by departmental regulations. Effective and professional command over fire companies in emergency situations is a responsibility. Work is directed and reviewed through the establishment of goals and subsequent evaluation of progress toward goal attainment.
- Shall exercise direct supervision over all sworn staff assigned to a district.

DUTIES AND RESPONSIBILITIES:

- Supervise and coordinate activities of assigned personnel including fire suppression, emergency medical services and hazardous material management; assign work activities, projects and programs; monitor work flow, review and evaluate work products, methods and procedures.
- Participate in monitoring employee performance work with employees to correct deficiencies; implement discipline procedures; recommend employee termination's.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement and review with appropriate management staff; implement improvements.
- Meet with staff to identify and resolve problems; assign work activities, projects and programs at direction of District Chief, monitor work flow; review and evaluate work products, methods and procedures.
- Prepare a variety of reports and other correspondence regarding fire incidents or other emergency incidents on assigned district; prepare district operations activity report and submit to District Chief; prepare and present monthly reports.
- Perform periodic station inspections to ensure proper maintenance of buildings and grounds; evaluate repair and replacement needs; coordinate building needs and repair with appropriate personnel.
- Oversee the care and cleaning of quarters, buildings, grounds, apparatus and equipment.
- Supervise the maintenance or repair of fire apparatus and equipment.
- Work with other management staff to maintain, revise or improve the overall operations of the department.
- Respond to alarms as required by Departmental policy;
- Act as incident commander as needed.

- Perform at the HazMat “Operations Level” at the scene of emergencies as necessary under OSHA 1910.120
- Demonstrate support for the Governing Board, Fire Chief and other supervisors’ team philosophies, goals and objectives
- Perform related duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- High school diploma or equivalent.
- Ten years of experience in the Shawnee Heights Fire District.
- Must possess a FFI, and FFII

Desired:

- Instructor I, Inspector I, Driver/Operator, IFSAC preferred
- Fire Science courses

SPECIAL CERTIFICATIONS, REGISTRATIONS, LICENSES REQUIRED:

- Must possess a valid Kansas Class B driver’s license and have a clean driving record
- Must obtain Haz-Mat Operations level within one year of appointment.
- Current Kansas BEMS recognized EMT-B or higher certificate and maintain it.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

- Operational characteristics, services and activities of modern fire suppression and service programs.
- Principles, practices, methods and techniques of modern fire prevention and suppression activities.
- The ability to apply the Incident Command System in an organized and professional manner at the scene of emergencies.
- The ability to assume the role of Incident Commander at fire and medical emergencies if needed.
- Ability to wear a SCBA and face mask while working, in such a fashion that the seal is secure and air leakage will not occur.
- Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices and facilities.
- Principles, practices, methods and procedures of emergency medical services and hazardous material management.
- Firefighting practices, skills and abilities required of subordinate Fire Department personnel.
- Modern firefighting methods and equipment.
- Ability to operate modern computer systems and the associated reporting systems and software packages such as Word, PowerPoint, Excel, etc.
- Pertinent federal, state and local laws, codes and regulations.
- Principles and practices of organization, administration and personnel management including supervision.
- Local geography, including the location of water mains and hydrants and the major fire hazards of the district.
- Principles of supervision, training and performance evaluation.
- Direct and coordinate the work of assigned personnel.
- Ability to organize, deploy, and operate within the Incident Command System.
- Provide professional leadership and direction for the assigned district.
- Prepare clear and concise administrative reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Direct and coordinate the work of subordinates in emergency situations.

- Demonstrate effective use of equipment and apparatus.
- Work under pressure and make technical and emergency decisions quickly and calmly under emergency conditions.
- Motivate employees to work effectively and efficiently.
- Plan, assign and objectively review the work of firefighters.
- Deliver public presentations and speak before a variety of organizations and the general public.
- Interpret and explain departmental programs, procedures and legal requirements to Officials, Officers and the general public.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform other tasks as may be assigned by the District Chief.

PHYSICAL/MENTAL REQUIREMENTS:

- Ability to perform strenuous duty for prolonged periods in extreme weather and fire fighting/EMS situations.
- Physical strength, endurance, and agility to handle the extreme stresses of the position, to rescue persons from burning structures, to risk life in the pursuit of fire saving efforts. Must be able to use fire and EMS equipment and perform duties in confined spaces.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS MAY:

- Spend extensive time outside exposed to the elements.
- Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- Experience frequent transition from hot to cold and from humid to dry atmospheres.
- Work in wet, icy, or muddy areas.
- Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
- Work in areas where sustaining traumatic or thermal injuries is possible.
- Face exposures to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, carbon monoxide, or organic solvents either through inhalation or skin contact.
- Face exposure to infectious agents such as hepatitis B or HIV.
- Exposed to grotesque sights and smells associated with major trauma and burn victims.
- Possibility of falling objects; working at heights; explosives; exposure to radioactive substance, electrical shocks, and infection.

10-5 Lieutenant Job Description

POSITION TITLE: Lieutenant

SUPERVISOR: Captain

POSITION LAST UPDATED: January 15, 2007

POSITION SUMMARY:

This is a line supervisor position. This employee is primarily responsible to coordinate fire ground operations; to actively participate in firefighting activities up to and including interior fire attack, vehicle rescue, other fire situations, and other rescue situations, and perform other day to day tasks as may be assigned. Must be able to perform as part of a team in extreme conditions to include all fire, haz-mat, EMS and rescue conditions or other instances that may require the fire district's response.

SUPERVISION RECEIVED AND EXERCISED

- Work is performed independently, under the general direction of the Captain, and restricted only by departmental regulations. Effective and professional command over fire crews in emergency situations is a responsibility. Work is directed and reviewed through the establishment of goals and subsequent evaluation of progress toward goal attainment.
- Will ensure safe operations at all times on fire grounds by following established department policy and procedures

DUTIES AND RESPONSIBILITIES:

- Supervise activities of assigned personnel including fire suppression, emergency medical services and hazardous material management; assign work activities, projects and programs; monitor work flow, review and evaluate work products, methods and procedures.
- Participate in monitoring employee performance objectives; work with employees to correct deficiencies.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement and review with appropriate management staff; implement improvements.
- Meet with staff to identify and resolve problems; assign work activities, projects and programs at direction of Captain, monitor work flow; review and evaluate work products, methods and procedures.
- Prepare a variety of reports and other correspondence regarding fire incidents or other emergency incidents on assigned district; prepare district operations activity report and submit to Captain.
- Perform periodic station inspections to ensure proper maintenance of buildings and grounds; evaluate repair and replacement needs; coordinate building needs and repair with appropriate personnel.
- Oversee the care and cleaning of quarters, buildings, grounds, apparatus and equipment.
- Perform light maintenance or repair of fire apparatus and equipment.
- Work with other management staff to maintain, revise or improve the overall operations of the department.
- Respond to alarms as required by Departmental policy; act as incident commander.
- Perform at the HazMat "Operations Level" at the scene of emergencies as necessary under OSHA 1910.120

- Demonstrate support for the Governing Board, Fire Chief and other supervisors' team philosophies, goals and objectives
- Perform related duties as assigned.
- Participate in or conduct a continuing program of training and instruction, including attendance at scheduled drills and classes.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- High school diploma or equivalent.
- Five years of fire experience, preferred in Shawnee Heights Fire District.

SPECIAL CERTIFICATIONS, REGISTRATIONS, LICENSES REQUIRED:

- Must possess a valid Kansas Class B driver's license and have a clean driving record.
- Must possess a FFI, and FFII certification (IFSAC preferred)
- Must obtain Haz-Mat Operations level within one year of appointment.
- Current Kansas BEMS recognized EMT-B or higher certification.

Desired:

Fire Science Courses

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

- Operational characteristics, services and activities of modern fire suppression and service programs.
- Principles, practices, methods and techniques of modern fire prevention and suppression activities.
- The ability to apply the Incident Command System in an organized and professional manner at the scene of emergencies.
- The ability to assume the role of Incident Commander at fire and medical emergencies if needed.
- Ability to wear a SCBA and face mask while working, in such a fashion that the seal is secure and air leakage will not occur.
- Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices and facilities.
- Principles, practices, methods and procedures of emergency medical services and hazardous material management.
- Firefighting practices, skills and abilities required of subordinate Fire Department personnel.
- Modern firefighting methods and equipment.
- Ability to operate modern computer systems and the associated reporting systems and software packages such as Word, PowerPoint, Excel, etc.
- Pertinent federal, state and local laws, codes and regulations.
- Principles and practices of organization, administration and personnel management.
- Local geography, including the location of water mains and hydrants and the major fire hazards of the district.
- Direct and coordinate the work of assigned personnel.
- Ability to organize, deploy, and operate within the Incident Command System.
- Provide professional leadership and direction for the assigned personnel
- Prepare clear and concise administrative reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Direct and coordinate the work of subordinates in emergency situations.
- Demonstrate effective use of equipment and apparatus.

- Work under pressure and make technical and emergency decisions quickly and calmly under emergency conditions.
 - Motivate employees to work effectively and efficiently.
 - Plan, assign and objectively review the work of firefighters.
 - Deliver public presentations and speak before a variety of organizations and the general public.
-
- Interpret and explain departmental programs, procedures and legal requirements to Officials, Officers and the general public.
 - Research, analyze and evaluate new service delivery methods, procedures and techniques.
 - Interpret and apply Federal, State and local policies, procedures, laws and regulations.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish and maintain cooperative working relationships with those contacted in the course of work.
 - Perform other tasks as may be assigned by the Captain, District Chief, or Chief.

PHYSICAL/MENTAL REQUIREMENTS:

- Ability to perform strenuous duty for prolonged periods in extreme weather and fire fighting/EMS situations.
- Physical strength, endurance, and agility to handle the extreme stresses of the position, to rescue persons from burning structures, to risk life in the pursuit of fire saving efforts. Must be able to use fire and EMS equipment and perform duties in confined spaces.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS MAY:

- Spend extensive time outside exposed to the elements.
- Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- Experience frequent transition from hot to cold and from humid to dry atmospheres.
- Work in wet, icy, or muddy areas.
- Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
- Work in areas where sustaining traumatic or thermal injuries is possible.
- Face exposures to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, carbon monoxide, or organic solvents either through inhalation or skin contact.
- Face exposure to infectious agents such as hepatitis B or HIV.
- Exposed to grotesque sights and smells associated with major trauma and burn victims.
- Possibility of falling objects; working at heights; explosives; exposure to radioactive substance, electrical shocks, and infection.

10-6 Firefighter Job Description

POSITION TITLE: Firefighter

SUPERVISOR: Lieutenant

POSITION LAST UPDATED: January 15, 2007

POSITION SUMMARY:

This employee is primarily responsible to perform fire ground operations; to actively participate in firefighting activities up to and including interior fire attack, vehicle rescue, perform hands-on activities at other fire or rescue situations, and perform other day to day tasks as may be assigned. Must be able to perform as part of a team in extreme conditions to include all fire, haz-mat, EMS and rescue conditions or other instances that may require the fire district's response.

SUPERVISION RECEIVED AND EXERCISED

- Work is performed independently, under the general direction of the Officers, and restricted only by departmental regulations. Work is directed and reviewed through the establishment of goals and subsequent evaluation of progress toward goal attainment.
- Will ensure safe operations at all times on fire grounds by following established department policy and procedures.
- Will perform all assigned tasks and duties on fire scene.
- May perform command functions until relieved of such duties on a fire ground by a higher-ranking member of the district.

DUTIES AND RESPONSIBILITIES:

- Shall be able to operate proficiently all equipment and apparatus operated by the fire district.
- Shall be able to effectively communicate by use of phones, radio, and computer.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement and review with appropriate management staff; implement improvements.
- Meet with management to identify and resolve problems; perform assigned work activities, projects and programs at direction of a supervisor, monitor work flow; review and evaluate work products, methods and procedures.
- Prepare a variety of reports and other correspondence regarding fire incidents or other emergency incidents on assigned district.
- Perform proper maintenance of buildings and grounds; evaluate repair and replacement needs; coordinate building needs and repair with appropriate personnel.
- Perform the care and cleaning of quarters, buildings, grounds, apparatus and equipment.
- Perform light maintenance or repair of fire apparatus and equipment.
- Work with management staff to maintain, revise or improve the overall operations of the department.

- Respond to alarms as required by Departmental policy;
- act as incident commander.
- Perform at the Haz-Mat “Operations Level” at the scene of emergencies as necessary under OSHA 1910.120
- Demonstrate support for the Governing Board, Fire Chief and other supervisors’ team philosophies, goals and objectives
- Perform related duties as assigned.
- Participate in regular scheduled drills per current fire department policy. This does not include special ops drills.

• **EDUCATION, TRAINING & EXPERIENCE REQUIRED:**

- High school diploma or equivalent.

Desired:

- Fire Science Courses

SPECIAL CERTIFICATIONS, REGISTRATIONS, LICENSES REQUIRED:

- Must possess a valid Kansas non-commercial Class B driver’s license and have a clean driving record.
- Must obtain a FFI certificate. (IFSAC required) within twelve months of appointment
- Must obtain Haz-Mat Operations level within twelve months of of appointment.
- Current Kansas BEMS recognized EMT-B or higher certification within first twelve months or first available class and maintain it.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

- Operational characteristics, services and activities of modern fire suppression and service programs.
- Principles, practices, methods and techniques of modern fire prevention and suppression activities.
- The ability to apply the Incident Command System in an organized and professional manner at the scene of emergencies.
- The ability to assume the role of Incident Commander at fire and medical emergencies if needed.
- Ability to wear a SCBA and facemask while working, in such a fashion that the seal is secure and air leakage will not occur.
- Proper utilization and maintenance requirements of fire apparatus, equipment, tools, devices and facilities.
- Principles, practices, methods and procedures of emergency medical services and hazardous material management.
- Modern firefighting methods and equipment.
- Ability to operate modern computer systems and the associated reporting systems and software packages such as Word, PowerPoint, Excel, etc.
- Pertinent federal, state and local laws, codes and regulations.
- Principles and practices of organization.
- Local geography, including the location of water mains and hydrants and the major fire hazards of the district.
- Direct and coordinate the work assigned in absence of a supervisor.
- Ability to organize, deploy, and operate within the Incident Command System.
- Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.

- Demonstrate effective use of equipment and apparatus.
- Work under pressure and make technical and emergency decisions quickly and calmly under emergency conditions.
- Motivate other employees to work effectively and efficiently.
- Deliver public presentations and speak before a variety of organizations and the general public.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform other tasks as may be assigned by the Lieutenant, Captain, District Chief, or Chief.

PHYSICAL/MENTAL REQUIREMENTS:

- Ability to perform strenuous duty for prolonged periods in extreme weather and fire fighting/EMS situations.
- Physical strength, endurance, and agility to handle the extreme stresses of the position, to rescue persons from burning structures, to risk life in the pursuit of fire saving efforts. Must be able to use fire and EMS equipment and perform duties in confined spaces.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS MAY:

- Spend extensive time outside exposed to the elements.
- Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 F), humid (up to 100%) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- Experience frequent transition from hot to cold and from humid to dry atmospheres.
- Work in wet, icy, or muddy areas.
- Perform a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
- Work in areas where sustaining traumatic or thermal injuries is possible.
- Face exposures to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, carbon monoxide, or organic solvents either through inhalation or skin contact.
- Face exposure to infectious agents such as hepatitis B or HIV.
- Exposed to grotesque sights and smells associated with major trauma and burn victims.
- Possibility of falling objects; working at heights; explosives; exposure to radioactive substance, electrical shocks, and infection.

10-7 Probationary Firefighters

Position Summary

Probationary Firefighters are those members who are still in their first year of employment or have not yet completed the required courses for completion of probation. Those courses would include EMT-B, FFI, Haz-Mat Operations, and a current Kansas non commercial Class B driver's license. Members also shall before completion of probation, complete two shifts with duty personnel to be able to work the eight hours shifts or relief time. Probationary firefighters are expected to be ready to participate at all times in training activities and to be in a constant state of learning both at the station as well as on the fireground. Those members shall seek out a more experienced member and stay with them at all times on a fire scene.

10-8 Administrative Assistant (part time)

Position Overview

The Administrative Assistant would be subordinate to the Fire Chief. The Administrative Assistant will assist the Fire Chief with day to day activities in a fast paced environment. Activities will include:

- answering non emergency phone calls
- payroll
- budgets
- monthly bills
- employee records
- incident reporting
- secretarial duties
- errands
- record keeping

Work Schedule

This is a part time position with a minimum of twenty hours per week and not to exceed forty hours per week. A typical work schedule would be Monday through Friday. 0800 till noon.

Educational Requirements

- Minimum high school education

Professional Requirements

- Excellent telephone skills
- Typing 50 word per minute
- Filing skills
- Accounting
- Basic math
- Excellent English and grammar skills
- Above average computer skills
- Microsoft Word, Excel

This job description is not intended to be all inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the department.

10-9 CHAPLAIN

10-9.1 Overview: The Fire Department Chaplain serves in a at will capacity at the discretion of the Fire Chief. The Chaplain will maintain a crisis ministry to assist department members, members' families and civilians in coping with the physical, spiritual and emotional aspects of personal tragedy. The Chaplain will be a person of faith, ministering to all people regardless of the particular faith or value system.

10-9.2 Guidelines:

A. Position requires minimal supervision and extensive independent judgment. Instruction will be in the form of oral or written direction from the Fire Chief as to the broad objectives to be accomplished. General directions from time to time may also be received from the Incident Command at a disaster scene.

B. The Chaplain will be issued, a badge and identification card for access to fire scenes and such. The Chaplain will be issued, a pager and portable radio for call as requested by Incident Command. The Chaplain will respond only to medicals that may involve a death or other fire or rescue incidents that have the immediate possibility for a death. The IC may request the Chaplain at other times as he/she may see fit. The Chaplain will be under the authority of the Incident Command at a hazardous scene and will act as a liaison to the victim and victims' family in support of the Incident Commander. The Chaplain will maintain the utmost concern for both his own safety and the safety of any victim while fulfilling his duties. Only under authority of and with Incident Command's knowledge, may the Chaplain enter into the warm or hot zone at an incident scene.

C. In order to carry out his function properly, the Chaplain will conduct periodic visits to each station and shift as seen fit. The Chaplain will be permitted opportunities to ride with the Firefighters to gain first hand knowledge of the role and lifestyle of a firefighter. The Chaplain may attend and participate in training exercises with the permission of the officer in charge of the exercise.

SECTION 4 GENERAL REGULATIONS

20-1 PROPERTY CONTROL.

20-1.1 **SCENE PROPERTY.** No member of the Shawnee Heights Fire District shall remove any article not belonging to the department from the scene of an alarm unless directed to do so by the IC or Investigating officer.

Proper documentation will be made on the incident report indicating what was removed, who has custody, why it was removed and who authorized its removal.

20-1.2 **SHAWNEE HEIGHTS FIRE DISTRICT PROPERTY.** No member shall take any article from the premises of the department without prior approval of the Chief.

Notation shall be made in the station log book indicating who took the article along with filling out the appropriate forms for checking out an item belonging to the Fire District.

20-2 **INTOXICATION.** Alcoholic beverages or illegal substances will not be consumed at the fire stations or at the scene of an alarm.

20-2.1 Any member who responds to a station, scene of an alarm, or department activity while under or is suspected of being under the influence of alcohol or drugs shall immediately be placed on temporary suspension by any of the command staff or incident commander, taken home, and not allowed to drive a vehicle. The Fire Chief shall be notified immediately of the incident.

20-3 **TOBACCO USE:** There is to be no use of any tobacco product inside the fire stations, inside the Training Facility or in any department vehicle or on any incident scene. Both stations and the Training Facility will have designated outside areas for the use of tobacco. All smoking materials are to be disposed of in receptacles provided for that purpose.

20-4 **EXPENDITURES.** It shall be the responsibility of the Chief of the department or his/her designee to approve all purchases and activities which will result in expense.

20-5 **APPARATUS STATUS.** The Fire Chief or his designee shall be notified and notation made in the station log book of any vehicle or major equipment, belonging to the department which is out of service, as soon as practical.

20-6 **REPAIRS.** All significant repairs to department equipment or apparatus, requires prior authorization by the Chief or his designee.

Exception: This does not apply to emergency field repairs or incidental items needing attention.

20-7 **ACTIVITIES.** All activities which involve the use of department apparatus, equipment or facilities other than routine Fire Dept. functions shall be cleared through the chain of command.

20-7.1 Upon approval the activity must be coordinated with the on duty personnel.

20-8 **EMERGENCY VEHICLES DESIGNATION.** Any member who installs emergency warning devices on his/her private vehicle is required to obtain an emergency vehicle designation permit from the Fire Chief. It is the member's responsibility to maintain a valid permit at all times.

20-8.1 All emergency vehicle designations authorized by this department are issued for the sole purpose of answering or responding to an alarm of this department only. Any use other than when responding to an alarm issued by this department will be considered to be unauthorized.

20-8.1.2 Emergency lights and siren will conform to current state statues. It is understood that the member maintains vehicle insurance that include the use of emergency lights and siren. Lights will be visible 360 degrees and shall include a roof mounted light.

20-9 **DISCIPLINE.** The premise for discipline in this department shall generally be as follows:

1. NOTIFICATION – VERBAL COUNSELLING
2. WRITTEN WARNING - COUNSELLING
3. RESOLUTION- DEMOTION or TERMINATION

20-9.1 **CONFIDENTIALITY.** It is the right of employees involved in any disciplinary action, complaint, or dispute to expect the matter to be handled in a confidential manner by supervisory personnel. Breach of confidentiality by supervisory personnel will be considered a violation of department policy.

20-9.2 **APPEAL.** Employees prior to being formally dismissed from the department have the right, if they so choose, to appeal said dismissal to the Board of Trustees and have the right to present to them his objection to the dismissal, witness(s), information, and any supporting documentation or data he feels pertinent to said dismissal, and be given advance notice of when and where the hearing will take place. The board will decide if they choose to hear the appeal.

20-9.2.1 Any employee has the right to formally appeal to the Board of Trustees, the decision of his supervisor through the chain of command as outlined in Chapter-2 if he/she so chooses.

20-9.2.2 **APPEAL PROCEDURES.** An employee who elects to appeal the decision of a supervisor shall do so by completing an appeal form and presenting it to the supervisor who made the decision being appealed.

20-9.3 **TEMPORARY SUSPENSION.** It shall be the duty of the IC of an incident or Officer in charge of a station to direct any member who refuses to follow a direct order to leave the location immediately. Temporary suspension is a method of causing a situation or activity to stop when lesser measures have failed to do so and is not in itself a disciplinary action.

20-9.3.1 An employee who has been temporarily suspended shall not return to the scene, fire department property or location of any department activity until directed to do so by the Chief.

20-9.3.2 A fully detailed written report of the incident shall be forwarded to the Chief and the individual suspended as soon as practical by the individual initiating the suspension.

20-9.3.3 Upon receipt of this report the Chief will investigate the matter and determine what further action is appropriate.

SECTION 5 SAFETY & HEALTH

50-1 **GENERAL.** Adequate measures are to be used to insure the safety of all personnel and civilians and is to be of prime consideration at all times be it at the station, responding or at the scene.

50-2 **PROTECTIVE CLOTHING.** Protective clothing shall be worn any time there is the possibility of personal injury.

50-2.1 Protective clothing including coat, pants, boots, helmet, gloves and hood will be worn while performing any type of fire suppression, overhaul, salvage and rescue operations. Wildland gear may be worn in lieu of bunker gear while suppressing wildland fires.

50-3 **SCBA.** Self contained breathing apparatus shall be used any time there is or there is the possibility of a contaminated atmosphere. PASS devices are to be on anytime while wearing an SCBA.

50-3.1 **FIT TEST:** All members of the department shall complete an annual fit test to assure proper fit of air mask. As well, anytime a member undergoes a significant change in body weight or facial hair, they should be fit tested.

50-4 **INTERIOR FIRE ATTACK.**

50-4.1 **PERSONNEL.**

50-4.1.1 The IC of a structure fire alarm (or any other type alarm) shall determine the minimum number of personnel required to initiate mitigation of all situations by weighing the risks to personnel against anticipated benefits of the action he proposes to take, in accordance with the provisions of CFR 1910.134.

50-4.2 **ACCOUNTABILITY.** Refer to Section 20 Accountability.

50-5 **FIRE GROUND OPERATIONS.**

50-5.1 No one is to leave the fire grounds until directed to do so by the IC. If personnel have reason to leave they must seek authorization from the IC. His decision is final in accordance with Chapter 20 Accountability.

50-5.2 A pump operator shall be stationed at all apparatus actively supporting suppression and is not to leave the apparatus. He is to remain alert, keep track of where lines are placed and be prepared to take what ever

action is necessary to support crews manning them.

50-5.3 Direction of attack shall be from the upwind side if at all possible.

50-5.4 The buddy system shall be used at all times on all incidents.

50-5.5 **HAND TOOLS.** All hand tools, ladders and misc. items are to be carried and used in a manner which minimizes the possibility of injury to personnel.

50-6 **RIDING IN AND ON APPARATUS.**

50-6.1 **RIDING ON APPARATUS.** Personnel are not to ride on the outside of apparatus while it is in motion except as outlined in 50-6.2.

50-6.2 **HOSE LOADING.** Riding on the outside of apparatus shall be permitted when loading hose and after a dedicated safety person is positioned to monitor activities and notify the driver if a problem is encountered.

50-7 **DRIVING POLICY.**

50-7.1 **SCOPE.** This policy pertains to driving department vehicles at all times and personal vehicles during alarms.

50-7.2 **GENERAL.** The greatest advantage of using a red light and siren is to alert other drivers and pedestrians that an emergency vehicle is approaching so they can take appropriate action to enable it to travel unobstructed. The key concept to keep in mind is that you are asking for an unobstructed avenue of travel not a right to speed or drive recklessly. Excessive speed creates enormous danger to you, other drivers and pedestrians and has very little if any, effect on response time. There is no more effective way of destroying department credibility than driving recklessly or appear to drive recklessly.

50-7.2.1 **RESPONSIBILITY.** This policy does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall it protect the driver from the consequence of reckless disregard for the safety of others.

50-7.2.2 **SEAT BELTS.** Seat belts are to be worn at all times when apparatus is in motion.

50-7.2.3 Warning lights and siren are to be used in conjunction with each other.

50-7.2.4 **TOLL BOOTHS.** Proceed through tollbooths at normal traffic flow speed.

50-7.2.5 All state and local laws pertaining to driving emergency vehicles are to be complied with.

50-7.2.6 All members will obtain and maintain a Class B non-commercial drivers license.

50-7.3 **CODE-2 RESPONSE.** All normal traffic laws are to be obeyed when responding CODE 2.

50-7.4 **CODE-3 RESPONSE.**

50-7.4.1 TRAFFIC SIGNALS.

When a green light is encountered, the driver will proceed through the intersection at a speed of not more than the posted speed limit.

If a STOP SIGN, RED LIGHT, or YELLOW LIGHT, is encountered drivers must bring the vehicle to a complete stop and proceed only after determining he can enter the intersection safely.

50-7.4.2 SPEED. Maximum speed shall be no more than 15 MPH over the posted speed limit except in residential areas it shall be no more than 5 MPH over the posted speed limit.

50-7.4.3 HILLS. When a vehicle being approached from the rear is unable to stop out of the driving lane, and forward visibility is limited, drivers shall proceed around the vehicle slowly and with extreme caution. If a driver is unable to see ahead, neither is someone who may be approaching in the opposite lane.

50-7.6 RAILROAD CROSSINGS.

50-7.6.1 Regardless of response type when crossing a RR track the driver is to look in both directions and proceed only after determining that tracks are clear.

50-7.6.2 When crossing a RR track with barriers the driver must not stop in a location where the vehicle will be under or become trapped inside the barriers if they are lowered. If he is unable to completely clear this zone he must stop short of the barrier until sufficient room is available on the other side to proceed.

50-7.7 Wheel chocks will be used anytime the apparatus is stationary. EXCEPTION, PARKED IN APPARATUS BAY

50-8 **INFECTION CONTROL GUIDELINES**

SCOPE

50-8.1 This chapter is applicable to but is not limited to personnel, apparatus, emergency scenes, stations, personal vehicles and any place an exposure is possible.

INTENT

50-8.2 It is the intent of the Shawnee Heights Fire Dist. to:

50-8.2.1 Provide a comprehensive infection control program which maximizes protection against communicable diseases for all employees, and the public we serve and to recognize communicable disease exposure is an occupational health hazard.

- 50-8.2.2 While each employee is ultimately responsible for his own health, the department recognizes a responsibility to provide as safe a work place as possible.
- 50-8.2.3 Provide fire, rescue and first responder services to the public without regard to known or suspected diagnoses of communicable disease in any patient.
- 50-8.2.4 Regard all patient contact as potentially infectious.
- 50-8.2.5 Provide all employees the necessary training, and personal protective equipment needed to protect themselves from communicable diseases while performing their duties with the department.
- 50-8.2.6 Make available at no cost to all employees the Hepatitis "B" vaccination series followed by a titer test and necessary boosters.
- 50-8.2.7 Make available at no cost to all employees an annual T.B. skin test.
- 50-8.2.7.1 Make available at no cost to the employees a flu vaccine.
- 50-8.2.8 Provide to all employees a post exposure follow up program.
- 50-8.2.9 Regard all medical information of all employees as strictly confidential and not release the same without the written consent of the employee.

50-8.3 PRECAUTIONS.

The prevention of all infectious disease, particularly those spread by blood or any other body fluid or tissues requires that all patients be cared for using these universal precautions. Medical history and/or physical examination cannot reliably identify all patients that may be infected with a communicable disease.

50-8.4 . PROCEDURES

In order to minimize the likelihood of infection by known, and perhaps currently unrecognized pathogens the following procedures are to be practiced by all department employees. Employees should select the appropriate protective equipment for the situation. When in doubt use maximum protection.

50-8.4.1 BARRIER EQUIPMENT

GLOVES - Disposable gloves are to be worn during any patient contact when potential exists for contact with blood, body fluids, tissue or any other infectious material.

Employees are encouraged to carry extra gloves.

Gloves shall be changed between patients in multiple patient situations.

Disposable gloves are not to be reused.

FACE MASKS - Facial protection will be used in any situation where splash contact with the

face is possible. This includes face mask and eye protection.

When treating a patient with a suspected or known airborne transmissible disease face masks are to be used.

The first choice is to mask the patient if this is not feasible employees are to wear masks.

GOWNS - Gowns will be used where a potential for splashing exists.

POCKET MASKS - Direct mouth to mouth ventilation will only be used as a last resort. Pocket masks or bag valve masks are to be used.

50-8.4.2 SCENE CONTROL The minimum number of employees required to complete the task safely will be used. Employees not immediately needed will remain a safe distance from operations where communicable disease exposure is possible or anticipated.

50-8.4.3. DISPOSAL At the conclusion of the call all contaminated materials are to be disposed of in a red bio-hazard bag. This bag will be taken back to the station and disposed of in a designated container.

50-8.4.4. DISINFECTION All equipment and clothing shall be cleaned and disinfected according to manufactures recommendations.

PERSONNEL - At the conclusion of the call and while at the scene all employees are to disinfect their hands with the disinfectant provided on the apparatus.

Employees are encouraged to wash their hands upon returning home or to the station.

Any employee exposed to potentially infectious material shall immediately wash the exposed area with soap and water or saline eye wash if the eyes are involved.

The employee shall shower if body fluids were in contact with the employee's skin under clothing.

CLOTHING - Contaminated clothing shall be washed using hot soapy water and not washed with any other clothing.

EQUIPMENT - It is the responsibility of the IC of the call to insure all equipment used is thoroughly cleaned and/or replaced and placed back into service.

The sink in the bay will be used for cleaning equipment.

Gloves will be worn at all times when cleaning equipment.

At no time should contaminated equipment be brought into the station living quarters.

The following equipment is to be disinfected with hot soapy water followed by a rinse of clean water, then sprayed with a disinfectant and wiped dry.

- Pocket Mask
- O2 Cylinder
- Back Board
- Trauma Kits
- Stethoscope
- Suction Unit
- Bag Valve Mask
- Splints
- C-Collars
- BP Cuff
- O2 Regulator
- K.E.D.
- Trauma Shears

The following delicate equipment is to be disinfected by wiping with a disinfectant and wiped dry.

Radios, A.E.D., Pagers

BUNKER GEAR - Contaminated bunker gear will be cleaned with hot soapy water followed by a rinse of clean water and air dried. The shell and liner shall be washed separately.

Chlorine bleach **SHOULD NOT** be used in cleaning bunker gear.

APPARATUS - Apparatus that may have become contaminated shall be cleaned and disinfected. This may include compartments, latches, doors, cab, radio mics and interiors.

50-8.5 WASTE.

Infectious waste generated during cleaning operations will be bagged and placed in the appropriate container for proper disposal.

50-8.6 EYE WASH STATION

Each station shall be equipped with an eye wash station.

POST EXPOSURE PROCEDURES.

50-8.6

REPORTING.

50-8.6.1

Any employee having a communicable disease exposure shall immediately report it to the IC who will be responsible for forwarding the information to the Emergency Medical Coordinator (EMC).

This may include but is not limited to:

- Needle Stick Injury
- Break in skin caused by a potentially contaminated object.
- Splash of blood or other infectious material into the eyes or mucous membranes.
- Mouth to Mouth resuscitation or other exposure that the employee may feel significant.

DETERMINATION.

50-8.6.2

In the event of a possible exposure the EMC will be responsible for contacting the appropriate agency and requesting an infectious disease determination.

Upon receipt of this determination the exposed employee will be contacted and advised of the procedure to follow.

Post exposure reports will be maintained on all potential exposures.

Under certain circumstances the department may be notified that we were involved in an exposure. The EMC will notify all employees involved in that situation and advise them of procedures to follow if any.

RECORDS

50-8.6.3.

The department will maintain a confidential Health Data Base for all employees. It will include information such as injuries, exposures and illnesses that may be job related.

SECTION 6 COMMUNICATIONS SIGNALS & CODES

55-1 GENERAL Shawnee Heights Fire District is dispatched by Shawnee County Emergency Communications Center "C.E.C.C.". 911 calls are received by CECC and dispatched appropriately. Signals and codes consist of four types. They are few in number addressing the basic needs of everyday communications. All other communications should be transmitted using plain language in as concise and brief a manner as possible. The four types consist of Ten Codes (General Information), Signals (Emergency Information) Response Codes (Response Type Designation), and EMS Triage codes.

55-2 10 CODES (GENERAL INFORMATION).

- 10-1 Receiving poorly
- 10-2 Receiving Loud and Clear
- 10-4 Acknowledgement
- 10-6 On The Air
- 10-7 Out of Service
- 10-8 Back In Service
- 10-9 Back In Station
- 10-21 Call _____ By Phone
- 10-22 Disregard
- 10-23 Arrived At Scene
- 10-40 Dead Person
- 10-47 Non-Injury Accident
- 10-48 Injury Accident

55-3 SIGNALS (EMERGENCY INFORMATION).

Signal-1 The IC has determined that he/she has all the apparatus, equipment and manpower needed to handle the incident at the scene.

SIGNAL-2 The IC has determined that the apparatus and equipment at the scene or enroute to the scene will not be adequate to handle the incident. This signal may require the dispatching of additional apparatus and or equipment.

SIGNAL-99 It has been determined by the IC, upon arrival at the scene, that there is nothing visible and that investigation will continue.

SIGNAL-8 It has been determined by the IC that there is or there is the possibility of someone being trapped and unable to escape danger.

SIGNAL-28 There is need for drinks and or food at the scene.

SIGNAL-41 There has been a bomb threat. Do not transmit over radios in the area.

55-4 RESPONSE CODES (RESPONSE TYPE DESIGNATION)

CODE-2 Response without the use of warning lights and siren

CODE-3 Respond with the use of warning lights and siren.

55-5 EMS TRIAGE CODES

CODE GREEN NON-URGENT Usually doesn't require ER resources.

CODE YELLOW URGENT Serious and should be evaluated and may require physician care.

CODE RED EMERGENCY Critical will require ALS, ER and physician care.

CODE BLUE Lack of respirations, pulse or both.

CODE BLACK Dead Person

SECTION 7 STAFF FUNCTIONS

60-1 SHIFT Personnel (REGULAR OR RELIEF)

60-1.1 GENERAL

60-1.1.1 Uniforms or appropriate attire for the task at hand shall be worn between the hours of 7:00 AM and 6:00 PM. At other times dress shall be presentable to visitors or other persons who might have reason to be at the station. Shift personnel shall always wear department issued shirts.

60-1.1.2 Shift Personnel will be expected to busy themselves doing fire dept. work between the hours of 7:00 AM and 4:00 PM except for lunch and break times.

60-1.1.3 A complete record of daily activities shall be recorded in the station log books. These entries shall include visitors, alarms, drills, board meetings, special activities, work performed, repairs made, deliveries accepted, etc. and anything which the dept. might want to refer back to at a later date. Any time a member is at a station in an off duty status, they shall write their name on the ISO form in the station office titled "Incidental Manpower Log".

60-1.1.4 Duty personnel must at all times maintain themselves in a state of readiness to respond to an alarm immediately.

60-1.1.5 All persons who call or stop by the station for any reason shall be treated politely and with respect. Any situation which arises and can't be handled in a reasonable manner shall be referred to the Chief as soon as practical.

60-1.2 DUTY ASSUMPTION.

60-1.2.1 Personnel shall report for duty in uniform by 7:00 AM.

60-1.2.2 Place personal protective gear in the station where it will be readily available.

60-1.2.3 Check with the person going off duty as to notices, equipment condition, special assignments, etc..

60-1.2.4 Acquaint yourself with who is on duty that day and confirm the same by phone.

60-1.2.5 Sign the log book indicating that you have assumed responsibility for the shift.

60-1.3 AFTER ASSUMING DUTY.

60-1.3.1 At the start of the shift, the off-going officer shall be up and visit with his relief. The oncoming officer shall call the other stations to discuss that days needs, regarding open burning that day and updating relief logs.

60-1.3.2 Visually check all apparatus to note things which need attention, such as equipment out of place, valves and switches in wrong position etc.

60-1.4 DAILY WORK ROUTINE.

60-1.4.1 DAILY STATION MAINTENANCE

INTENT. This guideline addresses who is responsible for cleaning and maintaining all items and areas in our stations and establishes standards for their cleanliness and appearance and condition. The basic premise is that no item be neglected or overlooked and our stations be kept clean and presentable to the public except during times of high activity such as alarms of such duration as to preclude the same some allowance will be given. If everyone does their part little problem should be encountered in keeping everything up in shape.

60-1.4.2 Daily Routine

Sunday through Saturday:

Start trucks and do daily apparatus reports

Wash any dirty trucks from previous shift

Empty all station trash

Clean bathrooms thoroughly

Sweep and mop floors in entire station

60-1.4.3 Daily Special Schedule

Monday:

Bays, drains, tool room, generator area, hose rack, and windows in bay, and check LP level in tank

Tuesday:

Yard and Parking Area, pick up any trash in yard and parking lot, mow all grass, trim all areas of the yard and around building, clean up around fuel pumps, spray for weeds as needed

Wednesday:

Station Dayroom and Living Area, wash bedding and towels, clean stove, microwave, bathrooms (including showers, stools, sink and mirror), sweep carpets, dust, windows cleaned, detail floor if needed, sweep, mop, straighten up office areas, clean up bulletin boards as needed, clean the fridge out

Thursday:

Training Room and Closets, detail floors if needed (do this early as possible if needed to allow to dry before any meetings that night), set up as needed for any meetings, clean blinds, clean windows, dust, check supplies in closets, make appropriate supply requests.

Friday:

Basement, stairs swept, straighten up, check auto supplies and make appropriate requests, clean outside stairwell, any lights that need repaired or changed, check sump pump operation

All members of the department are expected to participate in cleaning duties if they are on shift or just there on an alarm. All members are expected to take interest and pride in how the stations and equipment appears to the public.

60-1.4.2 DAILY APPARATUS MAINTENANCE.

Each shift day is assigned one or more pieces of apparatus. The officer on duty is responsible for checking, inspection, cleaning and maintenance of that particular apparatus. Any minor repairs are to be made and needed servicing done. This includes all equipment and appliances located on the apparatus.

All repairs and servicing is to be reported to the maintenance coordinators on forms provided for that purpose.

A repair or deficiency which can't be immediately corrected is to be reported to the MC as soon as practical.

Any malfunction which could possibly render apparatus or equipment unsafe to operate or expose it to further damage will necessitate it being taken out of service until repairs have been made.

60-1.5 PRIOR TO BEING RELIEVED.

Make certain the station kitchen, rest rooms, sleeping quarters and bay are neat and clean. Make sure there is no mess made while you were on duty left for the person relieving you to clean up.

Make certain all paper work and reports are complete for any alarms which occurred in the shift.

Inform your relief of any special orders, notices, assignments, equipment conditions, special activities, etc. which are related to the operation of the dept.

60-2 COORDINATORS.

60-2.1 GENERAL. Coordinators to the extent possible are to conduct their coordinator activities while on duty but are not to do so at the expense of their normal shift duties.

60-2.2 TRAINING COORDINATOR (TC). The TC at the direction of the Chief is responsible for the coordination of training activities of the department and indoctrination of new personnel.

RECORD KEEPING. The TC shall maintain the following records and data.

- Annual drill schedule.
- Certifications of all personnel.
- Schools and classes attend by all personnel.
- Drill attendance of all personnel.

60-2.3 EMERGENCY MEDICAL COORDINATOR (EMC). The EMC at the direction of the Chief is responsible for the coordination of EMS activities of the department.

RECORD KEEPING. The EMC shall maintain a data base of immunization and medical testing of personnel.

60-2.4 MAINTENANCE COORDINATOR(S) (MC). The MC at the direction of the Chief is responsible for coordinating the maintenance activities of the department.

RECORD KEEPING. The MC shall maintain a data base containing the maintenance records of all department property.

60-2.5 FIRE PREVENTION/Inspection COORDINATOR (FPC). The FPC at the direction of the Chief is responsible for the coordination of Fire Prevention and Education activities of the department.

SECTION 8 ABSENCES FROM WORK

61.1 GENERAL.

61.1.1 EXCUSED ABSENCES. The following will be considered to be excused absences.

Inability to report for work due to an illness as outlined in the Salary & Benefit Package.

Unused vacation time.

Funeral leave as outlined in the Salary & Benefit Package.

Authorized training sessions

Authorized department business.

Discretionary Time

Swap time

Absences protected by the Family & Medical Leave Act of 1993.

61-1.2 Excused ABSENCES. Absences for reasons other than those outlined in 61.1.1 will be considered unauthorized.

61-2 VACATION TIME.

61-2.1 AUTHORIZATION: The Chief of the department shall approve all vacation time.

Each shift employee shall be responsible for their own planned time away. Personnel shall follow the relief policy.

61-2.2 LEAD TIME. To guarantee relief for vacation time, it must be arranged in advance. At no time shall relief be arranged at 0700 on the actual shift day unless it is the result of an emergency.

61-2.3 No employee is to be employed during the time he is on vacation, except during times of emergency as determined by the Chief. This includes off duty response.

61-3 **SICK LEAVE**

61-3.1 **NOTIFICATION.** Notification if possible, shall be made prior to 2100 and after 0600 for the next duty day.

61-3.2 **RELIEF PROCUREMENT.** Relief will be secured according to procedures outlined in Chapter 62.

If relief can't be secured the officer on duty must remain until such time as another relief person can be obtained.

61-3.3 **REPORTING.** Immediately upon returning to work, all employees using sick leave, must fill out and forward to the Chief a written report. Forms are available at either dispatch office.

A doctor's report may be required by the Chief.

61-4 **DISCRETIONARY TIME.** Employees may at their discretion elect to be absent from work during a pay period a total amount not to exceed the total amount they have worked over and above their normal shift hours during that same pay period.

61-5 **SWITCHING OF DUTY TIME.** Switching of time will be allowed and is to be considered a privilege not to be abused.

61-5.1 **REPAYMENT.** All time must be repaid in the same year (Jan. 1 thru Dec. 31) and is the responsibility of the person owing the time to see that it is repaid during this time frame.

61-5.3 **FOLLOW THROUGH.** It is the responsibility of anyone who agrees to switch time to follow through with his commitment and report for duty at the appropriate time and place.

SECTION 9 RELIEF PROCUREMENT

62-1 **GENERAL RULES**

62-1.1 **RESPONSIBILITY.** The person who needs relief shall be responsible for procuring the same and will be accountable for adhering to this policy except in an emergency situation such as an illness or family emergency it will be the responsibility of the Duty person in the station needing relief.

62-1.2 **IMPARTIALITY.** It is the responsibility of those securing relief to maintain impartiality and to insure all provisions of this policy are adhered to.

62-1.3 **LEAD TIME.** Efforts to procure relief shall begin ASAP after the need is known but not sooner than 14 days prior to the time the relief is needed with absolutely no regard for who may or may not be in a position or circumstance to accept or reject the time offered and without preferences of any kind.

62-1.4 AVAILABILITY.

62-1.4.2 STATION. Station relief hours become available to off duty personnel in this order, part time firefighters, full-time firefighters, and then the chief.

62-1.5 PRIORITY. The first person on each eligibility list to be offered relief time shall be the person who's name appears after the last person to accept at least 12 continuous hours of relief as recorded. The book shall be updated every time relief is filled at all three stations. Also, any filled time shall be noted on the station calendar in all three stations.

62-1.6 LIMITS. Under no circumstances can more than 24 hours be offered or accepted by an individual per trip through the list.

62-1.7 MAXIMUM TOUR. No person is to be on duty more than 72 consecutive hours without the specific approval of the Chief.

62-2 PHASE I.

Relief Time will be offered to the part time employees on the relief list first. The time will be offered in twelve hour increments (except in the case of filling the eight hour week day shifts) and a member can only accept a total of twenty four hours per trip through the list. The time will be offered to the person following the last person on the list that accepted twelve or more hours. One complete trip through the list will be made with all part time personnel being offered time once. Another trip through the list will be done until all time is done.

62-2.2 RESPONSIBILITIES OF PERSONNEL SOLICITING RELIEF.

62-2.2.1 PROCEDURES. Ascertain who is the first person to be called on both lists by consulting the log books as outlined in 62.1.5. prior to offering time to anyone.

Begin Phase I by contacting the person determined to be first in line and advance through the proper list in the order in which the names appear on the list.

Make a reasonable effort to contact each person to insure they are given the opportunity to accept the time offered.

A rapid progression down the relief list which is not commensurate with the lead time available will not be considered as reasonable.

Consult contact information on each relief person you are trying to contact to determine how and when to best make contact.

Offer only those hours outlined in 62-2.1 to any one individual per trip. A trip is one trip through the list. Time is to be offered to an individual only when his turn comes up, and no reserves are to be allowed except an individual may reserve one or more increments if the time is still available when his turn comes around again.

62-2.2.2 RECORDS. Record all efforts to contact relief personnel in log books maintained specifically for that purpose. One log book shall be maintained in each station.

The last entry shall be the next person to be called on each list as described earlier, that being the name following the name of the last person to accept at least 12 continuous hours in either of the relief log books.

62-3 PHASE II

If the time is not filled from Phase I, then it will be offered to the full time personnel in the same fashion as the part time personnel. The time will be offered to the person following the last person on the list that accepted twelve hours or more. Full time personnel are not eligible for eight hour weekday shifts at this time. The time will be offered in twelve hour blocks and no more than twenty four hours can be taken per trip through the list. One complete trip will be when all full time employees have been offered the time. Another trip can be made until the time is filled.

62-4 PHASE III

If time is still not filled, it shall go to the Fire Chief and shall accept what time he/she can.

62-5 PHASE IV

If time is still not filled, it will be filled from those members on the Phase III list starting with the first person on that list.

62-6 RESPONSIBILITIES OF RELIEF PERSONNEL

Inform the person securing relief whether or not you wish to be considered on the second trip through the list. Relief personnel who accept relief time will be required to show up at the agreed time.

62-7 RESPONSIBILITIES OF THE CHIEF OR HIS/HER DESIGNEE

General over-site of the relief procurement process.

Maintain a list at all three stations of those eligible for regular relief and one for dispatch relief.

Review information obtained in 62-4 and determines what is appropriate to include on each contact sheet

Upon developing contact sheets for each relief person post the same in all three stations.

SECTION 10 RELIEF AUTHORIZATION

63-1 MINIMUM QUALIFICATIONS FOR RELIEF DUTY.

63-1.1 Must have a minimum of one (1) year service on the department and be approved by the fire chief or his/her designee.

63-1.2 Must be in compliance with the CHAPTER 64.

63-1.3 TRAINING. Minimum of FFI certification, Kansas recognized EMT-B, must demonstrate proficiency in operation of all department apparatus and equipment. Must demonstrate proficiency in operation of station equipment. Must also have completed NIMS 100, 200, 700, and 800.

63-1.4 EXPERIENCE. Must have functioned as an IC in charge of sufficient alarms to have demonstrated competency to function in such capacity.

63-2 **REVIEW.** Upon meeting the minimum requirements in this section, the Command Staff shall jointly review each prospective individual and make their recommendation to the Chief for his consideration.

63-3 **APPROVAL.** Authorization for relief is subject to final approval by the Chief.

63.4 **CONTACT INFORMATION** Relief personnel must provide the Department with contact information.

SECTION 11 MINIMUM RESPONSE REQUIREMENTS

64-1 **INCIDENT RESPONSE** Each firefighter must respond to a minimum of 15% of all alarms each pay period. He/she must maintain a 15% response rate. Responses will be posted at each station.

64-1.2 DRILL RESPONSE. Each firefighter must respond to at least 50% of all Regular Drills each calendar year (Jan 1 thru Dec 31).

64-1.3 CREDIT BASIS. The basis for issuing credit for a response shall be responding to a drill, make up drill or to an alarm issued, be it to the station or the scene qualifies as a response. Personnel responding to an alarm that is disregarded shall receive credit for the alarm and their run response bonus and the FRA bonus but not their regular alarm rate.

64-1.4 EXCEPTIONS. Alarms and drills occurring while an employee is attending a training session or any activity sanctioned by the department will count towards individuals overall record.

64-2 **RECORDING RESPONSES.** Every effort shall be made by the IC of an incident or a person in a supervisor position during training sessions to insure that responses are properly recorded. It is the individual who has final responsibility for insuring that he has been given proper credit. It must be recognized that this entire process is complicated and errors can and will occur.

64-2.1 ERRORS. Responses will be provided to the member every pay period. If there is an error or omission the individual need only bring it to the Chiefs attention as we operate on the honor system and will continue the same until such time that it becomes apparent it is being abused.

64-3 **ENFORCEMENT.** Enforcement shall be the responsibility of the Command Staff.

64-3.1 **NOTIFICATION.** Individual responses shall be examined monthly by each members District Chief. Any member close to or below 15% minimum response for incident responses and / or 50% minimum response for drills will be notified of this fact.

64-3.2 **COUNSELING.**

64-3.2.1 As soon as practical after each pay period, those who are still below minimum response in either incident or drill response will be asked to appear before the Command Staff to determine the facts and will be notified as to what must be done.

64-3.2.2 If after the next pay period, the individual is still below minimum, he / she will be asked a second time to appear before the Command Staff and will be notified as to what must be done.

64-4 **REMEDY.** If after the third pay period, the individual is still below minimum he / she will be asked to appear before the Chief and Command Staff so that appropriate action can be taken up to and including dismissal.

64-4.1 All disciplinary hearings and actions shall be documented and witnessed.

64-5 **ADMINISTRATION.** Every effort will be made to administer this policy as outlined above; however it must be understood that situations and circumstances may arise where it is impractical, unfair to an individual, detrimental to the department, or which have not been anticipated to follow it exactly. In such situations the Chief and Command Staff shall determine what procedures or action is appropriate for the situation presented.

SECTION 13 PROBATIONARY PERIOD

65-1 **PROBATIONARY PERIOD.** The minimum probationary period for all firefighter shall be 12 months, to include new promotions which will be six months.

65-2 **FIREFIGHTERS** Requirements for removing a firefighter from probationary status shall be as follows:

Completion of EMS certification by the State of Kansas to at least the EMT-B if, such class is available and deemed reasonable by the Command Staff.

Completion of IFSAC FF-I certification as determined by the Command Staff.

No less than the minimum response as specified in Chapter 64.

Acquisition of a Kansas non-commercial Class B License.

SECTION 14 PERMANENT COMMITTEES

66.1 EMPLOYMENT REVIEW COMMITTEE

66-1.1 PURPOSE. The purpose of the Committee shall be to review all applications for new employees, conduct interviews, and make recommendations regarding prospective employees to the Chief of the Department and Board of Trustees.

66-1.2 MEMBERSHIP. The Committee shall consist of the following members.

Chief of the Department
1 Officer
1 Firefighter
1 Board of Trustee member

66-1.3 CHAIRMAN. The committee shall designate a chairperson.

66-1.4 TERM. Membership shall be one year or until replaced.

66-1.5 NOMINATION. The Board of Trustees, firefighters and Full Time personnel shall each present their respective nominee to the Chief in March of each year for confirmation.

66-1.6 CONFIRMATION. All nominees shall be subject to final confirmation by the Board of Trustees.

66-1.7 DUTIES AND RESPONSIBILITIES

Once a position or positions have been declared open, the Chief shall call into session as soon as practical all members of the committee. The committee shall review all applications, interview prospective employees and prepare a list of those whom they deem to be qualified for the open position or positions. Once complete this list will be presented to the Chief for his/her recommendation to the Board of Trustees who will make the final selection.

66-1.8 CONFIDENTIALITY. Complete confidentiality of applicants and committee deliberations shall be maintained at all times.

66-1.9 DISCRIMINATION. No discrimination shall be allowed on any illegal basis. All deliberations shall be based upon the applicants' ability to perform work related to the position being filled.

66-1.10 REMOVAL FROM MEMBERSHIP.

66-1.10.1 The Chief shall immediately remove from the committee any member violating the confidentiality of an applicant or committee deliberations.

66-1.10.2 The Chief shall immediately remove from the committee any member who violates or appears to violate the discrimination section of this document.

66-1.10.3 Upon removing a member from the committee the Chief shall make a written report to the Board of Trustees stating the reason for his action.

66-1.11 **SUSPENSION OF DELIBERATIONS.** At any time there is a legal concern or question regarding hiring practices the Chief of the Department shall suspend deliberations until appropriate answers can be obtained or the problem resolved.

66-2 PROTECTIVE CLOTHING COMMITTEE.

66-2.1 **PURPOSE.** To provide assistance to the Chief in insuring department personnel are provided with appropriate protective clothing.

66-2.2 **DUTIES.** The duties of the committee are to; at the direction of the Chief manage the procurement, distribution, record keeping, repair and storage of department protective clothing.

66-2.3 **MEMBERSHIP.** The Committee shall consist of the following members.

Two firefighters from within the ranks of the department.

66-2.3.1 **NOMINATION.** In March of each year the Firefighter's Association shall present to the Command Staff two nominees for consideration.

66-2.3.2 **CONFIRMATION.** All nominees shall be subject to final confirmation by the Chief

66-2.4 **MINIMUM STANDARDS.** All protective clothing purchased for use by Shawnee Heights Fire District personnel shall bear a label certifying that it meets NFPA Standards for it's intended use at time of purchase.

66-3 APPARATUS AND EQUIPMENT COMMITTEE

66-3.1 **PURPOSE.** To provide assistance to the Chief in apparatus and equipment acquisition.

66-3.2 **DUTIES.** The duties of the committee are to recommend equipment for purchase.

66-3.3 **MEMBERSHIP.** The Committee shall consist of the following members:

Four members in good standing of the fire district recommended by the Command Staff.

66-3.3.2 **CONFIRMATION.** All nominees shall be subject to final confirmation by the Chief

SECTION 15 SCHOOLS AND CLASSES

71.1 ATTENDING CLASSES

71-1.1 AUTHORIZATION. Authorization shall be by the Chief at the recommendation of the Command Staff.

71-1.2 PROCEDURES. The Dept. Training Coordinator must submit a complete list of those who want to attend each school, the classes each student will be attending and a detailed breakdown of all required expenditures for the Chiefs approval no later than 5 working days prior to the last Board of Trustees meeting previous to the date of the school.

71-1.3 APPROVAL. The Chief shall plan and prepare a detailed report to be presented to the board of trustees for any and all training exceeding \$1000.00.

71-1.4 REPORTING. At the conclusion of any school all students are to submit to the training coordinator a complete class attendance certificate, and be willing to share/teach the information gained to the rest of the department upon the request of the training coordinator.

71-2 **TEACHING.** If an officer is requested by an organization other than SHFD to instruct or teach a class, and the firefighter requests compensation or time away, they must submit a request through the proper chain of command.

71-2.1 INTENT. It is the department's intention that it supports local schools and activities related to fire service training; however the decision to do so and at what level must be made after consideration of the total cost and manpower needs of the department.

71-2.2 PROCEDURES. Forms for making a request are available through the TC.

SECTION 16 LINE FUNCTIONS

80-1 TERRITORIES. Territories shall be determined by the current maps posted at each station.

80-1.2 RESPONSE IN BOUNDARY AREAS.

If an emergency is reported to you and there is confusion as to what jurisdiction it is in respond and notify the appropriate agency.

80-1.2.1 Under no circumstance is an alarm to go unanswered due to confusion. If both agencies arrive at a scene cooperate to the fullest with them.

80-1.2.2 Report any incidents of confusion or conflict to the Chief as soon as practical.

80-1.3 KANSAS TURNPIKE.

Shawnee Heights Fire District's responsibility on the Kansas Turnpike is limited to those areas between mile markers 182.0 (East Topeka Tollgate) and 188.4 (Shawnee-Douglas Co. Line) or when called.

TURNPIKE RESPONSE. Access to the turnpike shall be made at South gate, East gate, 21st & Croco fire gate, Shawnee Heights Rd fire gate or the fire gate located off Hwy 40 at Big Springs.

On emergency incidents all emergency warning devices must be used including lights and siren when responding on the turnpike.

Accessing incidents in the opposite lane shall be made by going to the nearest rest area or fire gate where apparatus and P.O.V. can safely change direction.

Apparatus are to be positioned in such a manner as to provide a barrier between the incident and oncoming traffic.

All warning lights will be used to warn oncoming traffic of the incident. No POV without warning lights shall enter the turnpike on an alarm.

At no time will an incident be worked "over the wall" meaning the incident and apparatus are separated by the retaining wall.

At no time will POV or apparatus go against the flow of traffic to access a scene.

All fire gates that are unlocked will be locked after the completion of the incident.

The use of fire gates to access the turnpike is for incident response and official department business only.

80-2 MUTUAL AID PROCEDURES

80-2.1 If an On Duty firefighter becomes aware of a situation outside our district, which is likely to result in a request for assistance, monitor activities and make plans as to how best to handle our resources should our assistance be requested.

80-2.2 If you become aware of an emergency and are unsure if the proper agency has been notified, contact them immediately so they can take appropriate action.

80-2.4 **ON DUTY FIREFIGHTER** The duty person in an orderly and deliberate manner, is to consider what is requested and using common sense, make a determination as to whether or not we can spare what has been requested. He may deem we can't spare all of what has been requested. If this is the case he/she shall instruct the dispatch center to notify the requesting agency of what he can spare. If he determines we can't spare anything he is to instruct the dispatcher to notify them immediately. If, in his judgment, we can provide all or part of what has been requested, he is to decide what equipment and how many men to send, then instruct dispatch to issue a mutual aid alarm. He/she shall then respond with the appropriate men and equipment.

80-2.6 **FIREFIGHTERS.** Firefighters within reasonable response locations are to report in by radio for instructions on Shawnee Heights 1 to the non responding station. This may be to proceed to the scene or it may be to respond to a specific station or location.

80-2.7 The duty person(s) who remain at or respond to the stations shall transfer men and or equipment between stations to insure adequate coverage for additional alarms and are responsible for determining the necessity of recalling our men and equipment if conditions in our own district warrant such action.

80-2.8 AUTOMATIC TANKER AID

80-2.8.1 EQUIPMENT

When a request for auto aid is made through dispatch, the duty officer shall send the pre-planned equipment only. The home department of the alarm shall have the responsibility to request additional resources if they feel it is needed.

80-2.8.2 MANPOWER

Adequate manpower shall be sent with each piece of requested equipment if at all possible. The desired number would be three individuals with each apparatus. Units shall report in by radio and will receive direction from the Duty person responding or one of the other non responding station duty personnel.

80-2.8.3 STATION RESPONSE

Response for an auto aid request shall be treated as a medical alarm in that you will only respond to the station that responds. Units will receive credit for a response the same as any other alarm though if it is cancelled enroute as long as the same rules are followed that are in 64-1.3.

80-3 STANDARD INITIAL RESPONSES

See Appendix A

80-3.1 Second out units shall be dispatched from the responding station if personnel are available at that station.

80-4 **BRIDGES.** Load limits placed on bridges in Shawnee Heights Fire District territory shall be adhered to.

80-5 FOAM APPLICATION

80-5.1 CLASS A FOAM APPLICATION

Class A Foam is currently carried on Engine 25, Rescue 25, and Brush 23. All foam systems on these apparatus are in line eductor systems and electronically controlled at the pump panels. A minimum of five gallons of extra foam shall be carried on the Rescue and Brush and no less than fifteen gallons extra shall be carried on Engine 25. Twenty gallons extra shall be stocked on all stations where Class A foam is used as well and clearly marked as Class A foam where it is stored.

80-5.2 CLASS B FOAM APPLICATION

CLASS B Foam application appliances shall be carried on Engine 22 and 24 along with 20 Gallons of 6% AFFF foam agent and 5 Gallons of EFFF foam agent. An additional 20 Gallons of 6% AFFF shall be maintained at station 21 and 23.

APPROXIMATE APPLICATION TIME

		6%			3%
		=====			=====
80 Gallons	125	Minutes	250	Minutes	
40 "	62 1/2	"	125	"	
20 "	31 1/4	"	62 1/2	"	
5 "	7 3/4	"	15 1/2	"	

80-5.3

Nozzles shall be set at 60 GPM for all application rates and eductor settings shall be at 6% initially.

80-5.4 Operation of eductors.

#23 Station - Setting is obvious.

#21 Station - Setting is 1% for each turn of the knob.

1 Turn = 1% 4 Turns = 4%

2 Turns = 2% 5 " = 5%

3 " = 3% 6 " = 6%

80-5.5 HOSE LINES. No less than 100' and no more than 300' of 1 1/2" line shall be placed between the eductor and nozzle. A 2 1/2" line shall be used between the pump and eductor. Nozzles must be fully open during application.

80-5.6 PRESSURES. Pump pressure shall be maintained at 200 PSI. Eductors shall be placed in the agent pail only when the nozzle is open and flowing.

80-5.7 STREAMS. All streams shall be directed well away from the fire or objective until foam is observed in the stream. The purpose of foam is to seal the surface of the fuel and prevent evaporation. Streams are to be directed in such a manner as to lob the agent onto the fire or objective. Surface disturbance of the fuel is to be kept at an absolute minimum. Application with the wind at your back is best.

It is imperative that no more water be used than is absolutely necessary to seal the fuel surface, it's over use can greatly increase the fuel surface area and create unnecessary run off and

80-6 **ON SCENE PERSONNEL.** Only personnel who are actually needed at the scene of an alarm are to remain at the scene. The IC shall direct all personnel who are not needed at the scene to proceed to their appropriate station or a station needing coverage.

80-7 **ALARM RESPONSE PROCEDURES.**

80-7.1 **RESPONSIBILITY.** It shall be the responsibility of the DUTY person to make or cause an appropriate response to be made to all alarms.

80-7.2 **RESPONDING TO STATION OR SCENE.** When units are responding to a call, they shall at all times monitor the radio traffic. If responding to the stations, respond Code 2 unless directed otherwise by the duty person or common sense tells you other equipment or manpower may be needed.

80-7.2.1 **DEFINITION.** Duty person shall be defined as any of the persons formally on duty or back filling a station during an alarm.

80-7.2.2 **ORDER OF RESPONSIBILITY FOR ALARMS.** The following shall be the order of responsibility for responding to or directing a response to alarms.

Person formally on duty in the station located in the territory in which the alarm is reported.

Most senior officer in the station located in the territory in which the alarm is reported.

If no officer is available at the station responsible for the alarm, an officer from the other station should advise the firefighter of what apparatus or equipment shall respond.

80-7.2.3 **TRANSFERING APPARATUS.** The Duty person(s) who remain at or respond to the stations shall transfer men and or equipment between stations to insure adequate coverage for additional alarms

80-7.3 **PROCEDURES FOR THE DUTY OFFICER.**

If there is any question or doubt about response routes or locations, prior to responding the duty person should check the station map to determine the best route for his response.

80-7.3.1 **INITIAL REPORT.** Upon arrival at the scene the IC shall report 10-23 and as soon as possible give the proper signal and a short description of what the incident involves and establish who the Incident Commander is.

80-7.3.2 **SIZEUP.** The IC shall make an initial determination as to what will be required and initiate appropriate action. Consideration of the following shall be part of the determination process.

Immediate rescue and or evacuation requirements.

The existence of or the possibility of hazardous materials.

All situations are to be assumed to involve hazardous materials and an unsafe atmosphere until determined otherwise.

What strategy or method of attack will best be suited to the situation.

What equipment and manpower will be necessary.

Weather conditions and it's possible effect on the situation.

The need for Emergency Medical Service, Law Enforcement or other outside support.

80-7.3.3 **MITIGATION.** Once size up has been completed the IC shall initiate appropriate measures to mitigate the situation, supervise the operation and remain alert to changing conditions and be prepared to act accordingly.

80-7.3.4 **STRATEGY.** His choice of strategy shall be geared toward mitigation of the incident as quickly as possible while causing as little additional damage as possible.

80-7.3.5 **SAFETY.** Throughout the duration of any operation the IC shall provide for the safety and welfare of all personnel, civilians and the general public.

80-7.3.6 **STANDBY OPERATION** whenever it becomes apparent that an alarm has become a standby situation, (that is a situation only involving watching and waiting), the IC shall declare a "STANDBY OPERATION" in effect, set up a schedule of shifts and assign personnel to cover them. The IC shall provide for the recording of all personnel's time.

80-7.3.7 **EARLY RELEASES.** Should an off duty firefighter requests to be released prior to the normal end of an alarm the IC shall take into consideration both the requirements of the situation and the needs of the individual. In the event that an individual is released by the IC prior to the normal end of an alarm the IC shall insure the time of release is noted on the dispatch report.

80-7.4 **FIREFIGHTERS AND OFF DUTY PERSONNEL**

80-7.4.1 **RESPONSE DESTINATION.** Upon receipt of an alarm respond to the stations unless the scene is in the other direction. Do not circumvent a station or the scene or go past a station or the scene during your response unless instructed do so. Personnel are to transmit on "Shawnee Heights #1" that they are responding and to what location.

80-7.4.2 **RESPONSE TYPE.**

Upon receipt of an Alarm, firefighters may respond Code-3 except a Code-2 response shall be made when responding to a station that is covered by 2 men or to a station that is not responding to an alarm.

Upon receipt of a Code-2 firefighter's are to respond Code-2.

Upon instructions (Respond Code-2 to your appropriate Station) personnel who have not arrived at the scene shall proceed immediately to their appropriate station unless they are within a reasonable distance of the scene. Common sense shall be used as to which way to go. If proceeding to scene, assess the manpower on scene and if not needed, standby outside the scene or out of the way.

80-7.4.3 STATION RESPONSE.

Upon arrival at a station report to dispatch that the station is covered on Rural Common.

Those who respond to a station are to remain at the station until released by the IC or duty person.

When an alarm comes in individuals in the stations other than the Duty person shall stand by for instructions. You will be given an assignment by the Duty person.

80-7.4.3.1 Members are not to respond to the stations with children that require supervision. Members are to use common sense when responding to scenes with children that require supervision. Safety is of the utmost concern when dealing with our members children.

80-7.4.4 SCENE RESPONSE.

If you arrive at the scene first, and have radio communication capabilities immediately report 10-23 and forward information about the emergency to the responding units.

Upon arrival at the scene don your protective clothing if appropriate and report to the IC and stand by for instructions.

Those who respond to a scene are to remain at the scene until they are released by the IC.

80-7.4.5 LATE ARRIVALS. In the event an individual responds after the initial alarm has been issued he shall record this fact on the run report if at a station or to the IC if at the scene. The time shall be recorded on the run report.

80-7.4.6 REQUEST FOR EARLY RELEASE. If an off duty fireman has a legitimate need to be released prior to the normal end of an alarm he may request an early release from the IC. The decision of the IC will be final and subject to revision only by the Chief.

80-8 HAZARDOUS MATERIALS INCIDENTS

80-8.1 LEVEL OF ACTION. It is established that the Shawnee Heights Fire District will limit its activities in Hazardous Material incidents to operations level. That being containment except as follows.

Hydrocarbon fuel and oil spills of a magnitude which can readily be cleaned up by the use of absorbents, emulsifiers and similar methods and materials.

Those substances which have been declared relatively harmless to the environment, property, humans and animals and which can be safely handled while using structural fire fighting protective clothing and SCBA by Federal, State or County Emergency Management officials.

The IC of a hazardous materials incident must understand that great consideration must be given to the decision to cleaning up a spill or supervise a clean up operation. As long as SHFD is the agency exerting command and control over the incident SHFD is responsible and accountable for any adverse results.

80-8.2 CONTACTING HAZ-MAT TEAM

The IC of an incident shall immediately request a regional haz-mat team if it is determined that the incident exceeds the operations level to handle. No attempt shall be made to contain or clean up contaminants without direct supervision of the haz mat team or authorization of the county emergency coordinator.

SECTION 17 RETURNING APPARATUS TO SERVICE

81-1 All responding personnel shall aggressively take part and help with returning apparatus and equipment to service as directed by the duty officer. Responsibility for determination of what must be done rests with the Duty person, his decision is final subject to revision only by his supervisor(s).

81-2 **RELEASE.** The duty person at a station is to release personnel at that station after all apparatus has gone 10-8 and the apparatus and equipment at that station have been returned to service per 81-1.

81-2.1 No penalty will be assessed to the personnel released.

SECTION 18 INCIDENT COMMAND SYSTEM

85-1 The Shawnee Heights Fire District shall implement the Incident Command System at all incidents.

85-2 **COMMUNICATIONS**

85-2.1

All communications shall be clear text.

Adopted signals and codes are considered to be clear text.

85-2.2 Radio communications shall be receiver from sender using the following model:

Request to initiate communication and determine that the intended receiver is listening.

Transmit the message or order concisely in clear text.

Receive feedback from the receiver to insure that the message was received and understood.

Confirm that the message or order was understood; if not, correct and clarify the message.

85-3 INCIDENT DESIGNATION. Incidents are given a specific name to reduce confusion when multiple incidents share the same radio frequency and/or dispatcher.

SECTION 20 ACCOUNTABILITY

90-1 Accountability SOG

Incident command officer and/or safety officer shall have an accurate account of all personnel at all times during an incident. Either of these officers or sector leaders have the ability to stop any operation at any time to check on the status of accountability.

First unit on scene shall assume command, size-up the scene, and start accountability. This person will continue this until officer shows up to relieve him of command. This person will give, in detail; the plan set in play then gets an assignment and report to that sector leader.

The unit assuming command shall establish a formal accountability system on any call that has more than two apparatus responding to it, more than eight personnel on scene, a mutual aid call, or any incident that requires the use of air packs. An accountability board shall be used on all of the above incidents at a minimum and is optional on all other calls.

As personnel arrive to an incident they are to report to command and give the officer 1 large clip on ID tag and the small Velcro ID tag from their helmet and wait for an assignment. After personnel are assigned a task they are to report to that section leader. If a person changes an assignment they are to notify the section leader and report to the leader of the section they are then assigned to. The section leaders are responsible for reporting to command any changes in personnel so as to update the command board.

Ending an incident can only be done if all objectives have been met and all personnel are accounted for. Before any personnel leave a scene they are to report to their section leader and command and retrieve all ID tags. Under no circumstance does anyone, from Chief down, leave a scene until they are released by command and cleared from the command board. NO EXCEPTIONS.

All incidents need some form of accountability. This a sure way to make certain all personnel clear the scene or are getting taken care of, especially in cases were personnel ride to the hospital in an ambulance .

SECTION 21 RAPID INTERVENTION TEAM

- 91-1 **OVERVIEW** It shall be the intent of the SHFD to establish a RIT sector at all incidents that involve any type of interior fire attack or use of SCBA for any prolonged period of time. IC shall cause a RIT to be established as soon as adequate manning is available. If it is evident that manning will not be available from SHFD resources, then a request shall be made from the closest department for manpower to address this need. This shall be done in a rapid fashion to assure our members the best possible protection while participating in an interior firefight or other hazardous situation.
- 91-2 **CREW MAKEUP** All RIT crews shall have a minimum of three members. Upon deployment, they shall retrieve the appropriate RIT tools from the apparatus on scene and get prepared for a rapid entry. This shall mean that all members will have full PPE in place and SCBA awaiting to go on air. Tools shall be staged in a readily accessible area. One member shall be determined as the RIT leader and shall do a walk around of the house noting exits and windows and the location of the fire as well as condition of the structure. After this, that member shall go to the Command Post and watch for any pertinent information that may be relayed and observe the accountability board for ideas of who is in what part of the structure.
- 91-3 **DEPLOYMENT** Upon deployment, the IC shall immediately assign a member to RIT Command and dedicate them to that job only. IC must also assure that fire attack continues at this point to not further jeopardize crews. If not done so already, an immediate call for mutual aid shall be made to ensure adequate manning to finish the attack as well as the RIT operation. A back up RIT team shall be placed at the ready with all essential tools at hand.
- 91-4 **NUMBER OF TEAMS** It shall be a rule of thumb that for every eight members in air paks, there shall be at least one three member RIT team. It also shall be at the discretion of the IC to make more than one RIT if he/she feels it is warranted.