



October 5, 2004

STANDARD OPERATING GUIDELINES

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STANDARD OPERATING GUIDELINE – 1.1.1

TOPIC: ALARM RESPONSE – GENERAL

PURPOSE:

To insure a safe, effective response to all calls for emergency service.

GENERAL:

It is essential that we are able to respond to emergencies in a safe well-coordinated manner, ready to efficiently address the incident upon our arrival.

GUIDELINES:

To accommodate this general principle we must be willing to adopt the following as a guideline:

1. Upon receipt of the alarm take the time to write down the location of the incident.
2. Respond to your assigned station, or the nearest station leading toward the incident, or the station nearest your location at the time of the alarm. An exception to this may be based upon criteria outlined in the guideline relating to POV response.
3. Select the most appropriate type of apparatus based upon the nature of the alarm, and your ability to function with that piece of apparatus. If there is an officer at the station, the officer will make the staffing assignments for apparatus response.
4. Check maps for a pin-point of the incident location prior to response.
5. Wait an appropriate period of time for any expected additional personnel, in an attempt to gain the desired minimum staffing level, prior to responding.
6. Notify dispatch of personnel status while going enroute.
NOTE: If all apparatus has left the station, contact the Incident Commander to determine possible alternatives (this may include POV response).
7. Proceed to the incident in the safest, most rapid manner possible making allowances for road and traffic conditions.
8. Consider the actions, which may be necessary while enroute to the incident. Discuss potential actions with other crewmembers and make assignments.
9. If command has been established prior to your arrival, contact command as you are nearing the incident to gain an assignment for your crew and apparatus.
10. Follow correct radio procedures.

STANDARD OPERATING GUIDELINE – 1.1.2

TOPIC: ALARM RESPONSE – MEDICAL

PURPOSE:

To insure a safe, effective response to all calls EMS calls.

GENERAL:

It is essential that we are able to respond to emergencies in a safe well-coordinated manner, ready to efficiently address the incident upon our arrival.

GUIDELINES:

To accommodate this general principle we must be willing to adopt the following as a guideline:

1. Upon receipt of the alarm take the time to write down the location of the incident.
2. Respond to your assigned station, or the nearest station leading toward the incident, or the station nearest your location at the time of the alarm, or the scene of the alarm. (Non certified medical trainees are not permitted to respond directly to the scene or enter the scene until certified medical personnel arrive).
3. Select the most appropriate type of apparatus based upon the nature of the alarm, and your ability to function with that piece of apparatus. If there is an officer at the station, the officer will make the staffing assignments for apparatus response.
4. Check maps for a pin–point of the incident location prior to response.
5. Wait an appropriate period of time for any expected additional personnel, in an attempt to gain the desired minimum staffing level, prior to responding.
6. Notify dispatch of personnel status while going enroute.
7. Proceed to the incident in the SAFEST, most rapid manner possible making allowances for road and traffic conditions.
8. Consider the actions, which may be necessary while enroute to the incident. Discuss potential actions with other crewmembers and make assignments.
9. If command has been established prior to your arrival, contact command as you are nearing the incident to gain an assignment for your crew and apparatus.
10. Follow correct radio procedures.

STANDARD OPERATING GUIDELINE – 1.1.3

TOPIC – ALARM RESPONSE – MUTUAL AID

PURPOSE:

To meet the needs of Mutual Aid requests in a standard manner while insuring adequate coverage within our District.

GENERAL:

Whenever there is a request for us to provide aid to another fire district we must exercise appropriate discipline to send only what is requested and do so in a timely fashion, meeting minimum staffing levels.

GUIDELINES:

1. Upon receipt of the mutual aid alarm, members must report directly to the nearest station. POV response directly to a mutual aid call will not be allowed.
2. An officer, or the most experienced member, will make assignments based upon the nature of the request, and the capability and availability of personnel and equipment.
3. Only the requested types of apparatus should respond.
4. Minimum staffing levels must be achieved prior to response.
5. A Chief officer, or the assigned Duty officer, should respond to the incident for coordination of our units.
6. If more than one station is capable of meeting the request at the same time, the station closest to the incident will be the preferred station for response. Station officers must contact the Chief officer, or the assigned Duty officer, to verify the actual desired response.
7. A Mutual Aid request for "Personnel Only" must be coordinated by the station officer or the senior person. Personnel will be transported as a unit utilizing the best means available at the time of the call. Any vehicle used as a personnel carrier must have radio communication capabilities.
8. Prior to response, check available maps or gain directions for the best route of travel.
9. As the unit nears its destination the apparatus officer must contact the Incident Commander for assignment utilizing State Fire Net. The officer will identify the unit as "Charleston Engine 31" or "Charleston Tender 61" or other unit number.
10. Protection capabilities must be maintained within the boundaries of the District. This may be accomplished either through a limited response on our part or through our request of Mutual Aid for station stand-by.
11. Automatic Aid Agreement and Conflagration Act response considerations are covered in other guidelines.

STANDARD OPERATING GUIDELINE - 1.1.4

TOPIC - ALARM RESPONSE - AUTOMATIC RESPONSE - MUTUAL AID

PURPOSE:

To meet the needs of Automatic Response requests in a standard manner while insuring adequate coverage within our District.

GENERAL:

The District has entered into Automatic Response agreements with other fire departments whose boundaries abut our boundary. These agreements are designed to provide mutual aid on a first alarm basis. Therefore, under Automatic Response circumstances the resources and other conditions are pre-designated. Whenever there is a request for us to provide aid to another fire district we must exercise appropriate discipline to send only what is requested and do so in a timely fashion, meeting minimum staffing levels.

GUIDELINES:

COOS BAY

Charleston Fire shall provide to Coos Bay one (1) engine and crew to all structure fires in the following area upon request by Incident Command:

All properties located within these geographical areas:

1. South of the Newmark Ave.
2. West of Radar Road.
3. North of the Fire District/ City boundary

The first of our engines to cross the boundary will continue to the scene, the second will stage at Barview Station. There shall also be a response from a chief officer, or other ranking officer for the purpose of assisting Coos Bay with command operations on as directed by the Coos Bay incident commander. Any other request for supplemental resources will require an order from the incident commander.

STANDARD OPERATING GUIDELINE - 1.2.1

TOPIC - ALARM RESPONSE - MINIMUM APPARATUS REQUIREMENT

PURPOSE:

To establish the minimum resource requirement for effective management of any given emergency.

GENERAL:

The minimums established herein are suggestions for first alarm assignments. They are not meant to restrict the ability of the Incident Commander to determine what is specifically needed for each incident and to make necessary adjustments.

GUIDELINES:

PERSONNEL: Minimum staffing for each type of apparatus. Note that these minimums are desired recommendations only and are not meant to restrict or prohibit a response of apparatus if there are fewer persons available when the apparatus is ready to respond. However, apparatus must wait an appropriate length of time to provide for the greatest possibility of meeting these standards.

EMS alarms-EMS certificate is required to respond to scene.

STRUCTURAL ENGINE	3 Persons
RESCUE	2 Persons (EMS Certificate required)
PUMPER TENDER	2 Persons

STRUCTURE FIRE: 1 - Engines, 2 - Pumper Tender, 1 - Rescue

NOTE: If confirmed Structure Fire request 1 engine from Coos Bay Fire Department on Automatic Aid

VEHICLE FIRE: 1 - Engines, 1 - Pumper Tender, 1 - Rescue

WILDLAND FIRE: 2 - Engines, 1 - Pumper Tender, 1 - Rescue, Request Coos Forest Protective Association

MEDICAL: 2 - Rescues (EMS certificate required to respond)

M.V.A.: 2 - Rescues, 1 - Engine or Pumper Tender

SPECIAL RESCUES: 2 - Rescues, 1 - Engine

HAZARDOUS MATERIALS: 1 - Rescue, 1 - Engine

MUTUAL AID & AUTOMATIC AID

Follow the specific guidelines for Mutual Aid requests and Automatic Aid Agreements.

STANDARD OPERATING GUIDELINE – 1.2.2

TOPIC – ALARM RESPONSE – INCLEMENT WEATHER

PURPOSE:

To provide an appropriate level of response to alarms generated by inclement weather conditions while maintaining resources at readiness to meet expanding needs.

GENERAL:

Whenever the weather becomes stormy or the temperature drops below freezing we experience an increase in calls for service. Some of these responses require a major effort, while others merely need to be checked out. Weather related emergency responses often contain a unique set of conditions in addition to the primary event. It is vital that we acknowledge the fact that we are not exempt from the affects of weather, and that to be effective we must arrive safely.

GUIDELINES:

OVERVIEW:

1. Listen carefully to the dispatch message to determine what is actually required to handle the call. It may only be necessary for a unit to respond to assess the situation, and may not require a full alarm assignment.
2. Consider alternate routes of travel.
3. Drive slower rather than faster.
4. The first arriving unit will determine the need for additional response.

HIGH WINDS

1. Watch for blowing, and falling debris.
2. Consider that power lines may be involved with debris, or may be down as a result of the weather condition.

ICE

1. Exercise extreme caution while responding through shaded or traditionally wet areas.
2. Understand that you cannot always see the ice on the road under black ice conditions.
3. Be aware that due to the weight, and warmth of vehicles they may move or slide, after being parked. Park in such a fashion to prevent slippage.
4. Consider the effects of ice on power lines; they may be down.

SNOW

1. Visibility while driving may be impaired. Use low beams at night.
2. Maintain an awareness that snow is heavy and will affect the load limits on bridges.
3. Do not use response apparatus as a snow plow though you may be breaking a trail at times; be reasonable.
4. Try to not drive in the ruts of another vehicle.
5. Slush may be as hazardous as ice while driving.
6. Consider the effects of snow on power lines; they may be down.

HIGH WATER

1. Understand the power of moving and standing water.
2. Avoid driving through moving or standing water whenever possible, if there is an alternate route use it.
3. Be aware that the action of moving water may have washed out the road base leaving the surface unsupported. The greatest potential for this occurrence is around culverts.
4. If you must drive through high water use these precautions:
 - a. Drive slowly.
 - b. Stay to the high side whenever possible.
 - c. Use all warning lights.
 - d. Be sure that the road exists where you are driving.
 - e. Be aware of floating hazards.
5. Understand that if you cannot see the road bed that it may not be there, decide whether or not it is safe and practical to proceed. It may be best to seek alternative routes, or request an additional alarm (or mutual aid) to get apparatus coming from another direction. You may need to abandon continuing your response.
6. Apparatus, which has driven through excessively high water, may require a thorough mechanical and fluid assessment after the emergency.

STANDARD OPERATING GUIDELINE – 1.3.1

TOPIC: ALARM RESPONSE – POV

PURPOSE:

To clarify circumstances and conditions relating to personal vehicle (privately owned vehicle [POV]) response by personnel.

GENERAL:

Though the District generally discourages POV response to emergency incidents, it is recognized that there may be exceptions. To effectively utilize this option the benefits must clearly outweigh the deficits.

GUIDELINES:

Personnel may respond via POV under the following circumstances:

1. By order of the Incident Commander.
2. If you will pass the incident enroute to a station, or if the incident is next door to your residence, or closer to your location than the station; and if you are able and equipped to provide effective, safe assistance which will significantly improve the outcome of the incident prior to the arrival of apparatus; and if you are certain that apparatus is responding to the incident.
3. Personnel must obey the speed limit and other driving laws while responding POV.
4. POV responders must also comply with the following rules:
5. Park your vehicle out of the way of any other responding units.
6. Be willing to move your vehicle if obstructing a driveway during the incident
7. If you are unwilling to comply with the above, do not respond POV.
8. The following are deficits involving of POV response:
 - a. Being alone at the scene may increase adverse safety issues.
 - b. A lack of radio communication capabilities, and as a result a lack of capability to either gain or send additional critical information.
 - c. A potential lack of proper equipment.
 - d. Coordination of apparatus placement may become more difficult.
 - e. Promotes vehicular congestion at the scene.
 - f. District image may be compromised due to expectations of performance by our public, if a district representative is unable to accomplish necessary tasks as a result of complications associated with POV response.

STANDARD OPERATING GUIDELINE - 1.3.2

TOPIC: ALARM RESPONSE - CODE 1 MEDICAL – NON-CERTIFIED DRIVER

PURPOSE:

To clarify circumstances and conditions relating to when it is appropriate for personnel who are not certified as an apparatus driver to use a staff vehicle to respond to a Code 1 medical alarm.

GENERAL:

Occasionally the District is notified of a request for medical or rescue service that is not of an emergency nature, known as a "Code 1" alarm. The nature of these alarms may include, but are not limited to, the following: Lifting assistance, fall from standing, finger trapped, etc. Because this type of request may require some form of medical treatment it is preferred that a rescue vehicle respond. Even though personnel may be ready to respond there is not always a certified apparatus driver available at the initial time of dispatch. This guideline is meant to describe the degree of flexibility that may be exercised to meet the needs of the alarm whenever there is not a certified apparatus driver available.

GUIDELINES:

1. Crews must wait the prescribed time identified by their station response protocol.
2. If a certified apparatus driver does not respond, after an appropriate period of time, one of the following options may be selected:
 - a. Use a staff vehicle to meet the response request.
 - b. Gain verbal authorization from IC or an officer to respond with a rescue unit.

Option (a):

1. For this option to apply there must be a person present who has, on file, documentation of successful completion of an Emergency Driver class.
2. Transfer basic medical equipment to an available staff vehicle.
 - Airway Kit, Medical Box, Heart Monitor, and any other necessary equipment based upon the information given at the time of the alarm.
3. Upon arrival, assess the need for additional resources or the need for an upgrade of the alarm, from non-emergency to emergency.
4. Based upon the assessment, make any required request through dispatch for additional alarms or resources.

Option (b):

1. For this option to apply there must be a person present who has successfully completed the department Training Task Book for driver.
2. Contact either the Weekend Duty Officer or a Chief Officer to gain verbal authorization to respond with the rescue.

STANDARD OPERATING GUIDELINE – 2.1.1

TOPIC – COMMUNICATIONS – GENERAL PROCEDURES

PURPOSE:

To promote effective radio communications

GENERAL:

All operation of public communication systems must comply with the rules and regulations as set forth by the Federal Communications Commission. The following procedures and suggestions will help to promote effective communication.

GUIDELINE:

1. Department radios are to be used only for official department communications.
2. Speak distinctly, calmly, and clearly.
3. Keep messages brief, using natural phrases and common language.
4. Use the phonetic alphabet to clarify single letter portions of a message.
5. The "Order Model" is to be used ensuring truly understood communications.
6. Eliminate all unnecessary talking, remember that we share air space with other emergency agencies. If, after attempting to reach a station, unit, or individual twice unsuccessfully, either request a relay from dispatch or sign off and try again in a minute or so.
7. Indecent, obscene, or profane language is strictly prohibited.
8. Avoid familiarity (first names); use only unit numbers, titles or proper names.
9. When transmitting to another radio, address the receiver first then identify yourself.
10. Under all conditions; whenever apparatus leaves the station an, "enroute/responding", to location must be transmitted. Under emergency conditions transmit personnel status.
11. Under all conditions; whenever apparatus returns to the station a, "secure in quarters", must be transmitted.
12. Upon call for units to switch to a tactical frequency all radio communications for the remainder of the alarm will be over that frequency. The only individual that utilizes dispatch frequency from that point on will be the highest ranking officer responding or the Incident commander (if on scene).
13. Upon Station 8200 coming on the air it will be considered the dispatcher for the remainder of the alarm. Station 8200 will then notify Coos County Dispatch of updates on scene.
14. If station 8200 does not come on the air, the IC will remain as the dispatcher for the remainder of the alarm, no units will utilize dispatch frequency.
15. Whenever possible and applicable group broadcasts may be the best means to notify dispatch that we are enroute, returning or secure.
16. Upon arrival to the scene or when you are nearing the scene be sensitive that Command may be busy and not able to immediately make your assignment known to you, be patient but persistent.

STANDARD OPERATING GUIDELINE - 2.2.1

TOPIC - COMMUNICATIONS - ORDER MODEL

PURPOSE:

To insure effective understanding between persons communicating via radio equipment.

GENERAL:

Since the most effective method for complete, two-way, communication is face-to-face. And since effective communication is the key to successful emergency operations. Then we need a standard method to achieve, as near as possible, the same level of two-way communication while using a radio.

GUIDELINE:

PRIOR TO TRANSMITTING MESSAGE:

1. Identify necessary task, request, or message, and who is to receive the order or message.
2. Formulate message content prior to transmitting order, or message. NOTE: The content of an order should contain what needs to be done and where to do it, not how.

TRANSMITTING MESSAGE:

1. Contact the desired unit, division or individual to determine if they are ready to receive the message. NOTE: Do not transmit message until you have received an acknowledgment that your receiver is listening.
2. Transmit message.
3. The receiver of the message must give a brief restatement of the message to indicate the desired level of understanding. The term copy is usually insufficient to indicate that an order is understood.
4. The sender must acknowledge that the receiver understood the message correctly.
5. If the receiving individual did not understand the message, for whatever reason, they must request a repeat or clarification from the sending individual. NOTE: The sender may simply need to repeat the original message or they may need to completely revise the message, remember that the intent here is to gain an understanding.
6. Once mutual understanding has been reached then effort can be applied toward the task.

STANDARD OPERATING GUIDELINE - 2.3.1

TOPIC - COMMUNICATIONS - PHONETIC ALPHABET

PURPOSE:

To establish a uniform method to distinguish individual letters in the alphabet.

GUIDELINE:

The ICAO Phonetic Alphabet as listed below is the standard to be used whenever we need to transmit individual letters.

A	Alpha	(Al-fah)
B	Bravo	(Brah-voh)
C	Charlie	(Char-lee) or (Shar-lee)
D	Delta	(Dell-tah)
E	Echo	(Eck-oh)
F	Foxtrot	(Foks-trot)
G	Golf	(Golf)
H	Hotel	(Hoh-tell)
I	India	(In-dee-ah)
J	Juliett	(Jew-lee-ett)
K	Kilo	(Key-loh)
L	Lima	(Lee-mah)
M	Mike	(Mike)
N	November	(No-vem-ber)
O	Oscar	(Oss-cah)
P	Papa	(Pah-pah)
Q	Quebec	(Keh-beck)
R	Romeo	(Row-me-oh)
S	Sierra	(See-air-rah)
T	Tango	(Tang-oh)
U	Uniform	(You-nee-form) or (Oo-nee-form)
V	Victor	(Vik-tah)
W	Whiskey	(Wiss-key)
X	X-ray	(Ecks-ray)
Y	Yankee	(Yang-key)
Z	Zulu	(Zoo-loo)

NOTE: When stating the numeral "0", use the term Zero. Do not use "O" (oh) to designate the number zero.

STANDARD OPERATING GUIDELINE – 2.4.1

TOPIC – COMMUNICATIONS – INITIAL RADIO REPORT

PURPOSE:

To inform other responding units of conditions as seen by the earliest arriving unit, and actions taken by that unit.

GENERAL:

The Initial Radio Report is based upon incomplete information since it is information gained simply through what an individual sees from the apparatus upon arrival. Subsequent, more complete, information will be dealt with through progress reports and information up-dates.

GUIDELINE:

1. An Initial Radio Report is given under all emergency response conditions.
2. The report is given only by the first arriving unit.
3. Upon arrival:
 - a. Identify the unit number, verify the address and establish the "A" side of the incident.
 - b. Give a brief statement regarding the building/occupancy, or what type of item is involved in the incident.
 - c. Give a brief statement describing the conditions as seen, be specific regarding areas of fire involvement, flame lengths, color of visible smoke.
 - d. Give a brief statement of what actions are being taken. Give the physical location of Command. Consider that the actions that you take will fall into one of the following modes of operation:
 - Command Mode
 - Offensive Mode
 - Transitional Mode
 - Defensive Mode

-

STANDARD OPERATING GUIDELINE – 3.1.1

TOPIC – PROBATION COMPLETION – FIRE FIGHTER

PURPOSE:

To establish a standard method to certify the status change from probationary fire fighter to regular fire fighter (volunteer).

GENERAL:

The minimum probationary period is six (6) months of active duty with the department. Each probationer must satisfactorily complete a series of requirements, listed below, within twelve (12) months. Under certain circumstances the Fire Chief, or designee, may, by written authorization, elect to extend the time period to a maximum of twenty-four (24) months.

GUIDELINE:

The probationary fire fighter must meet with the Assistant Chief to review the requirements and process relating to the advancement from probationary to regular fire fighter.

The following requirements must be checked off and initialed as completed by the probationary fire fighter's assigned Captain, or designee, and authorized by the Assistant Fire Chief, or designee.

1. The individual shall be able to demonstrate the proper manner of wearing and securing all protective garments issued by the district including all standard issue safety gear.
2. The individual shall demonstrate proficiency with self-contained breathing apparatus (SCBA) by correctly donning the unit within a one (1) minute time period. Correctly donning SCBA means that all protective garments are worn in the proper manner and secured appropriately, a face mask seal check was performed, and the unit is flowing air.
3. The probationary fire fighter shall complete the Medical Questionnaire regarding use of Self-Contained Breathing Apparatus and receipt of authorization from the District's Doctor.
4. The probationary fire fighter shall be able to locate and describe the function of all equipment on each piece of apparatus.
5. The probationary fire fighter shall be able to demonstrate the proper operation of equipment normally used by a basic fire fighter.
6. The individual shall be able to demonstrate familiarity with major street and road locations in the district, and be able to use the available map book to locate minor streets and roads.
7. The probationary fire fighter will be able to identify the general street location of major businesses in the district.
8. The individual must be able to demonstrate proficiency in completing the following forms used by the district:
 - a. EMS worksheet
 - b. District on scene fire report
 - c. MVA report
 - d. Alarm response sheet
 - e. Alarm log book
 - f. Drill attendance report
 - g. Apparatus log book
 - h. Reentry permission for fire investigation
9. The probationary fire fighter must have participated, under close supervision, in a live fire (Burn-to-Learn) exercise. During the exercise, the individual must have satisfactorily completed all assigned tasks as evaluated by a superior. The Training box meets this standard if training was authorized by a Chief Officer.
10. The final step to complete probationary fire fighter requirements is to participate in and pass the Entry Level Fire Fighter Task Book. This evaluation is used towards DPSST certification for NFPA Firefighter I if the individual wishes such credit.

Once the checklist is completed and signed by the Assistant Fire Chief it shall become a part of the individual's permanent personnel record and shall suffice as official notice that the fire fighter is no longer considered a probationary member.

STANDARD OPERATING GUIDELINE – 3.1.2

TOPIC – STATUS OF EXPERIENCED NEW FIRE FIGHTER

PURPOSE:

To establish a standard method of identifying the current capabilities of a person who comes to this organization with some experience as a firefighter.

GENERAL:

Our greatest assets are contained in the wealth of experiences and skills that our members bring with them. Sometimes this experience includes some level of fire fighting skill. The challenge is to assess that skill, and to determine the appropriate status for that firefighter. Based upon the degree of experience, and how current it may be, some people will need to enroll in the entire recruit academy, while others may simply need to receive some orientation regarding the latest changes. There are two basic groups of applicants who will be addressed in this guideline: Prior members of this organization and persons from another fire department.

GUIDELINE:

Prior members:

1. Who have been away for six (6) months or less will only need to be brought up-to-date regarding any recent changes.
2. Who have been gone for up to one-and-one half (1 ½) years will be assessed for placement based upon the following factors:
 - a. Length of time with the department prior to leaving.
 - b. Level of achievement prior to leaving.

NOTE: Interpretation of the above factors is at the discretion of the Fire Chief.

3. Who have been gone for one-and-one half (1 ½) to two (2) years will need to demonstrate their ability to perform basic fire fighter tasks, and based upon their performance may need to enroll in all or part of a recruit academy.
4. Who have been gone for more than one-and-one half (1 ½) years will need to complete probationary requirements, even if they retain their status of fire fighter.
5. Who have been gone for more than two (2) years must participate in the entire new member program, including:
 - a. Written exam.
 - b. Physical ability evaluation.
 - c. Recruit academy.
6. How the above conditions may apply to any returning member is at the sole discretion of the Fire Chief.

Persons from another fire department:

1. Must submit a copy of their training records to verify their level of experience.
2. Must participate in the new member program, including:
 - a. Written exam.
 - b. Physical ability evaluation.
3. Will be interviewed to determine the most appropriate placement status based upon the following factors:
 - a. Length of time spent in the fire service.
 - b. Level of achievement prior to leaving.

NOTE: Interpretation of the above factors is at the discretion of the Fire Chief.

4. Will need to demonstrate their ability to perform basic fire fighter tasks.
5. Will need to participate in an orientation session.
6. Will need to complete all probationary requirements, even if they retain the status of fire fighter. (This is regarded as further orientation)
7. Based upon available training records, and the interview, new members coming to us from another fire department may need to participate in all or part of our recruit academy.

STANDARD OPERATING GUIDELINE – 3.1.3

TOPIC – DISTRICT SPONSORSHIP FOR OUTSIDE ACTIVITIES

PURPOSE:

To establish standards, which identify when the District will sponsor, reimburse or directly pay tuition, registration and other expenses for training, seminars, conference attendance, parades, or other activities that are outside the boundaries of the fire district.

GENERAL:

The District is committed to encouraging personnel to attend events and participate in activities that enhance the capabilities of themselves and the District. It is recognized however, that the District must be able to identify how participation in the event or activity will best benefit the community. An additional consideration for the District is based upon rewarding those volunteers who have met attendance and probationary expectations, and who have gone the extra distance to serve their community.

GUIDELINE:

During Probation

1. District will sponsor an individual to attend EMT course work at Southwestern Oregon Community College. Tuition and texts will be reimbursed as described in District Policy.
2. District will pay tuition for an individual to attend any training session conducted under the sponsorship of Southwestern Oregon Fire Instructors Association (SWOFIA) that is within the boundary of the regional training association. The individual must have completed and submitted the department training request form to the Training Chief and gained approval prior to the session.
3. District will pay for those expenses deemed reasonable during attendance of events sanctioned by the District that are held within the boundary of the regional training association. Reimbursement will occur under the guidance of District Policy.
4. For eligibility see the Volunteer position standards

Post Probation

IN ADDITION TO THE ABOVE

Individuals will be eligible to attend a variety of training opportunities outside the regional training association boundary.

- The individual must fill out the department training request form and gain approval well in advance of the training session.
- Tuition, registration, travel, lodging, and associated expenses will be paid for or reimburses in accordance with District Policy.

STANDARD OPERATING GUIDELINE - 3.2.1

TOPIC - WEEK-END DUTY OFFICER

PURPOSE:

To promote and maintain effective administrative decision-making, and the performance of incident command functions on a continuous basis.

GENERAL:

The obligation to maintain the efficient operation of this fire district is not dependent upon the presence of a Chief Officer, but rather is a responsibility apportioned throughout the officer staff through effective use of a concept identified as "Week-end Duty Officer". This does not mean that there is any temporary change in the rank of an individual officer, nor that there is any alteration in the normal chain of command, only that during an officer's "Week-end Duty Officer" rotation there may be incidents which will require decisive action in the same vein as a Chief Officer. These acts may include, but are not limited to: providing for incident investigations, policy application decisions, personnel issues, incident command, District representation during mutual aid operations, etc.

GUIDELINE:

1. There will be a Duty Officer assigned for each weekend.
2. No volunteer holding an officer position will be assigned weekend duty without consultation. In fairness to all volunteer officers it is vital that once a person is entered into the schedule that we follow that schedule to the best of our abilities.
3. No volunteer officer will be assigned weekend's back to back, unless they specifically request such duty or trade with another officer. Care must be exercised to avoid significant disruption of the schedule for duty.
4. The assigned Duty Officer shall be available for all alarms during their assigned duty period.
5. The assigned Duty Officer shall have the full use of a District owned staff vehicle during the assigned duty period.
6. The Duty Officer shall be available and willing to assume incident command as necessary.
7. The Duty Officer will be responsible for routine operations during the term of the assignment.
8. The assigned Duty Officer shall be responsible for any and all trades of duty periods with other officers.
9. The term of duty shall be from 1800 hours Friday through 0600 hours the following Monday. If for any reason an individual is unable to meet this time frame that individual must follow guideline number 8 to cover the excepted times.
10. The Duty Officer will be responsible for reporting activities or situations that need to be processed or followed up by a higher ranking or more experienced officer to that officer.

ALARM RESPONSE DUTY:

1. Each Duty Officer shall be available to respond to all alarms within the District.
2. It is expected that the Duty Officer will work cooperatively to effect a smooth efficient operation during all alarm responses.
3. Each Duty Officer is responsible to assure that paper work for alarms are properly completed and provided to the Assistant Fire Chief.

STANDARD OPERATING GUIDELINE – 3.3.1

TOPIC – POST INCIDENT DEBRIEFING

PURPOSE:

To identify methods that will create an environment leading toward learning from our experiences.

GENERAL:

Every emergency incident that we respond to brings with it an opportunity to learn. It is vital that we encourage open discourse that will promote a productive perspective regarding the circumstances of an incident and the actions we took to reduce the problem. This post incident discussion may take one or more of the following forms: Informal Debriefing, Formal Debriefing. Post incident debriefing needs to occur as early as possible after the event.

GUIDELINE:

Informal Post Incident Debriefing:

1. After each incident the officer in charge or crew leader should informally check in with the crew to determine their perspective of the incident. Some suggested areas for discussion:
 - What went well?
 - What were the significant aspects of the call?
 - What are our opportunities for growth?
 - How is each person doing?
2. Based upon the nature of the call and/or the significance of any responses during the informal discussion the officer may elect to schedule a more formal debriefing.
3. Be sensitive to needs of all personnel regarding their emotional health and the potential need for a traumatic stress debriefing session.

Formal Post Incident Debriefing:

1. A formal debriefing may be scheduled immediately after an incident or at some date soon after the incident based upon the availability of personnel and resources.
2. It is extremely important that the formal debriefing is organized in such a manner to promote a good outcome leading toward better understanding.
 - Write down topics for discussion.
 - Gain appropriate resources.
 - Assure security.
3. Make an attempt to have all people who were on scene at the session.
4. Provide opportunities for people to express their perspective.
5. Keep the opportunity for dialogue open, invite further discussion as necessary.
6. Maintain awareness to the need for traumatic stress debriefing.

STANDARD OPERATING GUIDELINE – 3.3.2

TOPIC – TRAUMATIC STRESS DEBRIEFING

PURPOSE:

To address the need to assist all personnel through stressful incidents.

GENERAL:

Emergency response work can be exciting and rewarding, but it is also demanding and stressful. The work that we do can be emotionally taxing due to a variety of circumstances. The work is also physically demanding, requiring close attention to detail, often at a hectic pace. It is normal for people to feel the effects of such intense activity. The following is meant to be used as a guide leading toward some remedies to relieve the stress of our work.

GUIDELINE:

1. Regular debriefing of an incident can begin the process of normalizing any emotional effects of that incident.
 - Promote an environment that feels honest, open and safe.
 - Encourage discussion regarding how it felt to be involved with the incident.
 2. Encourage personnel to talk with someone they trust regarding any concerns that they have.
 3. Inform personnel that there is additional, professional help available from Coos County Mental Health, 756-2121.
 4. Note: Personal assistance through Coos County Mental Health is available at any time an individual feels the need.
 5. If it is determined that a group stress debriefing is necessary then a chief officer, or designee, will make the necessary contact with Coos County Mental Health or Bay Cities Ambulance to arrange for professional guidance through the process, schedule a date and time for the group session.
- Note: Scheduling for any group session must be at the earliest date possible.

STANDARD OPERATING GUIDELINE – 4.1.1

TOPIC – PASSPORT ACCOUNTABILITY SYSTEM – GENERAL

PURPOSE:

To gain an understanding of the basic concept of the PASSPORT system, its components and their relationships within the system.

GENERAL:

The general principle of the PASSPORT accountability system is to provide a method of tracking the location, activities, and movement of all personnel. The concept involves the development and retention of teams who stay together under all circumstances or until such time that they are reassigned into other teams.

GUIDELINE:

BASIC CONCEPT

1. Teams and/or partners stay together anytime they are in an area requiring protective clothing.
2. Team members must always be in contact with each other through one of the following methods:
 - a. Voice (Not Radio)
 - b. Visual
 - c. Touch

EXCEPTION: Radio or phone contact is permissible for apparatus operators, chief officers and commanders, or others where the location of such personnel is constant and is known by the remainder of the team.

3. Continuous contact of team members permits the fire fighter to:
 - a. Provide help for another team member.
 - b. Call for help whenever the team or other members need help.
 - c. Go to get help for others.
4. The PASSPORT system is designed to be used at the point of entry into an emergency condition, upon assignment to apparatus, or assignment to a task group.
5. The Passport follows the team throughout their activity on the emergency scene, tracking all members of the team.

COMPONENTS

Name Tags Each individual will be issued three (3), Velcro backed, name tags to be stored on the underside of the rear brim of the helmet.

Passport Passports are divided into three (3) sections: Top – team or unit designator. Middle – holds team member name tags. Bottom – blank area to record times or assignment information.

1. There are three basic types of passports:
 - a. Primary Passport (flexible center)[white] attached to the officer's radio, when a team is assembled, until used as a passport for entrance into an emergency incident perimeter.
 - b. Back-up Passport (rigid center)[red] an exact duplicate of the primary passport and is used for identification of team members when the primary passport is unavailable. Back-up passports are kept at the point of origin for that Passport on the apparatus. NOTE: There may be a different location based upon the apparatus and/or team designator.
 - c. There will be extra primary and back-up passports [green] available on each first assignment structural engine designated as the second team on that vehicle.
 - d. Make-up Passports (flexible center) [white] blank team and assignment designator areas. These Passports will be kept in a Make-up Kit located in each staff vehicle. Make-up Passports are used for companies who respond to the incident without passports. Make-up Passports may also be used as temporary replacements for lost or damaged passports.

Helmet Shields: Helmet shields are designed to provide easy identification of different teams.

1. Helmet shields are to be placed on the team member's helmet before participating as an in-service member.
2. Each team will have its own designated identifier.
3. Shields are color-coded: White – Staff functions, Red – Fire fighter team, Blue – Safety.
4. Helmet shields, are stored on the dash board of the apparatus and/or at individual seating positions.

Status Board A large rigid plastic board with velcro strips to hold individual passports of assigned teams and to take notes. Status Boards are kept on each staff vehicle, engine, and rescue.

The incident commander uses status boards and all other commanders assigned to track personnel in areas and/or functions.

Make-up Kit Make-up kits contain extra, blank, Passports (2), Name Tags (8), and Helmet Shields (8). Make-up kits are kept on each staff vehicle.

STANDARD OPERATING GUIDELINE – 4.1.2

TOPIC – PASSPORT ACCOUNTABILITY SYSTEM – APPLICATION

PURPOSE:

To establish a standard for the implementation and application of the PASSPORT Accountability System.

GENERAL:

The purpose of the PASSPORT Accountability System is two fold; to increase the overall safety during emergency operations, and to ensure survivability for all personnel operating at the scene. To assure the highest degree of success we must consistently apply the concepts and tools of the PASSPORT system each time we respond to an emergency incident.

GUIDELINE:

REPORTING TO DUTY

PASSPORTS

1. Each fire fighter must attach one of their name tags to each of two Passports, primary and back-up, as soon as they are on board a piece of apparatus, or upon receipt of an assignment at the incident.
2. The company officer and/or team leader name tag is the first name tag on the passport, at the top.
3. To identify the driver/operator, who remains with the apparatus, on the passport, their name tag is to be placed up-side-down on the passport. Whenever the driver/operator abandons the apparatus he/she simply become a team member with no other designator.

HELMET SHIELD

1. Each team member must attach the appropriate helmet shield to their helmet as soon as they are assigned to a team.
2. Confirm that the Helmet Shield and Passport team designators match.

REPORTING TO THE INCIDENT

1. When a team or company reports to an incident, staging, division, or group, the team leader or company officer must transfer their primary passport to that commander. Exceptions are as follows:
 - a. The primary passport will remain with the officer or team leader whenever they are the only unit at the incident, or
 - b. They are the first arriving unit committed to an operation prior to the establishment of a command post or prior to their ability to transfer command, or
 - c. They are located at a remote side of an emergency incident prior to the establishment of a division command. Under this circumstance whenever a team or company leaves the hazardous area, they will report the team status to the incident commander by radio or personal contact.
2. Whenever a team or company is relieved, or reassigned, the commander will:
 - a. Confirm with the team leader or officer that all members are accounted for;
 - b. Return the primary passport for that team or company;
 - c. Direct the team leader or officer to the new assignment or command function;
 - d. Advise the receiving commander that the team or company is being assigned to their location. The receiving commander will acknowledge and record that information on their status board.
3. Whenever the team or company is reassigned to another division, group, or command function, the team leader or officer must transfer the primary passport to the commander of that division, group, or command function.

Note: Command functions related to the Passport system are issues such as rehabilitation, staging, and like assignments where tracking individuals and teams adds to the overall safety of the incident even though that duty may not be within the hazard zone.

4. Staging area commanders will record the time that teams or companies report to staging and the time those teams leave the staging area.
5. As companies and teams are released from duty at the incident primary passports will be returned to the team leaders and/or officers.
6. Roll call procedures will be conducted using the communication order model as identified in Communication S.O.G. 2.2.1. Rollcall to be termed "PAR" Personnel Accountability Rollcall.
7. Roll call (PAR) procedures will be initiated under each of the following conditions:
 - a. Whenever a team is relieved of duty, or transferred to another commander, the current commander will confirm that the team leader has conducted a roll call of all members.
 - b. Whenever a commander presumes a fire fighter or team is missing or trapped, the commander will initiate rescue efforts as soon as possible at the last known location.
 - c. Before there is a change from an offensive to defensive fire ground strategy, notice to all teams to withdraw from the structure or area of involvement must be included in the order for a roll call.
 - d. Whenever there is a catastrophic change in the incident such as building collapse, explosion, backdraft, release of a vapor cloud, etc.
 - e. Whenever the incident commander or team leader determines that a need for a roll call exists.
8. At the conclusion of the incident all passports, helmet shields, and other related materials must be returned to the proper location on the appropriate apparatus.
9. Name tags will be returned to individuals as soon as they are released from duty.

STANDARD OPERATING GUIDELINE – 4.2.1

TOPIC – INCIDENT COMMAND SYSTEM – GENERAL

PURPOSE:

To promote effective emergency scene management which consistently identifies the roles and responsibilities of each person operating at the scene.

GENERAL:

Through the application of principles and procedures which identify priorities and maintains a manageable span of control, each emergency scene can be organized in a standard manner promoting a greater degree of scene safety.

GUIDELINE:

BASIC PROCEDURES

1. Upon arrival the first unit must communicate an initial radio report following the Operating Guideline 2.4.1.
2. The first unit arriving on the scene of an emergency has the obligation to establish command of the scene.
 - a. Command is best in a stationary position, the location should be identified and communicated to in-coming units.
 - b. Command may be temporarily mobile whenever there is a need for the commander to function as a part of a task unit.
 - c. Name Command, usually using the road name of the incident, to identify which command is communicating.
3. Retain or transfer the command function as the incident dictates.
4. Size up the situation, rapidly considering all emergency scene factors.
5. Secure communications.
 - a. Ensure that all units are on the assigned working radio frequency.
 - b. Assign other radio frequencies as necessary.
 - c. Provide for radios in critical strategic locations and functions.
 - d. Use other personnel as information runners whenever radios are not available.
 - e. Assign a communications officer during large complex incidents.
 - f. Follow all communication guidelines as they may apply.
6. Organize the scene into manageable units, designating divisions, groups, and the leaders of those teams.
7. Develop a plan of action based on tactical priorities.
 - a. Choose a strategy, offensive or defensive.
 - b. Adapt to changes as they occur throughout the duration of the incident, and change the plan accordingly.
8. Secure necessary resources.
 - a. Identify immediate needs.
 - b. Anticipate projected needs.
 - c. Consider necessary outside resources.
9. Make assignments based on tactical priorities, components of the action plan and the availability of appropriate resources, fulfilling the most critical needs first.
10. Stage resources, which have not received an assignment.
 - a. Level 1 staging is used to reduce scene congestion prior to assignment, while keeping those resources in a position of readiness.
 - b. Level 2 staging is used for large complex incidents. This level of staging will require the identification of a location and the assignment of a staging officer.
11. Command functions must be continuously supported throughout the duration of the incident. Command may be transferred:
 - a. Whenever the Commander is in a mobile mode on a working incident.
 - b. Whenever the initial Incident Commander needs a break.
 - c. Whenever a more experienced officer is on the scene who can provide more capable management and the initial Commander is over-taxed by the situation.
12. Termination of command
 - a. Release crews and units as soon as possible based on existing and forecasted scene conditions.
 - b. Notify dispatch that Command is terminated.

STANDARD OPERATING GUIDELINE - 4.2.2

TOPIC - INCIDENT COMMAND SYSTEM - ESTABLISHMENT

PURPOSE:

To promote a standard approach to the establishment of the incident command system used in emergencies.

GENERAL:

Emergency scenes are often filled with noise and confusion, our duty is to organize and manage resources to a degree, which brings order to the emergency. Initiating the Incident Command system from the time of our arrival will greatly enhance our ability to operate safely and effectively.

On arrival, the first unit must make some essential decisions to be able to effectively establish and continue command.

GUIDELINE:

1. Quickly gather sufficient information to formulate a conscious plan of action.
2. Based on available resources, and actual scene conditions, select a mode of command from three basic options.
 - a. Nothing showing mode: Command will be mobile, assisting crews to determine the exact nature of the incident. Under this mode command does not need to be transferred.
 - b. Fast action mode: This is best defined as an incident where immediate action will make a significant difference in the outcome. Command may be temporarily mobile under this mode, however for the safety of the total operation and for the effective use of additional resources, command must be transferred to a stationary position in a safe area.
 - c. Command mode: All working incidents will eventually result in the establishment of a stationary command post which is visible, identifiable and out of the way of units operating on the scene. At times the first arriving unit will not be able to safely take quick, direct action, and may be put to better use in the establishment of a command post beginning the planning process for additional arriving resources.
3. The stationary command post will use a green light to identify its location.
4. Identify the need for additional command staff. The Incident Commander will handle any position not filled by another person.
 - a. Safety officer.
 - b. Public Information officer.
 - c. Liaison officer.
 - d. Communications officer.
 - e. Aide.
5. Divide the incident into small manageable units, limiting the number of persons reporting directly to Command to only five.
6. Gain status and progress reports routinely throughout the duration of the incident.
7. Adjust the action plan to meet the requirements of the incident.

STANDARD OPERATING GUIDELINE – 4.2.3

TOPIC – INCIDENT COMMAND SYSTEM – SIZE-UP & ACTION PLAN

PURPOSE:

To improve the ability to quickly assess available information on the emergency scene, developing an effective plan of action.

GENERAL:

The process of gathering available information with the intent of making a conscious decision leading to a plan of action is known as size-up. On each emergency scene there are a variety of factors, which must be considered and prioritized to develop an effective plan.

GUIDELINE:

1. Use all available methods for gathering necessary information.
 - a. Visual: What you actually experience, see, hear, feel.
 - b. Reconnaissance: What you learn through communication with others.
 - c. Pre-Plans: Will give you information not immediately obtainable through other available means on the scene.
2. Consider the following emergency scene factors to determine how each factor will effect the operation or how the operation will effect the factor.
 - a. Life Hazard: Determine the number, location and condition of victims.
 - b. Resources: Determine where the necessary resources can be gained, and how long it will take to put them into action.
 - c. Building: Considering the construction, size, and condition of the building will help to identify strategy choices.
 - d. Occupancy: Determine the building use, its current status, and potential hazards associated with its use or status.
 - e. Fire/Incident: Size, location, intensity, and potential for escalation must be evaluated.
 - f. Arrangement: Determine appropriate access to the scene, identify man-made or natural barriers and the proximity of any exposures.
 - g. Special Circumstances: Any condition which may influence the response or the ability to act effectively (weather, time of day, events, etc.).
 - h. Action: What is done on the scene will influence what needs to be done next.
3. Prioritize the most critical factors, and devote all necessary efforts toward correction of the problem.
4. Direct all decisions toward the successful completion of incident priorities:
 - a. Rescue: Always the first priority.
 - b. Control: Incident stabilization.
 - c. Property conservation: Save what is savable.
5. Determine the overall strategy for the incident.
6. Provide for a tactical reserve of uncommitted resources.
7. Establish staging and rehabilitation areas.
8. Communicate basic elements of the plan to others on the scene.
9. Continuously evaluate the effectiveness of the plan.

STANDARD OPERATING GUIDELINE – 4.2.4

TOPIC – INCIDENT COMMAND SYSTEM – STAGING

PURPOSE:

To promote a standard method to place uncommitted resources in a position away from the incident.

GENERAL:

Staging is used to place personnel, apparatus, and other resources in a position of readiness prior to the assignment of specific tasks. The effective use of staging will reduce the problem of congestion at the emergency scene by keeping resources at a distance. Staging resources prior to committing them into the scene will also allow the incident commander to make effective decisions regarding the use of those resources.

GUIDELINE:

LEVEL 1 STAGING

1. Apparatus and its crew placed near but not on the scene, about 1 block away headed into the scene.
2. Level 1 staging ceases to exist whenever the incident escalates to a point requiring level 2 staging.

LEVEL 2 STAGING

1. Used on large scale, complex incidents requiring the accumulation of resources.
2. Staging location must be large enough to accommodate the number of resources being accumulated.
3. The incident Commander must assign a staging officer to manage the staging area.
4. All units reporting to the staging area must report to the staging officer. Passports will be held by the staging officer and the time documented until the unit is issued an assignment.
5. All assignments will come from Command to the staging officer, who will then inform units of where to go, who to report to, route of travel, and possibly the potential task.

STAGE AT CURRENT LOCATION

1. This staging order is usually a result of vague dispatch information where locating the actual incident is difficult, or the incident is spread out over a large area.
2. This staging order is neither Level 1 nor Level 2.

PERSONNEL STAGING

1. Personnel not working an assignment must be staged in an area away from hazards.
2. Personnel staging is an ideal place to establish rehabilitation efforts, including refreshments and medical assessment.

SAFETY STAGING

1. This type of staging is for responder safety and is located at strategic locations around the district.
2. The actual staging points shall be identified by number and are listed in the map books.
3. Multiple staging points can be utilized depending on station direction units are coming from.
4. This staging is neither Level 1 or Level 2.

STANDARD OPERATING GUIDELINE – 4.3.1

TOPIC – RESCUE – MEDICAL INCIDENTS

PURPOSE:

To establish a standard approach to meet the basic requirements associated with all forms of medical emergencies.

GENERAL:

The majority of emergency responses in the District are medical related emergencies. Each of these emergencies may have specific differences, but each must also be approached in a standard manner to ensure that the desired level of care is given.

GUIDELINE:

1. Minimum equipment for all medical emergencies is medical/trauma box, airway management kit, and patient information form(s).
2. Don protective equipment as appropriate for conditions found, minimum equipment is a pair of latex gloves and Structural helmet (for identification).
3. Introduce yourself when making contact with the patient.
4. Perform a primary assessment of the patient, ABCs.
5. Document all information.
6. Gain pertinent medical history.
7. Follow prescribed medical protocol to treat the condition found.
8. Perform secondary assessment of patient.
9. Relay pertinent patient information to incoming medic unit.
10. Restock medical box and airway management kit as soon as the unit returns to the station. While restocking, check to see that equipment is in good order, i.e. usable condition and in the proper place. (Driver of unit responsible for ensuring completion of this item.)

STANDARD OPERATING GUIDELINE – 4.3.2

TOPIC – RESCUE – MOTOR VEHICLE ACCIDENTS

PURPOSE:

To provide a uniform approach to the resolution of issues surrounding motor vehicle accidents.

GENERAL:

Each motor vehicle accident (MVA) has its own unique set of conditions, which require specific attention. However, we also recognize that each MVA response will contain elements that are consistent with other events of the same nature. This guideline will address considerations for the common elements, which will allow for a creative approach for the resolution of those unique concerns.

GUIDELINE:

SCENE CONTROL

1. To establish control of the scene an effective size-up must be performed, beginning with the initial radio report and the establishment of command. Consider the following:
 - a. Access routes into the scene and placement of apparatus.
 - b. Type and number of vehicles involved in the incident.
 - c. The nature of the accident and condition of the vehicle(s) (head-on, T-bone, rollover, etc.), [vehicle over an embankment, tree across the top, vehicle on its side, etc.].
 - d. Number of patients, the nature of their injuries, and the location of the patients. Is there entrapment or entanglement? Is there a need to establish a medical division or group?
 - e. Consider that there is a high potential for motor vehicle accidents to become hazardous material incidents.
2. An effective size-up should allow the IC to decide the type and number of resources that are necessary to control the incident.
 - a. Make sure that the established minimum response is enroute (2-Rescues, 1-Engine).
 - b. Call for additional resources as required. It is reasonable to ask for more apparatus simply to gain more personnel.
 - c. Whenever there are multiple patients consider requesting additional medic units. The concept here is to be sure that there are enough, remembering that it is easier to disregard an incoming unit than to get one started out this way. The general rule to apply is: one (1) medic unit for each critical patient.
 - d. Call for additional fire service resources as necessary (Haz-Mat team, water rescue, rope rescue, mutual aid, etc.).
 - e. Always consider the length of time that it takes for a resource to travel to the scene. Be sure to make your requests as soon as the need is recognized or perceived.
 - f. Request necessary resources that are not part of the normal Fire/EMS response (police, tow truck, utility company, etc.)
3. To gain control of the scene the IC must make provisions addressing safety concerns for our personnel, the victims, and any other persons in the immediate area.
 - a. Assign a safety officer.
 - b. Establish perimeters of the scene by setting cones or through placement of apparatus.
 - c. The establishment of traffic control early on in the incident will provide a safer environment for operations. Follow S.O.G. 4.4.1.
 - d. Provide at least one fire fighter for each patient.
 - e. Consider how to manage any by-standers.
 - f. Make provisions for there to be a charged and attended hose line in place, up-hill and up-wind if possible, to guard against the potential for fire.
 - g. Stabilize the vehicle so that it does not create any additional safety concerns.
 - h. If there are power lines down across the vehicle do not make physical contact with the vehicle under any circumstances. Crews must wait for the appropriate utility company to ensure that the vehicle is not energized.
 - i. If possible disconnect the battery cables in the vehicle(s).
 - j. Consider any other potential hazards in the immediate area of operation.

EXTRICATION & DISENTANGLEMENT

1. Ensure that there are sufficient numbers of hydraulic, and other, rescue tools enroute to the scene, and that there are qualified personnel to operate the equipment.
2. Assign an extrication coordinator, if possible and as necessary.
3. Assess the specific requirements surrounding access and disentanglement associated with the vehicle.
4. Communicate the approach decision to those persons in and around the vehicle.
5. Be creative, but follow recommended procedures regarding the selected tool and its limitations.
6. Always back up any lifting or separating activity with necessary cribbing. Insert blocks under or between surfaces as the action will allow, and as needed by the nature of the activity.
7. Monitor the movement of items being lifted or separated, maintaining an awareness of their affects on the patient.

PATIENT CARE

1. Conduct rapid initial triage as necessary.
2. Determine the need for enacting the trauma system.
3. Stabilize patient(s), concentrating on basic life support and "C" spine management.
4. Monitor patient(s) during heavy extrication efforts.
5. Conduct primary and secondary injury assessments for each patient.
6. Prepare the patient(s) for transport.

NOTE: Relay patient information to incoming medic unit(s) as soon as possible.

7. During large/complex MVAs establish a Transportation Division for direct communication with incoming medic units and the hospital(s). Consider using the first in medic unit as commander of this Division.

INCIDENT TERMINATION

1. Determine that the rescue is completed.
2. Confirm that all patients are accounted for and have received attention.
3. Determine that the area is in a safe condition.
4. Terminate or transfer command as appropriate.

STANDARD OPERATING GUIDELINE – 4.4.1

TOPIC – TRAFFIC CONTROL

PURPOSE:

To establish a standard method for the control of vehicular traffic, as necessary, during our involvement at the scene of an emergency.

GENERAL:

There are two types of emergency conditions, fires and motor vehicle accidents (MVA), that usually require some form of traffic control due to either the emergency itself or placement of our equipment. The primary objective is to ensure a maximum degree of safety for our personnel and the public during the emergency operation. Safe establishment, continuance, and dismantlement of an efficient traffic control system must be a high priority, and be guided by existing conditions.

GUIDELINE:

ESTABLISHMENT

1. We will establish traffic control whenever one or more lanes of traffic are blocked either by the incident or our equipment, or whenever the best safety interests of the public are served by closing a road. Whenever, and as soon as, possible we will endeavor to relinquish this duty to another, more appropriate, agency.
2. A Safety Officer will be assigned as early in the event as the availability of personnel will allow, be sure to make this assignment at all MVA's as well as at fires. Until the physical assignment of a Safety Officer is completed, the Incident Commander shall have that obligation.
3. The Safety Officer will be responsible for the establishment of a traffic control team. The number of persons required to make up a team will be dependent upon scene conditions, usually one to four people.
4. Each team member must have at least the following equipment:
 - a. Turnout pants and reflective vest or equivalent.
 - b. Helmet
 - c. Traffic control sign.
 - d. Radio. If there are not enough radios for team members, they must be within sight of each other to signal their needs or desires. (All traffic control operations shall utilize Blue tactical frequency).
 - e. Flashlight during limited light or nighttime conditions.
5. A team member needs to be placed at each location where traffic might enter the scene area.

6. Establish cone and/or fusee pattern as appropriate.
7. Establish detour routes as necessary. Once detour routes are established, traffic already committed into the scene area will need to be redirected to the detour.

FLOW CONTROL

1. Team members must remain acutely aware of the area around their location, including bicycles, pedestrians, and vehicles entering the road from driveways.
2. Communicate with other team members to coordinate the flow of traffic. Under complex control environments the Safety Officer, or designee, will need to manage the coordination of vehicle movement.
3. Maintain an awareness that you will be required to stop all traffic on command of the Safety Officer, or designee.
4. Stop all traffic whenever emergency vehicles are either entering the scene, or need to move within the scene area.
5. Stop all traffic when medical crews are in the process of loading patients. Traffic flow may resume after the ambulance has left the scene.
6. The Safety Officer needs to confer with police and other agencies to determine further aspects of traffic management requirements.
7. Continue to manage the flow of traffic until formal release procedures are completed.

RELEASE

1. The Safety Officer must coordinate the disassembly of the traffic team through the Incident Commander. The Safety Officer is responsible for the demobilization plan for all apparatus.
2. We must continue traffic control until one of two things have occurred:
 - a. Our units are no longer blocking the road; or
 - b. Another agency has assumed the responsibility for traffic control, and we have formally transferred that duty.
3. Vacating the scene of an accident will often require a greater degree of coordination than at any other time during that event. The following are suggestions to accomplish this feat, choose what seems the most appropriate method for the conditions.
 - a. Use our apparatus to guide the opening of traffic lanes. Place a unit at the front of the line of traffic to allow the team member to embark. Then simply return to quarters.
 - b. Hold team members in position until all apparatus, except the staff vehicle, has left the scene. Then use the staff vehicle to transport team members back to quarters.

STANDARD OPERATING GUIDELINE – 4.4.2

TOPIC – ELECTRICAL EMERGENCIES & RELATED ISSUES

PURPOSE:

To establish a standardized approach to the safe handling of emergencies involving potentially electrically energized materials.

GENERAL:

Many of the emergencies which we respond to are further complicated by the introduction of electricity through the actual or perceived contact of an item with energized equipment. For our survival, it is vital that we understand our limitations and adhere to a set of strict standards.

During responses to storm related emergencies, fires of all types, and motor vehicle and other accidents we have the potential to come into contact with electrical distribution systems with voltage ranges between 110–1,000,000 volts. Some of these systems will be over-head while some are underground, neither is more safe than the other. Our basic approach will be a cautious one.

GUIDELINE:

OVERVIEW:

1. Contact the utility company as early into the incident as possible.
2. Distribution lines are to be presumed energized unless verified otherwise by the utility servicing that line.
 - a. Transmission lines – 115,000 to 1,000,000 volts
 - b. Sub-Transmission lines – 7,500 to 34,000 volts
 - c. Primary distribution lines – 4,800 volts
 - d. Service lines – 480 / 220–110 volts
3. Keep personnel, apparatus and public well away from any energized equipment or items.
4. Do not touch, pick up, step over or drive over any energized equipment or items.
5. As necessary, have utility company shut down power prior to beginning any direct operation.
6. Do not enter underground utility vaults.

SPECIFIC CONDITIONS: Add the following to the above considerations.

LINES DOWN

1. Advise other responding units and crews.
2. Maintain wide clearance from wires. Understand that voltage can arc substantial distances.
3. Establish perimeter with cones and/or warning tape. Distance is the best precaution, the amount of distance is a variable based upon the voltage and actual conditions at the scene, greater distance is better than too little.
4. Establish traffic control on both sides of the downed line whenever it is across a roadway.
5. If lines are across a vehicle instruct occupants to remain inside the vehicle, and to touch nothing until utility can be shut off. Do not attempt any rescue until utility is shut off.
6. If line is across victim:
 - a. Have dispatch request that the utility shut down the grid and notify you when this is accomplished.
 - b. If grid is shut off, use a pair of fiber glass handled pike poles to remove wires from victim.
7. If lines are across a house, set up for full structural operation without touching house until power is shut off.
8. Consider other items, which may have become energized by the downed power line. NOTE: Even though you may not see the point of contact items can be energized.

STORMS:

1. Assume that any downed tree may be energized until proved otherwise. Do not touch or cut any downed tree.
2. Do not place apparatus or personnel in positions under power lines.
3. Understand that a line under tension, due to items leaning on it, may recoil when it breaks, stay well away.
4. Understand that fences may be energized by downed power lines or through some other conducting source. Assume that all fences are energized until proved otherwise.

FIRES:

1. Maintain a high awareness of overhead wires during all phases of structural fire operations.
2. Do not pull the electrical meter under any circumstances.
3. Whenever there is a need to shut down the main breaker, be sure to shut off all sub-breakers first.
4. As necessary and when applicable, use a non-conducting extinguishing agent on energized equipment fires.
5. Do not use any water on transformer fires. Let the transformer burn and address any subsequent fire away from the energized equipment.

STANDARD OPERATING GUIDELINE – 4.5.1

TOPIC – FIRE – STRUCTURE

PURPOSE:

To provide a standard approach to all structure fires promoting smooth transitions from the beginning to the end of each specific incident.

GENERAL:

Each structure fire will have similar elements requiring similar actions to bring the emergency under control. Whenever we view each structure fire in a standard manner, each having a standard approach, we gain the opportunity to become more flexible in our decision making process. The combination of flexibility to deal with the unknown elements and a standard approach to routine considerations will enable us to achieve a successful outcome of the incident.

GUIDELINE:

RESPONSE AND ARRIVAL

1. Staff apparatus based upon standard resource requirements established in SOG 1.2.1, and the capabilities of available personnel. Be sure to staff the first out engine adequately.
2. Respond in compliance with SOG 1.1.1, choosing the most efficient route of travel and considering the response routes of other apparatus.
3. Based upon the sequence of events in relation to your arrival follow the appropriate operating guidelines, establish command and make assignments, or receive an assignment from command.
4. Listen for an adequate response. Request additional resources as soon as you have identified the potential for their need.
5. Commit only essential resources, stage uncommitted resources, and provide for a tactical reserve.

OPERATIONAL CONSIDERATIONS

1. All assignments must be made supporting accomplishment of standard tactical priorities. Tactical priorities must be considered in the established order of importance; with Life Safety being number one, Scene Control as number two, and finally Property Conservation.
2. Develop teams to meet assignment and safety requirements. Teams are made up of two or more persons.
3. Interior fire fighting requires firefighters to be in direct voice or visual contact with their team members at all times.
4. Prior to interior teams making entry into a structure where the fire has developed beyond the incipient stage, there shall be a Rapid Intervention Team (RIT) assigned, who is outside the structure, and ready to perform a rescue. The only permissible deviation of the prior assignment of a RIT is whenever there exists a known life hazard situation where immediate action could prevent a loss of life.
5. Assess ventilation profile of the structure and make team assignment(s) based upon the most effective ventilation method to support the tactical priority in effect at that moment.
6. Gain control of utilities. Shut off gas supply, evaluate necessity of shutting of electricity, etc.
7. Select size, quantity, and placement of hose lines to protect avenues of access and escape, and to control all aspects of the fire.
8. Provide access to structure and necessary rooms.
9. Provide for a primary search assigning at least one team per floor of the structure. Conduct secondary search after scene control is established.
10. Evaluate effects of the fire and by-products of combustion on exposures and other down-wind areas.
11. Initiate salvage operations as soon as personnel and equipment become available.
12. Monitor carbon-monoxide levels prior to permitting removal of SCBA.
13. Conduct overhaul operations checking for and extinguishing extensions of the fire. Be certain that all of the fire is out prior to leaving the scene.
14. Reduce committed resources as circumstances allow.
15. Provide for fire cause investigation. Gain written permission to re-enter the property for this purpose whenever necessary.

SAFETY CONSIDERATIONS

1. Use Passport Accountability System As per 4.1.1 & 4.1.2.
2. Assign a safety officer.
3. Assign a Rapid Intervention Team (RIT) for each significant area of the structure during interior operations. Significant areas of the structure may mean widely separated areas where entry is made on each floor level.

NOTE: RIT personnel may be assigned to other tasks provided that they are able to discontinue those activities immediately upon notification that they are needed to perform a rescue of firefighters who are inside the structure.

4. Establish back up hose lines.
5. Establish a rehabilitation area and process.
6. Recognize and communicate hazards: Collapse, explosion, backdraft potential, electrical, Haz-mat, etc.
7. Continuously monitor structural conditions and the effectiveness of operations.
8. Coordinate interior and exterior hose lines.
9. Operate within the established action plan, no free-lancing.
10. Every person operating on the emergency scene must have the appropriate level of protective gear and training to perform the assigned task.

STANDARD OPERATING GUIDELINE – 4.5.2
TOPIC – FIRE – NATURAL COVER/WILDLAND

PURPOSE:

To provide a standard approach to all natural cover, wildland, fires promoting effective management of the incident.

GENERAL:

Knowledge regarding fire behavior, weather influences, resource capabilities, and command structure will lead us to an understanding of the similarities of each natural cover, wildland, fire incident. This understanding will promote a standard approach to these fires enabling a safe, successful solution for control.

GUIDELINE:

RESPONSE AND ARRIVAL

1. Staff apparatus based upon standard resource requirements established in SOG 1.2.1, and capabilities of personnel. Be sure to staff first out engine adequately.
2. Respond in compliance with SOG 1.1.1, choosing the most efficient route of travel and considering the response routes of other apparatus.
3. Based upon the sequence of events in relation to your arrival follow the appropriate operating guidelines, size up the situation, establish command and make assignments, or receive an assignment from command.
4. Listen for an adequate response. Request additional resources as soon as you have identified the potential for their need.
5. Commit only essential resources, stage uncommitted resources, and provide for a tactical reserve.
6. Be prepared to establish a unified command coordinating the efforts of all operating agencies.

OPERATIONAL CONSIDERATIONS

1. GENERAL

- a. Establish a safe anchor point prior to starting fire attack.
- b. Attack fire on the flanks and pinch off the head of the fire.
- c. Watch for and extinguish spot fires as soon as possible.
- d. Prioritize exposure threats.
- e. Anticipate the need, and call, for additional resources early.
- f. Use class "A" foam for attack, exposure protection, and mop-up operations, when available and as appropriate.
- g. Maintain radio contact with personnel who can see the main body of fire.
- h. Don't take unnecessary risks, adhere to safety practices at all times.

2. MOBILE ATTACK VEHICLE

- a. Off-road mobile attack will only be done using those vehicles designed for that purpose.

NOTE: Not all vehicles capable of "pump-and-roll" operations are suited for off-road fire fighting.

- b. Use appropriate hose line, either 1" forestry, 1 ½", or 1" booster.
- c. Nozzle operator needs to be in contact with the driver at all times during pump-and-roll operations.
- d. Watch for off-road driving hazards, avoid unnecessary risks to nozzle operator and vehicle.
- e. Conserve water, patrol, and be sure to keep any wet control lines wet.

3. HOSE LAYS

- a. Use 1.5" (or 1.75") pre-connected hose lines, or rolled hose for an extended water supply to attack lines.
- b. Use 1" forestry hose for attack lines.

4. CONTROL LINES

- a. Dig lines to a depth of mineral soil.
- b. Keep lines as straight as possible.
- c. Construct hand dug lines on the flanks of a moving fire.
- d. Lines need to be twice as wide as the tallest burning fuel.
- e. Construct lines in light fuels.
- f. Take advantage of natural barriers.
- g. Support burn-out control lines.

5. STRUCTURE PROTECTION

- a. Back in driveway, stay mobile and be prepared to move out quickly.
- b. Move fuels away from structure as applicable.
- c. Deploy established hose line(s).
- d. Use property owner's ladder to ladder roof, as judgment dictates.
- e. Pre-treat structures with foam whenever possible.

6. WATER SUPPLY

- a. Utilize water tenders effectively by placing them in strategic locations, and/or through a water shuttle operation.
- b. Develop any available water sources with portable pumps, and/or establishment of a draft with an engine.
- c. Utilize folding water tank as appropriate.

SAFETY CONSIDERATIONS

1. Assess fuels, and continuously monitor weather conditions and behavior of the fire.
2. Identify escape routes and safe areas.
3. Communicate expectations to crews.
4. Establish an anchor point prior to constructing a control line.
5. Watch for spot fires.
6. Establish a lookout.
7. Maintain an awareness of other operating units in the area.
8. Maintain at least 100 gallons of water in the engine as a safety reserve.
9. Every person operating on the emergency scene must have the appropriate level of protective gear and training to perform the assigned task.
10. Pay attention to "Watch Out Situations" and "FIRE ORDERS".

WATCH OUT SITUATIONS:

1. Fire not scouted and sized-up
2. In country not seen in daylight
3. Safety zones & escape routes not identified
4. Unfamiliar with weather & local factors
5. Uninformed on strategy, tactics & hazards
6. Instructions & assignments unclear
7. No communication link with crew
8. Constructing line without safe anchor
9. Building fireline downhill with fire below
10. Attempting frontal assault on fire
11. Unburned fuel between you & the fire
12. Cannot see main fire, not in contact with anyone who can
13. On a hillside where rolling material can ignite fuel below
14. Weather is getting hotter & drier
15. Wind increases and/or changes direction
16. Getting frequent hot spot fires across line
17. Terrain & fuels make escape to safety zones difficult
18. Taking a nap near the fireline

FIRE ORDERS:

Fight fire aggressively but provide for safety first
Initiate all actions based on current & expected fire behavior
Recognize current weather conditions & gain forecasts
Ensure instructions are given & understood influencing fire behavior

Obtain current information of fire status
Remain in communication with crew, supervisors & others
Determine safety zones & escape routes members/supervisors
Establish lookouts in potentially hazardous situations
Retain control at all times
Stay alert, keep calm, think clearly, act decisively

-

STANDARD OPERATING GUIDELINE – 4.5.3

TOPIC – FIRE – VEHICLE

PURPOSE:

To promote a standard approach to the safe extinguishment of vehicle fires.

GENERAL:

Given the nature of available fuels, the intensity with which they burn, the toxicity of the by-products of combustion, and potential exposures, vehicle fires have a great potential to be more than a small isolated event.

GUIDELINE:

RESPONSE AND ARRIVAL

1. Staff apparatus based upon standard resource requirements established in SOG 1.2.1, and the capabilities of available personnel. Be sure to staff first out engine adequately.
2. Respond in compliance with SOG 1.1.1, choosing the most efficient route of travel and considering the response routes of other apparatus.
3. Based upon the sequence of events in relation to your arrival follow the appropriate operating guidelines, establish command and make assignments, or receive an assignment from command.
4. Consider the nature of possible exposures.
5. Listen for an adequate response. Request additional resources as soon as you have identified the potential for their need.
6. Commit only essential resources, stage uncommitted resources, and provide for a tactical reserve.
7. Be aware of the potential for the presence of hazardous materials.

OPERATIONAL CONSIDERATIONS

1. If the fire is beyond the control capabilities of a portable fire extinguisher, use one or more inch-and-one-half (1 ½"), or larger, hose lines.
2. Wear SCBA on any vehicle fire that is beyond the extinguishment capabilities of a portable fire extinguisher.
3. Coordinate hose lines to contain and control any spilled fuel.
4. Extinguishment may require a combination of hose lines and portable fire extinguishers. (AFFF?)
5. Gain access to all areas of fire involvement and potential fire extension.
6. Apply extinguishment efforts to those areas of the vehicle where there is the greatest loss potential first, then progress to complete extinguishment.
7. Evaluate effects of the fire and by-products of combustion on exposures and other down-wind areas.
8. Initiate salvage operations as soon as personnel and equipment become available.
9. Conduct overhaul operations checking for and extinguishing extensions of the fire. Be certain that all of the fire is out prior to leaving the scene.
10. Reduce committed resources as circumstances allow.
11. Provide for fire cause investigation.

SAFETY CONSIDERATIONS

1. Work in teams within the accountability system.
2. Assign a Safety Officer.
3. Take precautions to know where any liquid fuel is, and what it is doing throughout the incident.
4. Be aware of explosion hazards such as: tires, battery, shock absorbers, air bags etc.
5. Be cautious of cargo and cargo areas. Recognize hazards and communicate findings.
6. Operate within the established action plan, no free-lancing.
7. Every person operating on the emergency scene must have the appropriate level of protective gear and training to perform the assigned task.

STANDARD OPERATING GUIDELINE – 4.6.1

TOPIC: DISASTER-TSUNAMI ALERT

PHASE I Notification

Via 9-1-1 tap-out, NOAA weather radio, phone from Sheriff's Office, Oregon State Police or United States Coast Guard

Verify with County Emergency Services Coordinator

All personnel on standby

Minimum staffing level: Engines, Tenders and Rescues (2 to 4 people), Staff cars (2 people), Dispatch (2 people) Crown Point Station

All equipment placed in service,

PHASE II Alert

SAFETY CONSIDERATIONS

1. All equipment to respond to designated divisions and broadcast messages.
2. All vehicles remain in contact with base station for updates.
3. Dispatcher-working with I. C.

OPERATIONS

1. Notify by phone
 - a. Coos Bay-North Bend Water Board (JoNey Slough tide gate)
 - b. Coos Head Timber Company watchman
 - c. U.S.C.G. Charleston
 - d. Oregon Department of transportation (bridge)
 - e. O.I. Port of Coos Bay (Charleston office)
 - f. South Slough National Estuarine Sanctuary
 - g. Oregon State Parks (Sunset)
 - h. Oceanside RV Park
 - i. Qualman Oyster Farms
 - j. All of Oxford Way
2. Record all conversations, both phone and radio
3. Log all information
4. Vehicles stage at Barview Station (north end)
5. Vehicles stage at Charleston School property (south end)

Note: Remove all vehicles from Charleston Station to this location.

6. Vehicles stage at Crown Point Station (east end)

PHASE III Warning

1. Same as alert-except-different message to be broadcast
2. I.C. will remain at Station #2 in contact with County Officials
3. Evacuee Centers
 - a. Charleston School (south)
 - b. Crown Point Fire Station (east)
 - c. Sunset Junior High (north)
 - d. Coquille Indian Community Center (central)
 - e. Friends or relatives on high ground
4. Monitor radio's for update
5. An assistant will be assigned to the Charleston School and Crown Point to coordinate activities in those areas.

PHASE IV Evacuation

1. All vehicles and personnel carry out functions as assigned by I.C.
2. Primarily the same as warning-except-imminent threat to life.

VEHICLE ASSIGNMENTS

1. 8221 and IC will be assigned to Crown Point Station (Command Post Location)
2. Engine 8232: Covers all of Wygant and: from city limits to/and including Plainview Motel.
3. Tender 8262: Covers Pigeon Point and Stinky Hollow from Wallace Ave. to Charleston Bridge.
4. Rescue 8272: Covers Troller Rd.-Port Annex-all areas along Joe Ney Slough including Crown Point, Mobile Lane Way and Camp Terra-mar-assist other vehicles in north area.
5. Staging and control center, CRFPD Crown Point Station, Staging #2
6. Tender 8261: Covers marina, Coast Guard Housing, O.I.M.B. and Boat Basin area.
7. Engine 8231: Will assist by covering Battle Flats (Roosevelt), downtown Charleston and meeting 8261 as they overlap.
8. 8223: Will cover Kuhre, Kuper, Shoreedge and beaches, down the Cape Arago Hwy to Bastendorff Beach Loop.
9. Rescue 8291: Will cover the loop and South Jetty, South Cape Arago including Lighthouse Way-to-State Parks.
10. Staging will be at Charleston School, control at Crown Point Station until Division Commander assigned at Charleston School arrives. Seven Devils staging
11. Crown Point Station will make available for an evacuee center, a supervisor will be assigned to Crown Point Station, and it is radio equipped and has Emergency Power.
12. All vehicles have warning lights and siren
13. All vehicles have public address systems for emitting messages
14. All vehicles radio equipped with multi-frequencies

Note: 8221 & 8222 will be utilized as needed and are command units during such an event.

STANDARD OPERATING GUIDELINE – 4.6.2

TOPIC: DISASTER-EARTHQUAKE PROCEDURES

PHASE I Notification

Via 9-1-1 tap-out, NOAA weather radio, phone from Sheriff's Office, Oregon State Police or United States Coast Guard

Verify with County Emergency Services Coordinator

All personnel on standby

Minimum staffing level: Engines, Tenders and Rescues (2 to 4 people), Staff cars (2 people), Dispatch (2 people) Crown Point Station

All equipment placed in service,

PHASE II Response

SAFETY CONSIDERATIONS

1. All equipment to respond to designated divisions, survey damages and broadcast messages.
2. All vehicles remain in contact with base station for updates and establishment of priorities
3. Dispatcher-working with I. C.

NOTE: The first time through is "Triage", damage assessment only.

- a. Dispatcher-working with I. C.
 - b. Check all Communication Systems, back-up power supply systems
 - c. Log all information
4. Vehicles staging areas:
 - a. Barview Station (north end)
 - b. Charleston School Property (south end), All vehicles housed at Charleston Station to be moved to this location.
 - c. Crown Point Station (East end) "Command Post Location"

PHASE III Operations

1. I. C. must be cognizant of and prepare for a possible TSUNAMI following an earthquake.
2. I. C. will make assignments based on priorities and resources available:
 - a. Life Hazard
 - b. Environmental Hazard
 - c. Property Hazard
3. I. C. will remain in contact with County Officials, Mutual-Aid agencies, and other resources, and will utilize the County Emergency Operations Plan kept in the Chief's Office.
4. I. C. will determine available Medical Assistance, those pre-designated may or may not be available, access and egress may or may not be available, these agencies include:
 - a. Bay Cities Ambulance (North-Coos Bay, South-Bandon)
 - b. U.S. Coast Guard, Air Station North Bend and Life Boat Station in Charleston
 - c. Bay Area Hospital
5. I.C. will determine available Evacuee Centers, those pre-designated may or may not be available, they include:
 - a. Charleston School (south)
 - b. Crown Point Fire Station (east)
 - c. Sunset Junior High (north)
 - d. Coquille Indian Community Center (central)
 - e. Friends or relatives on high ground
6. Available transportation routes and modes will need to be identified.
7. Monitor radio's for update
8. An assistant will be assigned to the Charleston School and Crown Point Station to coordinate activities in those areas.

PHASE IV Evacuation

1. All vehicles and personnel carry out functions as assigned by I.C.
2. Primarily the same as warning-except-imminent threat to life.

Operational goals:

1. Life Safety-From triage, begin treatment
2. Environmental Concerns
3. Property Concerns
4. Electrical Shut Down
5. Gas Shut Down (There are a number of propane systems in the area they must be checked, most are for single residences) A list of these are not available due to the tremendous amount of time it would consume in updating.
6. Water line Control
7. Fire Control: a check of available pressures from hydrants will be needed and this will be done at the following points:
 - a. Barview Station
 - b. Tarheel Road 100 yards from Cape Arago Highway
 - c. Wallace and Travis
 - d. Libby Lane & Wilshire
 - e. Crown Point Road ¼ mile South of Bridge.
 - f. Libby Lane & Cape Arago Highway
 - g. Roosevelt
 - h. Cape Arago & Coos Head Road
 - i. Charleston School Parking lot
 - j. Guano Rock road and Kingfisher
 - k. Lighthouse Way

VEHICLE ASSIGNMENTS

1. 8221 and IC will be assigned to Crown Point Station (Command Post Location)
2. Engine 8232: Covers all of Wygant and: from city limits to/and including Plainview Motel.
3. Tender 8262: Covers Pigeon Point and Stinky Hollow from Wallace Ave. to Charleston Bridge.
4. Rescue 8272: Covers Troller Rd.-Port Annex-all areas along Joe Ney Slough including Crown Point, Mobile Lane Way and Camp Terra-mar-assist other vehicles in north area.
5. Staging and control center, CRFPD Crown Point Station, Staging #2
6. Tender 8261: Covers marina, Coast Guard Housing, O.I.M.B. and Boat Basin area.
7. Engine 8231: Will assist by covering Battle Flats (Roosevelt), downtown Charleston and meeting 8261 as they overlap.
8. 8223: Will cover Kuhre, Kuper, Shoreedge and beaches, down the Cape Arago Hwy to Bastendorff Beach Loop.
9. Rescue 8291: Will cover the loop and South Jetty, South Cape Arago including Lighthouse Way-to-State Parks.
10. Staging will be at Charleston School, control at Crown Point Station until Division Commander assigned at Charleston School arrives. Seven Devils staging
11. Crown Point Station will make available for an evacuee center, a supervisor will be assigned to Crown Point Station, and it is radio equipped and has Emergency Power.
12. All vehicles have warning lights and siren
13. All vehicles have public address systems for emitting messages
14. All vehicles radio equipped with multi-frequencies
15. Staging will be at Charleston School, control at Crown Point Station until Division Commander assigned at Charleston School arrives. Seven Devils staging
16. Crown Point Station will make available for an evacuee center, a supervisor will be assigned to Crown Point Station, and it is radio equipped and has Emergency Power.

Note: 8221 & 8222 will be utilized as needed and are command units during such an event.

STANDARD OPERATING GUIDELINE – 4.7.1

TOPIC – SAFETY: RESPIRATORY PROTECTION – SCBA

PURPOSE:

To provide a uniform approach to respiratory protection while working where toxic atmospheres or an oxygen deficiency may be present.

GENERAL:

Under emergency response activities, fire service personnel are often called upon to work in areas where the atmosphere may be hazardous to health. To perform effectively in those situations, personnel must be able to utilize equipment designed to provide safety and survivability with confidence. The correct use of Self-Contained Breathing Apparatus (SCBA) is our most reliable defense against atmospheres, which are toxic, or oxygen deficient.

GUIDELINE:

Training:

1. During the basic firefighter recruit academy, all entry-level personnel will be instructed in the following areas regarding SCBA:
 - a. Identification of hazardous atmospheres.
 - b. Identification of limitations of SCBA.
 - c. Identification of all major components of the SCBA.
 - d. Correct procedures for donning and removal of SCBA.
 - e. Correct procedures to assure proper fit and seal of the face piece.
 - f. Correct procedures to determine the readiness of the equipment.
 - g. Correct procedures concerning the use and function of SCBA components including the emergency bypass valve.
 - h. Correct procedures for changing cylinders.
 - i. Correct procedures for inspecting, cleaning and sanitizing SCBA.
2. During routine, subsequent training sessions the items listed above will be reinforced, as appropriate, for all personnel.
3. As appropriate, personnel will be trained in more advanced procedures concerning SCBA as described in NFPA for Firefighter I curriculum.
4. It is expected that with practice, a firefighter will be able to correctly don SCBA within one (1) minute from a specified time.
5. Firefighter personnel shall demonstrate proficiency in the use and limitations of SCBA on an annual basis.

Fit:

1. OR-OSHA has identified that the effectiveness of any respirator, including SCBA, is related to the efficiency of the face-piece-to-face seal. The following factors may contribute to an ineffective face-piece-to-face seal: growth of a beard, sideburns, temple pieces on eye glasses, absence of dentures, other hair or item which may prohibit direct surface to surface contact between the sealing surface of the face-piece and the face.

2. Each firefighter will be tested for facepiece fit through approved fit testing procedures on an annual basis. The Safety officer shall certify each member annually, failure to receive certification will require revocation of entry status until completed.

Use:

1. Interior, structural fire fighting shall require the use of SCBA by all personnel making entry for suppression, rescue, or other related activities.
2. Firefighters are required to wear SCBA during vehicle fire suppression activities.
3. SCBA shall be worn during any activity where the atmosphere may be toxic or whenever there is, or may be, an oxygen deficiency. Examples may include but are not limited to:
 - a. During over haul procedures for a structure or vehicle fire.
 - b. Whenever personnel are required to make an entry below ground level, or into any confined space.
 - c. Whenever it is suspected that a hazardous or toxic material may be present in the area of operation.
4. Self Contained Breathing Apparatus may be removed only after adequate ventilation and monitoring procedures have been conducted. Ventilation and monitoring procedures must be thorough enough to assure that there is no significant hazard to life or health for personnel.
5. Wherever there is any doubt regarding the quality of an atmosphere personnel shall utilize SCBA.
6. Whenever a firefighter has worked continuously while wearing SCBA for a period of time consuming two (2), thirty (30) minute air cylinders, that firefighter shall be reassigned to rehabilitation for a period of no less than ten (10) minutes.

Maintenance:

1. All SCBA shall be inspected, cleaned, and sanitized after each use following established procedures including:
 - a. Inspection of all connections, condition of face piece, head bands, valves, gauges, harness, and tubes.
 - b. Cleaning of all components.
 - c. Sanitation of face piece.
2. Qualified personnel shall only do disassembly and assembly of the face piece.
3. Whenever a faulty component is discovered through the inspection process, that component will be removed from service (red tag attached and completed) until such time that repair or replacement occurs.
4. Qualified personnel shall only do repair of any major component.
5. SCBA shall be more thoroughly inspected on a monthly basis, including:
 - a. A test for air tightness of cylinders and cylinder valves.
 - b. A test of the operation of reducing valves and bypass valves.
 - c. A test of low-air alarm function.
6. SCBA cylinders shall be hydro-tested every three or five years depending on applicable standards

STANDARD OPERATING GUIDELINE – 4.7.2

TOPIC – SAFETY: RESPIRATORY PROTECTION – CARTRIDGE RESP.

PURPOSE:

To provide a uniform approach to respiratory protection while working where dusts, mists, ash, soot, organic vapors, and the like may be present.

GENERAL:

During some operations on the fire scene there is a potential for airborne contaminants to be present even after ventilation and monitoring efforts have permitted removal of Self Contained Breathing Apparatus (SCBA). The most common activities addressed in this guideline are over haul/clean-up operations and fire cause investigation. However, this guideline is not limited to only those two activities, but extends to work areas wherever there is a high potential for exposure to airborne contaminants.

GUIDELINE:

Equipment:

1. A half-mask, dual cartridge, disposable respirator meeting OSHA and NIOSH requirements (TC-23C-1505 & TC-23C-1614) will be the most common piece of equipment issued under this guideline.
2. The District will have available three (3) basic sizes of the half-mask respirators, small, medium and large. A small supply of these respirators will be kept on staff vehicles.
3. The same facial hair restriction exists with these respirators as with SCBA.
4. Other respiratory equipment may be used based upon the existing hazard.

Training:

1. Instruction regarding identification of when half-mask respirator use is appropriate, its limitations, and proper care of the respirator.
2. Instruction in proper procedures for donning a half-mask respirator. Including positive and negative facefit checks.

Use:

1. Half-mask, disposable respirators will be used whenever there is a potential for personnel to be exposed to airborne contaminants of a nature identified by the respirator certification.
2. Whenever personnel leave the work site prior to completion of the work, and have an expectation of returning to the site, they may place the half-mask, disposable respirator in its original package, seal it, and reuse the same respirator upon return to work.
3. Upon conclusion of the need for respiratory protection at the work site the half-mask, disposable respirator shall be discarded.
4. Under circumstances which may exceed the limitations of the half-mask, disposable respirator, personnel shall either be instructed to not enter the site, wear SCBA, or the District will issue a hazard specific respirator.

STANDARD OPERATING GUIDELINE - 4.7.3

TOPIC - SAFETY: RAPID INTERVENTION TEAM (RIT)

PURPOSE:

To identify operational considerations relating to the provision of Rapid Intervention Teams (RIT) whenever personnel are operating in environments which are "Immediately Dangerous to Life and Health" (IDLH).

GENERAL:

Fire service personnel are often required to operate in extremely hazardous conditions requiring safety measures that are equal to the hazards encountered. One simple fact that must be clearly understood, regarding the nature of extremely hazardous operations, is that our personnel may need to be rescued. It is the policy of the District to provide as safe an environment as possible for our personnel, and as such whenever personnel are operating in IDLH environments the incident commander shall designate a Rapid Intervention Team (RIT).

GUIDELINE:

Basic Concept:

1. To have at least one dedicated back-up entry team available whenever personnel are operating in environments considered to be Immediately Dangerous to Life and Health (IDLH). Additional RITs may be necessary due to the complexity and/or size of the building or incident.
2. A structure fire is the most common IDLH where we will be directly responsible to provide a RIT (SOG 4.5.1). There will be other incident types where the incident commander may identify the need for a RIT, or where we may provide support for an intervention team from another agency.
3. The RIT must be in a state of readiness capable of making a rapid entry to an environment providing rescue efforts to personnel who are injured, trapped, or missing.

The Team:

1. The RIT will be made up of no fewer than two (2) firefighters who are capable of operating without direct supervision.
2. The RIT will operate within the incident command structure and will be identified as a separate entity in the Passport Accountability system.
3. Personnel assigned to a RIT shall be equipped with full structural fire protective clothing including self-contained breathing apparatus (SCBA). Each team member must have their SCBA face piece with them at all times and it must be in a condition capable of being donned immediately. For incident types other than structure fires, the protective clothing and equipment will be appropriate for the hazards.
4. The Incident Commander will assign a team leader with a radio for each RIT.
5. The RIT will report directly to I.C. or a designated Division officer.

Responsibilities:

1. The Incident Commander will assign personnel to become the RIT simultaneously with assigning personnel to enter an environment considered IDLH.
2. The Incident Commander will brief the RIT on the chosen strategy of the incident.
3. The RIT will need to perform a size-up related to their duties. The team should be looking for potential problems, avenues of escape, points of entry, building construction type, scene conditions, safety hazards, and ought to gain any other information that may contribute to a successful outcome.
4. Specifically designated RIT equipment will be stored on an engine in an outside compartment. This compartment will be identified with the letters RIT in blue reflective material, each letter is to be six (6) inches tall.
5. The RIT will need to assemble essential equipment at a designated location. This equipment must not be used for any other purpose than to be in a state of readiness for the RIT. The following is a minimum list of the equipment to be assembled:
 - RIT air supply bag containing: Complete SCBA setup including mask, but without the harness.
 - Extra SCBA bottles
 - Charged hoseline
 - Portable radio for the victim
 - Portable hand lanterns
 - Flat head axe and Halligan tool
 - Rope for hoisting or as a guide
 - Blue plastic tarp as the assembly point for tools and equipment

NOTE: The RIT will need to assess the need for specialized equipment to be included in the cache. Consider distributor and piercing nozzles as effective tools in entrapment conditions.

6. The RIT must be primarily reserved for immediate deployment to meet the needs of life threatening situations of other firefighters. However, secondary fire ground activities may be assigned provided that those activities can be aborted without compromising safety. During secondary activities the RIT must maintain status as a unit.
7. Whenever a RIT is activated for its primary purpose of firefighter rescue, the I.C. must assemble another team. That new RIT must then be briefed, perform a size-up, and develop an equipment cache.

Activation of the RIT:

1. Whenever a firefighter, or firefighters, operating in an IDLH, are injured, trapped, unaccounted for, or are in any other life threatening situation the Incident Commander must be notified. Notification shall occur through the use of Emergency Traffic procedures.

Note: An absent member of any crew will be automatically assumed lost or trapped until other wise determined to be safe.

2. Upon such notification the IC shall call for the next greater alarm, up to and including a mutual aid request, and initiate an accountability roll call (SOG 4.1.2).
3. The RIT will be sent to that last working area of the crew or firefighter.
4. When activated the RIT shall operate on a separate radio frequency to be determined by the IC.
5. The RIT will operate using the "AWARE" principle. The AWARE acronym represents critical needs associated with firefighter rescue. The first two letters of the acronym are the most important initial components, A = air and W = water. Provide a redundant Air supply and create a defensible space with Water using hoselines. Meeting these two basic requirements will buy valuable time for extrication. The next two letters stand for A Radio. Getting a radio to the victim will allow you to assess the condition of the firefighter and to know if they were able to self extricate. Finally, E = extrication. Extrication may take only a few minutes or several hours.
6. Call for additional resources early in the rescue process. As soon as you are in the area and can make a reasonable assessment of the conditions get help and any specialty equipment coming. Remember the initial RIT may consist of only two firefighters.
7. Extrication must be performed as rapidly as possible with a primary focus on the safety of those to be rescued and those doing the rescue tasks. Team members must be adequately trained in a variety of rescue and extrication techniques to ensure success.

STANDARD OPERATING GUIDELINE – 4.7.4

TOPIC – SAFETY: EMERGENCY RESPONSE DRIVING

PURPOSE:

To promote the highest degree of safety possible during emergency response driving.

GENERAL:

Emergency response (Code-3) driving presents a higher degree of risk than any other single activity associated with the emergency services provided by the District. While responding, the driver is expected to be acutely aware of the surrounding environment, including other vehicles and pedestrians, to be able to anticipate the actions of others and respond appropriately to road conditions, and to maintain a high level of courtesy. The primary objective is to be able to transport equipment and personnel to the scene of an emergency safely and in a timely manner.

GUIDELINE:

Prior to moving the emergency vehicle:

- The driver will perform a walk around of the vehicle.
- During this procedure the driver will assure that all equipment is secured, that all compartment doors are closed and secured, and that all obstructions are moved out of the way.
- The driver must contact all passengers to insure that they are seated and belted.

Code=3 Driving in General:

- This driving condition is best described as driving with audible and visual warning devices activated while in response to a true emergency.
- A true emergency is a situation where there is a high probability of death or serious injury to an individual or significant property loss, and actions by response personnel may reduce the seriousness of that situation.
- It must be understood that warning devices are not always effective in making other vehicle operators aware of your presence.
- Warning devices only request the right-of-way, they do not insure the right-of-way. The emergency vehicle driver must wait for the other vehicles to yield the right-of-way.
- Maintain surveillance of traffic in all four directions, front, rear, right and left.
- Stay well back of other vehicles so that they may have an opportunity to respond to your warning devices.
- Avoid driving in the opposing lanes of traffic whenever possible.
- Exercise a maximum degree of caution whenever it is necessary to pass or overtake another vehicle.

School Bus:

- Whenever a driver, driving Code-3, comes upon a stopped school bus which is in the process of loading or unloading passengers, displaying its red lights, or if the school bus is in the initial phase displaying flashing yellow lights, the emergency driver shall stop until such time that the school bus driver gives clearance to proceed by turning off the warning system of the school bus.
- The emergency vehicle driver should turn off the audible warning system while stopped under this condition, leaving the warning lights on.

Speed:

- The recommended maximum response speed is not to exceed 10 MPH over the posted speed limit.
- Maximum response speed will be reduced whenever road, traffic or weather conditions dictate.
- During periods of inclement weather, the maximum response speed shall not exceed the posted speed limit.
- The maximum speed when proceeding through an uncontrolled intersection or green light should be no greater than the posted speed limit.

Uncontrolled Intersections :

- Uncontrolled means that there is no stop or yield sign, or traffic signal in the direction of travel for the emergency vehicle.
- The driver should take his/her foot off of the accelerator to assure speeds no greater than the posted speed limit.
- Scan the intersection for potential hazards, looking to the left first then to the right. Be prepared to stop the vehicle.
- Maintain surveillance of traffic in all four directions, front, rear, right and left.
- Change the siren cadence not less than 200' from the intersection whenever possible.
- Avoid using the opposing lane of traffic whenever possible.

Controlled Intersections:

- Any intersection controlled by a stop sign, yield sign, yellow traffic light or a red traffic light requires a complete stop by the emergency vehicle driver.
- Establish eye contact with other vehicle drivers; verify that all other vehicles have stopped prior to proceeding.
- Scan the intersection for hazards, looking to the left first then to the right.
- Proceed one lane at a time; checking for clearance prior to proceeding through the next lane. Be prepared to stop at each lane of traffic.
- Have the passenger who is sitting in the front seat assist you in spotting hazards.
- Do not rely on warning devices to clear traffic.
- Maintain surveillance of traffic in all four directions, front, rear, right and left.
- If you are stopped at a red traffic light and cannot proceed because traffic is exceedingly heavy, and there is not a clear path for travel until the traffic light changes to green, turn off the audible warning device while leaving the warning lights on.
- Avoid using the opposing lane of traffic whenever possible.
- If the traffic control light is green in your direction of travel, follow the guidelines for uncontrolled intersections.

Railroad Intersections:

- Whenever an emergency vehicle driver approaches an unguarded rail crossing he/she shall bring the vehicle to a complete stop.
- While stopped turn off all audible warning systems and other sound producing systems.
- Roll down a window and listen for a train's horn.
- Look both ways before proceeding.

STANDARD OPERATING GUIDELINE - 4.7.5

TOPIC - SAFETY: ON SCENE REHABILITATION

PURPOSE:

To provide a consistent means of evaluating the physical condition of personnel who are working at an emergency incident.

GENERAL:

Emergency response work is exacting and physically challenging. As such, it is an easy matter to understand that personnel will need periodic rests during prolonged incidents. However, it is vital that the Incident Commander and/or the Safety Officer remain in tune to the fact that each person may require special attention regarding rehabilitation.

GUIDELINE:

Establishing a Rehabilitation Area:

1. The rehabilitation area must be out of the way of apparatus and equipment movement, or other operational considerations.
2. The area must be within a safe zone, away from heavy smoke conditions.
3. During nighttime conditions, lighting the site will be necessary to fully accomplish the intent of a rehabilitation area.
4. The site will need to have a reasonable amount of supplies:
 - Bottled water and/or Gatorade (No soft drinks)
 - Food whenever possible
 - Medical assessment equipment
5. As soon as possible a qualified person should be assigned as the rehabilitation officer. This individual needs to be qualified to make medical assessments in the field regarding the physical condition of personnel.
6. Depending on the weather the site should be able to accommodate either warming or cooling for the individual.

Conditions Requiring Rehabilitation:

1. As established in SOG 4.6.1, any person who has worked continuously while wearing SCBA for a period of time consuming two (2), thirty (30) minute air cylinders, must take a ten (10) minute break in a rehabilitation area.
2. Whenever an individual feels weak, is exhausted, feels unsteady, or collapses, at any time and for any reason while on the emergency scene, that person must be referred to the rehabilitation area.
3. Whenever a person is adversely affected by the weather they must be referred to the rehabilitation area.
4. There may be times when the nature of the incident will require that personnel enter rehabilitation due to other stressors.

Rehabilitation Functions and Assessments:

1. Document the pulse rate and blood pressure of each individual who is assigned to the rehabilitation area, upon entry and at least once again prior to departure.
2. As appropriate assess and document temperature.
3. Assess and document any medically related event concerning the individual.
4. Assist in cooling or warming efforts.
5. Monitor the condition and restorative progress of those assigned to the rehabilitation area.
6. The individual should remove heavy equipment such as SCBA while in the rehabilitation area.
7. Provide fluids for the individual as soon as possible.
8. Make arrangements, in conjunction with the desires of the Incident Commander, for food to be delivered to the site.
9. The rehabilitation officer has the authority to request transport for an individual to a medical facility.

STANDARD OPERATING GUIDELINE – 4.7.6

TOPIC – SAFETY: VISIBILITY – ROADWAY OPERATIONS

PURPOSE:

To improve safety during operations that occur in roadways through increased visibility and barrier procedures.

GENERAL:

We are often called upon to work in roadways, either as a result of motor vehicle accidents or due to the placement of apparatus during other operations. It is important to understand that this environment is potentially more hazardous than any other that we might encounter.

A few of the major factors that contribute to the danger are related to diverted attention of the motorist due to the emergency, habitual driving behaviors which rely on a normally unobstructed roadway, visibility of workers in the roadway, open exposure to moving vehicles, and single minded focus of the worker. Our solution will be to address increasing our visibility, creating a barrier, and improving our own personal attentiveness.

OR-OSHA has established a rule requiring that high visibility garments be worn whenever a worker is exposed to hazards caused by "on-highway type moving vehicles".

This rule only applies when the road is open to traffic.

GUIDELINE:

1. Whenever possible create a barrier with apparatus by placing the apparatus between the workers and moving traffic.

Note: Do not compromise the efficient use of apparatus to create a barrier.

2. During the initial phase of emergency operations in a roadway, the reflective striping on turn-out gear will be sufficient to give visibility for those persons who are actively involved with the emergency.

Examples of emergency mode of operation: Vehicle fire extinguishment, MVA extrication, initial establishment of hose lines during any type of fire, etc.

3. Once operations have moved into a more routine mode, or when an assignment is not a part of the initial emergency action, anyone working in the roadway must don a high visibility vest.

Examples of routine mode of operation: Fire is no longer in an emergency phase, hose lines have been established, patient has been extricated and transported, traffic control operations, water supply operations, etc.

4. High visibility vests are not to be worn by firefighters who are engaged in fire suppression activities.
5. It is the responsibility of all personnel on the emergency scene to remind others to wear the appropriate apparel.
6. To improve the general visibility of all persons on scene apparatus operators must remember to turn off the headlights of apparatus and leave overhead warning lights on.
7. To improve the visibility of people working traffic detail during nighttime operations, each member of the traffic team should have a light directed on them so that they and the control sign become more apparent to motorists.
8. Establish traffic cone and fusee patterns as resources will allow.
9. Always look in all directions before entering into traffic lanes, and keep a watch out for other responders on scene.

STANDARD OPERATING GUIDELINE – 4.7.7

TOPIC – SAFETY: PROTECTIVE CLOTHING CLEANING

PURPOSE:

To improve long range safety of personnel by decontaminating personal protective clothing and lengthen the useful life of said protective clothing.

GENERAL:

During emergency operations it is well documented that personal protective clothing is exposed to hazardous compounds during the proper use. This SOG is designed to provide a guideline in the reduction of those compounds in the garment. Each member is responsible for the proper use and care of their assigned protective clothing. Our solution will be to require each member to launder their protective clothing every 6 months and after every exposure.

GUIDELINE:

1. Spot Cleaning. Pre-cleaners can be used to clean light spots and stains on protective clothing. Precleaner should be squirted once or twice onto the soiled areas. The fabric should be rubbed together gently until a light foam appears on the surface and carefully rinsed off with cool water.
 2. Pretreating. Liquid detergent should be applied directly from the bottle onto the soiled areas. The fabric should be rubbed together gently until a light foam appears on the surface. The garments should be placed into the washing machine as specified in Section 3 and the remaining amount of the recommended detergent added. To clean garments that are heavily soiled, a liquid detergent or precleaner solution should be used in the following manner prior to laundering:
 - (a) The garment should be air-dried before applying product.
 - (b) The liquid detergent or precleaner should be squirted directly onto the stain and the surrounding areas (3 to 4 squirts). It should be made certain that the soiled area is soaked with the product.
 - (c) A soft bristle brush (toothbrush or fingernail-type brush dipped in water) should be used to scrub the soiled area gently for about 1 minute.
 - (d) The liquid detergent or precleaner should be reapplied to the soiled areas again (1 or 2 squirts).
 - (e) The garment should be placed into the washing machine as described in Section 3.
 3. Washing Instructions. Protective clothing should be washed separately from other garments. All hooks and eyes should be fastened, and the garment should be turned inside out or placed in a large laundry bag that can be tied shut to avoid damage to the washtub. A stainless steel tub should be utilized if available.
 - a. These instructions are to be used for cleaning any of the following wash loads in the District's industrial front-loading washing machine.
 - (1) Up to five protective coats & five protective trousers with liners removed;
 - (2) Up to five protective coat liners & five protective trouser liners;
 - (3) Up to ten wildland protective shirts & ten wildland protective trousers
 - b. Prior to washing, heavily soiled garments should be pretreated using the procedures outlined in Section 2.
 - c. The Industrial Wash Machine owned by the District will automatically mix the required cleaning agents to properly launder the garments when the correct code is chosen.
 - d. The garments to be washed should be added and the door secured.
 - e. The start button is then depressed.
 - f. The washing machine should fill automatically to the required water level and all cycles will be completed under the direction of the onboard computer.
 - g. The machine is programmed for double rinse. Double rinsing helps remove any residual dirt and ensures detergent removal.
 - h. The garments should be removed from the washing machine and dried by hanging in the protective clothing/ SCBA mask dryer located in the South West corner of the Barview Station Truck Bay.
 4. Laundering and Cleaning Products. Some examples of products that may be permitted to be utilized for cleaning, spot cleaning, and pretreating include:
 - a. Cleaning:
 - 1) Citrus squeeze ®
 - b. Decontaminating:
 - 1) Solutions D ®
 - c. Oxygenated Bleaches:
 - 1) Liquid Clorox 2 ®
 - 2) Liquid Vivid ®
- NOTE: DO NOT USE CHLORINE BLEACH ON FIRE FIGHTER PROTECTIVE CLOTHING**
- d. Spot Cleaning and Pretreating:
 - 1) Citrus squeeze ®
 - 2) Liquid Spray and Wash ®
 - 3) Liquid Tide ®
 - 4) Liquid Shout ®

NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*, 1992 edition.

STANDARD OPERATING GUIDELINE – 5.1.1
TOPIC - SAFETY COMMITTEE

Purpose: In accordance with OR-OSHA and all other applicable laws the Safety Committee is hereby established.

General:

The essential purpose of this organization is to promote safety of our citizens. With this in mind we must first focus on the safety of our personnel.

Safety Review Committee:

Assistant Fire Chief-----Dave Mac Maniman (District Safety Officer)

Emergency Medical Coordinator-----Jerry Huff

Association-----Don Manley (Volunteer Safety Officer)

Members to be chosen from the volunteer firefighter and support services members. Minimum membership to be 5 members including officers.

Schedule:

1. The monthly meetings are scheduled the last Monday of the month, one week before the Association Meeting.
2. Each January the committee is to elect a meeting chair and secretary. These individuals will be responsible for overseeing each meeting and writing the minutes.

Duties:

1. Safety Officer:
 - a. Oversee the functions of the Safety Committee, review the effectiveness of the committee and recommend changes to the committee to improve effectiveness and training.
 - b. Review all incident reports when turned in and investigate these incidents and accidents.
 - c. Assist the Chief with recommendations from the Committee that occur due to these incidents and accidents.
2. Committee Officers:
 - a. Committee Chair; required to chair each meeting.
 - b. Committee Secretary; required to complete and turn in safety committee minutes for authorization, filing and posting
 - c. Committee Members: attend all committee meetings when possible, keep up on all safety guidelines pertinent to the operation of the District, review all incident reports and assist with incident investigations when requested by the Safety Officer. As with all members of the agency be ever vigilant for safety violations and unsafe practices of our members and correct as necessary and in accordance with proper authority.

Minutes:

1. The Safety committee minutes shall be completed within one week of the meeting and reviewed and signed by the Fire Chief before posting.
2. Posting shall be within 10 days of the meeting and up for 30 days from that date.
3. A copy of the minutes shall be kept in a file in the Assistant Chief's Office for quick access as needed.

SAFETY COMMITTEE AGENDA (Sample)

May 4, 2003, Barview Station, 1500 hours

1. Roll Call: Members present....
2. Approval of previous minutes
3. Old Business
 - a. Fire extinguishers at the fire station - checking to see if all station extinguishers are up to date.
 - b. Marker of the back of the vehicles - Safety Committee will send letter to Chief
 - c. Scheduled station inspections - give report
 - d. Turnout inspections - E-mail Assist. chief for training and list of what to inspect on the turnouts.
 - e. Weight room use -Appears that the weight room is currently being used without any formal SOP's or training on use of equipment. Committee feels this is an issue
 - f. Additional Old Business (Old business that came up after posting of the agenda)
4. New Business
 - a. Station safety meeting reports
 - b. Incident reports
 - c. 801 forms
 - d. OSHA consultation -how did it go, District improvements, review Safety
 - e. Committee write-up of inspection during OSHA consultation
 - f. Reschedule safety committee meeting to happen monthly (required) Note: 3 members do not need to be present for the meeting to happen- OSHA requires monthly meetings no matter what OSHA suggested adding new members.
 - g. Welcome new safety Committee members
 - h. Safety committee membership incentives -what can the District do to make this happen.
 - i. Other New Business(New business that came up after posting of the agenda)
5. Good of the order
 - a. General information regarding safety committee
 - b. General Information brought up during the meeting by attendees
6. Next Meeting _____, 200__ at Station # _____ @ 1500 hrs. :

Safety Committee Meeting Minutes For November 21, 2003 (Sample)

1. Roll Call: Members present were Captain Johnson (Safety Officer), Captain Smith, Firefighter Tarragon, Assistant Chief Gulick.
2. Approval of previous minutes:
Motion: Captain Smith, 2nd by to approve the minutes of the last meeting as written.
Discussion: none
Motion carried by a unanimous vote
3. Old business:
 - a. Pressure relief valves on E-92, E-93, E-61
New valves have arrived and have been installed
 - b. Turnouts between engines -is it a problem anymore -is issue resolved? -appears to not be a problem
 - c. Removal of "extra stuff" from stations i.e. paint, chemicals, cans
 - d. Additional Old Business
 - none
4. New Business:
 - a. Station safety meeting reports
 - Incident reports -no incidents to report
 - 801 forms -none submitted
 - b. Fire extinguishers at the fire station-
 - c. Marking of the back of the vehicles - Safety Committee to send letter to Chief
 - d. Review driver SOG from Chief -suggested some changes
 - e. Review OSHA handout from Chief's conference- reviewed, noted areas to check
 - f. Scheduled station inspections
 - Barview Station December 3, 2003 1500 hours
 - Crown Point Station January 6, 2004 1500 hours
 - Charleston Station February 2, 2004 1500 hours
 - g. Turnout inspections - E-mail Assistant Chief list of what to inspect on the turnouts.
 - h. Weight room use - Appears that the weight room is currently being used without any formal SOP's or training on use of equipment. Committee feels this is a safety issue.
 - i. Additional New Business
 - none
5. Good of the order:
 - None
6. Next Meeting:
 - Next meeting set for January 15, 2004 at Barview Station at 0900 hrs.

Safety Inspection of Fire Stations (Date) (SAMPLE)

STATION 1:

- Ensure all seat belts are easily accessible
- Expiration on fire extinguishers
- Fix grinder, provide shield and face mask
- Clean up shop area wrist pads at each terminal lip
- Ensure height and weights are posted in units
- Secure upright storage racks
- Eyewash plumbed to hot or cold water?

STATION 2:

- Keep garbage can from getting placed under fuse panel
- Place feminine can in unisex bathroom
- General clean-up at shop bench
- Wrist pad at computer, and 5 pt rolling chair office
- Protective cover over florescent tubes over tender, and between the engine and truck bay Pick-up and place booster line from engine bay two
- Eyewash area?

STATION 3:

- Label fuel can of contents on back
- Use circuit breaker lock, or, replace breaker if bad in breaker box, remove tape
- Pick up sweep piles
- Check tire on E-31
- Place feminine can in unisex bathroom
- Storage above bathroom?
- Eyewash area?

STANDARD OPERATING GUIDELINE – 5.1.2

TOPIC – SAFETY COMMITTEE - ACCIDENT REVIEW

PURPOSE:

To establish standard methods for the performance of an investigation into the cause and possible prevention of accidents and near misses involving District personnel.

GENERAL:

The District is committed to the promotion of safety in all phases of District operations. The District also understands that recognition of the causes of accidents, and a determination of appropriate remedial measures can reduce future risk to personnel. To assist in the prevention of future accidents District policy, and the Safety Program, authorizes the establishment of an accident review team whenever an accident has occurred.

GUIDELINE:

Accident Review Team:

1. Once an accident has occurred it must be reported to the Safety Committee.
2. The Safety Committee assigns persons to serve on the Accident Review Team.
3. The team make-up should meet the following requirements:
 - a. Consist of at least three (3) persons.
 - b. Have at least one (1) person from the Safety Committee.
 - c. Have at least one (1) person who is very familiar with the limitations of any equipment involved in the accident.
 - d. At least one (1) officer needs to be involved.

Duties of the Team:

1. Gather all facts associated with the accident through the performance of the following tasks:
 - a. Conduct an interview with the person(s) involved with the accident.
 - b. Conduct an on-site inspection to determine factors associated with the accident scene.
 - c. Conduct an interview with any first hand witnesses not directly involved in the accident.
 - d. Photograph all appropriate factors (scene, vehicle damage, injuries to persons, etc.) to gain pictorial documentation.
 - e. Inspect, or cause to be inspected, all equipment involved in the accident to determine what role the equipment played in the cause of the accident.
 - f. Preserve and mark for identification, materials, tools, or equipment that have a direct bearing on the investigation of the accident.
 - g. Write a report stating the facts surrounding the accident, include in the report any written documentation composed by individuals involved in the accident and witnesses.
 - h. The team must review and discuss the results of the fact-finding activity to identify all significant contributing factors of the accident.
 - i. Determine the direct cause of the accident and assign responsibility.
2. Discuss and determine all available options, which will lead to the prevention of a repeat of the same type or similar types of accidents.
3. Discuss and determine what, if any, corrective measures need to be assigned to the responsible party. Corrective measures may include, but are not limited to, retraining, suspension of a specific activity, return to probationary status, etc.
4. Discuss with the responsible party the conclusions of the investigation and all subsequent actions for prevention.

Record Keeping

1. The Safety Committee shall retain all documents associated with the accident. (Length of time may be established by statute)
2. A copy of documents briefly describing the accident and any corrective measures will be retained in the personnel file of the responsible party. Generally these documents will be kept for at least six (6) months; records associated with motor vehicle accidents will be retained for no less than five (5) years.

STANDARD OPERATING GUIDELINE – 5.1.3

TOPIC – SAFETY COMMITTEE - HAZARD REPORTING

PURPOSE:

To establish a standard method for the reporting, and tracking the status, of hazards, unsafe conditions, or unsafe practices in the work place.

GENERAL:

The District is committed to the promotion of safety in all phases of District operations. This commitment includes the identification of a problem and the ability to follow up on any issue that was raised. To assist in promoting efficient reporting and tracking the District will use a form designed to report, acknowledge, and provide tracking of the status of a hazard, unsafe condition or unsafe practice. It is important to remember that this system is designed only for situations, which need attention, but do not present an immediate danger to yourself or others.

GUIDELINE:

1. Copies of the form titled Report of Hazard, Unsafe Condition or Practice will be available at each fire station operated by the District.
2. The use of the form is not limited to only reporting conditions, practices, or hazards found at our fire stations or on our equipment. It may also apply to issues encountered during a response to an emergency.
3. To initiate a report, complete the entire portion titled ISSUE OF REPORT.

NOTE: Any report that is unsigned will be considered invalid and will be thrown away.

4. Once the reporting portion of the form is complete, do one of two things:
 - Place it on the maintenance clip board, or
 - Give it to your station officer.
5. Based upon the nature of the issue being reported the form must be routed to the most appropriate party.
 - Issues related to facilities, equipment, or apparatus need to be routed to maintenance staff.
 - Issues related to practices need to be routed to the Fire Chief, or designee.
6. Upon receipt of the form the appropriate party must, at a minimum, check the appropriate status box and write an explanation in the REPORT ACKNOWLEDGEMENT & ACTION portion of the form within one week of receipt of the report.
7. A copy of the completed form must be routed back to the original complainant for acknowledgment.
8. The original form must be routed to the safety committee for monitoring of the issue to ensure that the hazard is being addressed, and documented.
9. Once the hazard has been abated the original form may be destroyed after three (3) years.

STANDARD OPERATING GUIDELINE – 5.1.4

TOPIC – SAFETY COMMITTEE - EMERGENCY ACTION PLAN

PURPOSE:

In the event of an emergency in this facility the following procedures are to be followed for proper evacuation and notification of required agencies. The first section relates to evacuation of each facility broken down by facility.

GUIDELINE:

Facility:

1. Barview Station.

Follow the evacuation routes described on the building maps located near the exit doors in each room or immediately proceed to the nearest available exit. Upon exiting the building report immediately to the Northeast corner of the parking lot away from the power lines and building for check in. Report in to the highest-ranking officer on scene. This individual will then instruct a member of the crew to report to the nearest available phone and dial 9-1-1 if appropriate. If not an emergency that requires 9-1-1 service and a Chief Officer is not on scene one of us will be paged either by phone or by contacting the dispatch center and requesting Chief Officers and duty Officer report to Barview Station immediately. After notification has been completed follow Standard Operating Guidelines concerning the situation presented.

2. Charleston Station.

Follow the evacuation routes described on the building maps located near the exit doors in each room or immediately proceed to the nearest available exit. Upon exiting the building report immediately to the Northwest corner of the intersection of Metcalf Lane and Charleston Road away from the power lines and building for check in. Report in to the highest-ranking officer on scene. This individual will then instruct a member of the crew to report to the nearest available phone and dial 9-1-1 if appropriate. If not an emergency that requires 9-1-1 service and a Chief Officer is not on scene one of us will be paged either by phone or by contacting the dispatch center and requesting Chief Officers and duty Officer report to Charleston Station immediately. After notification has been completed follow Standard Operating Guidelines concerning the situation presented.

3. Crown Point Station.

Follow the evacuation routes described on the building maps located near the exit doors in each room or immediately proceed to the nearest available exit. Upon exiting the building report immediately to the Southeast corner of the lawn East of the Station away from the power lines and building for check-in. Report in to the highest-ranking officer on scene. This individual will then instruct a member of the crew to report to the nearest available phone and dial 9-1-1 if appropriate. If not an emergency that requires 9-1-1 service and a Chief Officer is not on scene one of us will be paged either by phone or by contacting the dispatch center and requesting Chief Officers and duty Officer report to Crown Point Station immediately. After notification has been completed follow Standard Operating Guidelines concerning the situation presented.

Emergency Number:

From: Barview Station phones: 9-9-1-1.

From: Charleston and Crown Point station phones: 9-1-1

EMERGENCY CONTACT NUMBERS:

- | | |
|--------------------------------------|---|
| 1. Chief Sneddon: | 290-0811 Cell Phone, 297-8245 Personal Cell Phone |
| 2. Assistant Chief Mac Maniman: | 290-0054 Cell Phone |
| 3. Captain Shield: | 290-7886 Cell Phone |
| 4. Station 1: | 888-3268 |
| 5. Station 2: | 888-4346 |
| 6. Station 3: | 888-9751 |
| 7. Coos County Dispatch (Sheriff): | 396-2106 |
| 8. Coos Bay Police | 269-8911 |
| 9. Bay Cities Ambulance: | 269-1155 |
| 10. Water Board: | 267-3128 |
| 11. Charleston Sanitary Dist.: | 888-3911 |
| 12. DEQ: | 269-2721 |
| 13. Pacific Power: | 267-1835 |
| 14. Verizon: | 1-800-483-2000 |
| 15. Coast Guard: | |
| a. Station Coos Bay | 888-3266 (designated as an emergency line), |
| b. Business line: | 888-3267 |
| c. Group North Bend: | 756-4141 |
| 16. Oregon Poison Control: | 1-800-452-7165 |
| 17. Oregon Emergency Response(OERS): | 1-800-452-0311 |

STANDARD OPERATING PROCEDURE 5.1.5

TOPIC: SAFETY COMMITTEE - HAZARD COMMUNICATIONS PROGRAM

PURPOSE:

The purpose of this SOP is to comply with the OR-OSHA Code, OAR, Chapter 437, Division 155, Hazard Communications".

GENERAL:

This Guideline applies only to products stored or used on Fire District property. All divisions of the Fire District are included within this program and will be available in all stations for employee review.

GUIDELINE:

CONTAINER LABELING

Individual(s) ordering merchandise requiring labeling will verify that all containers received for usage will:

1. Be clearly and properly labeled as to hazardous chemical content.
2. Labels will list applicable hazards and necessary work practice warnings and/or guidelines.
3. Labels will list the name and address of the manufacturer. Secondary containers, not for immediate use, will also be properly labeled.

It is the policy of this Fire District that no container will be released for use until the above data is verified.

MATERIAL SAFETY DATA SHEETS (MSDS)

Copies of the MSDS for hazardous chemicals used in all locations of this Fire District will be maintained in all stations and in an MSDS master file in the main office and will be available for personnel review at any time.

MSDS will be updated when new products are used or old products discontinued. All original MSDS must be forwarded to the main office marked: ATTENTION - SAFETY COMMITTEE.

EMPLOYEE TRAINING

During the probationary period and at least once a year, all personnel will be given the following information and training that will be provided by the Training Division.

1. The location and use of the MSDS books
2. Hazardous chemicals in the work area
3. Work practices and personal protective equipment to prevent adverse exposures to these chemicals
4. Warning properties and types of exposure; i.e., odor, welding, smoke, skin contact, ventilation
5. Emergency procedures to follow if adverse exposure occurs
6. Emergency procedures for spills or non-routine tasks such as confined space entry
7. The difference between the Hazard Communication Guideline and any SOG written to handle emergency hazardous materials incidents.

After receiving this training, personnel will sign a form documenting that he/she has received Hazardous Communications Training and is aware of where to check for additional information (MSDS). The

Training Division will maintain all records of personnel receiving Hazard Communications Training.

HAZARDOUS CHEMICALS LIST

A list of all known hazardous chemicals stored by the Fire District will be kept in the MSDS binders located in each station.

Additional information may be obtained by review of the MSDS available in all stations. Questions regarding this information should be directed to the station officer(s) for follow-up.

HAZARDOUS NON-ROUTINE TASKS

Periodically, personnel may be required to perform non-routine tasks such as entry into enclosed tanks or vessels to perform inspections, maintenance or rescue work. Confined space work may present increased risk or job hazards. When this type of work is to be performed, employees will receive additional instruction from the station officer(s).

This information will include, as a minimum:

1. Specific chemical hazards (cleaners, paints, solvents, oxygen deficient atmosphere, etc.)
2. Safe work methods (tank entry procedures, personal protective equipment, etc.)
3. Measures the Fire District has taken to lessen the hazards including ventilation, respiration, emergency back up, and support functions.

INFORMING CONTRACTORS

Any contractor's employees the Fire District hires need to be informed of hazardous chemical information.

This information will include:

1. Hazardous chemicals in the work area
2. Appropriate safe work practices
3. Location of MSDS for the chemical in the work area
4. Procedures to be followed if the contract workers are inadvertently exposed.

The Fire Chief will be responsible for ensuring the contractor is provided this information before contract employees begin work in the area.

STANDARD OPERATING PROCEDURE 5.1.6
TOPIC: SAFETY COMMITTEE - ACCIDENT INVESTIGATION REPORT

Number ____--____ Date _____
YR #

SECTION I. BACKGROUND

WHO: Victim: _____

Date of Accident: Date ____/____/____ Time of day _____

Date Accident Reported _____

Who reported _____

Location of Accident:

Department _____ Equipment _____ Location _____

Witnesses (1) _____ Address _____ Phone (H) _____ (W) _____ Job Title _____ Length of Service _____

Witnesses (2) _____ Address _____ Phone (H) _____ (W) _____ Job Title _____ Length of Service _____

Witnesses (3) _____ Address _____ Phone (H) _____ (W) _____ Job Title _____ Length of Service _____

SECTION II. DESCRIPTION OF ACCIDENT

(Describe sequence of events. Attach separate page if necessary)

SECTION III. FINDINGS AND JUSTIFICATION (Attach separate page if necessary)

Surface Cause(s) (Unsafe conditions and/or behaviors at any level of the organization)

1.

2.

Root Cause(s) (Inadequate Policies, Plans, Programs, Processes, Procedures)

1A.

1B.

2A.

2B.

SECTION IV. RECOMMENDATIONS, RATIONALE, AND RESULTS

(Attach separate page if necessary)

Corrective actions. (To eliminate or reduce the hazardous conditions/unsafe behaviors that directly caused the accident)

Rationale. (Describe the reason for the change.)

Results. (Describe the intended results and positive impact of the change.)

System improvements. (To revise and improve the programs, plans, policies, processes, and procedures that indirectly caused/allowed the hazardous conditions/unsafe behaviors.)

Rationale. (Describe the reason for the change.)

Results. (Describe the intended results and positive impact of the change.)

SECTION V: SUMMARY (Estimate costs of accident. Required investment and future benefits of corrective actions)

SECTION VI: FOLLOW-UP ACTIONS/COMMENTS:

Corrective Actions Taken:

System improvements accomplished:

Prepared by _____

Reviewed by _____ Title _____ Date ____/____/____

Reviewed by _____ Title _____ Date ____/____/____

SECTION VII: ATTACHMENTS: (Photos, sketches, interview notes, etc.)



STANDARD OPERATING PROCEDURE 5.1.7

TOPIC: SAFETY COMMITTEE - REPORT OF HAZARD, UNSAFE CONDITION OR PRACTICE

CHARLESTON FIRE DISTRICT

ISSUE OF REPORT

Area (Specify work location)

Describe Hazard, Unsafe Condition or Practice. Recommended Corrective Action.

Name: Date: Time:

REPORT ACKNOWLEDGEMENT & ACTION

CHECK ONE BOX AND COMPLETE

- The following corrective action was taken.
- The issue reported is scheduled to be addressed in the following manner.
- The issue was found to not be a hazard based upon the following decision.

-
-
-
-
-
-
-
-
-
-

Name: Title: Date: Time:

Signature: Date of Abatement:

INSTRUCTIONS

Issue of Report

1. Area (Specify work location): May refer to an actual area or site, or it may be a piece of equipment or apparatus.
2. Describe Hazard, Unsafe Condition or Practice:

STANDARD OPERATING GUIDELINE – 5.2.1

TOPIC – RESPONSE REPORT DISCLOSURE - GUIDE TO HIPAA POLICY

PURPOSE:

To promote understanding of our responsibility regarding Oregon public records disclosure requirements.

GENERAL:

As stated in Board policy, the District maintains a distinct commitment to Oregon public records disclosure requirements. The District will make available for inspection all public records not exempt from disclosure to any person, organization, or agency making such requests. All alarm response reports are generally considered public records. However, there may be some elements of each report, which may be exempt from disclosure. The District will exercise sufficient care to assure that information that would be regarded as an unreasonable invasion of privacy will not be disclosed. The District shall exercise sufficient care to meet the standards set by Federal HIPAA laws governing medical information.

GUIDELINE:

1. Only authorized personnel should release information to the public. Only the designated Information Officer is authorized to release information while the District is still actively involved at the emergency scene.
2. Release of information or reports, to the public, of any incident must be determined on a case-by-case basis after review of the facts and circumstances of the incident.

However, only when there is no overriding public interest in disclosure may the District lawfully withhold information.
3. Information that would be public knowledge to a bystander at a District station, at the scene, or would otherwise be available through public access is generally regarded as being subject to disclosure. Such information may include the following:
 - a. The fact that a call for service was received.
 - b. Time of the call.
 - c. Time of arrival on the scene.
 - d. Weather conditions.
 - e. Location of the response.
 - f. General nature of the incident (MVA, medical, fire, etc.).
 - g. Description of responding apparatus.
 - h. Names, and number of District personnel who responded.
 - i. General activities of District personnel (extricated victims, extinguished fire, treated victims, etc.).
 - j. Manner in which the call was received.
 - k. If a victim was transported to a hospital facility.
 - l. The name of the hospital facility.
 - m. Time that the incident was concluded.
4. The effects of the release of an individual's name, address, or other information of a personal nature contained in a public body's records must be carefully considered prior to disclosure. If disclosure of personal information would constitute an unreasonable invasion of privacy or would otherwise place that person in jeopardy then it may be exempt.
5. The name of a victim should not be released to the public until such time as the victim's family is notified.
6. Personal information contained in medical records is expressly exempt from disclosure to the public. The condition of the victim and specific medical information should not be released to the public.
7. The age and birth date of an individual should not be released to the public.
8. The individual or their agent has the right to all information concerning that individual.
9. Prior to the release of any personal information the District must receive assurances that the person making the request has the appropriate authorization. (See District policy concerning HIPAA regulations)
10. Prior to the public release of emergency response records the District must evaluate the record line-by-line to segregate information which would be considered exempt from disclosure. Those portions of a document deemed exempt should be blacked out or otherwise deleted from the document prior to release. When in doubt consult competent legal counsel.
11. An individual may request that the District not disclose their home address or personal telephone number for safety reasons by following the procedures and meeting the requirements outlined in OAR 137-04-100.
12. Prior to releasing any information contained in personnel evaluations be sure to consult competent legal counsel.
13. All communications between attorney and client are privileged and must not be released to the public. Be sure to consult competent legal counsel whenever the request is for records of a personal and potentially privileged nature.
14. The District is required to provide to the public reasonable opportunities to inspect non-exempt records. This is usually accomplished by being available to receive records requests during established office hours. District personnel are not required to stop projects in progress to satisfy the records request.
15. Care must be exercised to assure that original records of the District are not altered or lost during inspection by the public. A representative of the District must be present while an individual is inspecting an original record.

STANDARD OPERATING GUIDELINE – 5.2.2

TOPIC – MANDATORY REPORTING - REPORTING CHILD ABUSE

PURPOSE:

To provide a uniform procedure for meeting our mandatory obligation to report child abuse including negligent treatment.

GENERAL:

As fire service personnel, we are occasionally in a position to observe events, conditions, and circumstances, which may indicate an unhealthy, dangerous, or life-threatening environment for a child. These situations may take the form of direct child abuse, or may be indicators of neglect or maltreatment. Our duty is to report any suspected abuse to either a law enforcement agency or directly to the Services to Children and Families* division of state government. *Coos County 541-888-2667

GUIDELINE:

1. ORS 419.005 (2)(q) identifies firefighters and emergency technicians as part of the group of public officials who are mandated to report any suspected child abuse.
2. Do not assume that another has made the report, each of us has the responsibility to report child abuse.
3. Be sure to coordinate all reports of child abuse with the incident commander, or a chief officer. It is not appropriate for each person who was on scene to make a phone call regarding the same incident. It is important to be sure that all persons who were present are included in the report.
4. Inform the Fire Chief that you have made a report of child abuse.
5. The report should include the following:
 - a. Name and address of the child
 - b. Name and address of the parent(s), or guardian.
 - c. Nature and extent of the abuse, including evidence of previous abuse and any explanation given for the injury.
 - d. Any other information believed to be helpful in establishing the cause of the abuse and the identity of the perpetrator.
6. You are not required to, and in fact should not, investigate or try to prove any allegation based upon your observations. However, you should make all normal inquiries about the cause of any injury. Be alert for any discrepancies between statements made by the child and statements made by an adult regarding an injury.
7. Under the law any person making a report in good faith shall have immunity from any liability, civil or criminal, and their name will be kept confidential. The person making the report has the ability to request follow-up information regarding their report. Because of issues surrounding confidentiality of information about families, you might not be told details and only that your observations were founded or unfounded.

STANDARD OPERATING GUIDELINE – 5.3.1

TOPIC – APPARATUS DRIVER/OPERATOR – GENERAL

PURPOSE:

To establish standard basic requirements for personnel who wish to drive and operate apparatus under the responsibility and authority of this organization.

GENERAL:

The essential purpose of this organization is to preserve life and property. This duty to protect is extended, under all conditions, to the driving and operating of apparatus. Our challenge in this regard is to establish a system leading toward the development of competent personnel, capable of driving and operating apparatus safely and efficiently.

GUIDELINE:

Application:

1. The individual must be at least 18 years of age, and;
2. Possess a valid Oregon drivers license, and;
3. Student Firefighters
 - a. 30 days active duty required before driving staff vehicles
 - b. 90days active duty required before beginning driving program
 - c. Prior experience applicable, reducing required active duty time to 30 days.
4. Volunteer Firefighters
 - a. 30 days active duty required before driving staff vehicles
 - b. 180 days active duty required before beginning driving program
 - c. Prior experience applicable, reducing required active duty time to 30 days.
5. Successfully complete an emergency driver training course as stipulated under the conditions of Fire Fighter probation completion, and;
6. Make formal application to become a driver for the District.
7. Submit a signed Employee Driving Record Information form.

Training:

1. The individual must participate in the driver-training program best suited to her/his experience level.
2. The individual must receive acknowledgment from the assigned advisor/instructor that he/she is ready for certification.

Authorization/Certification:

1. District authorization will be apparatus specific.
2. Applicant must have spent sufficient time as a driver/trainee to successfully pass a proficiency test.
3. Apply for state certification as an accredited Apparatus Driver/Operator at the appropriate level.
4. Authorization to drive and/or operate District apparatus may be revoked, or the individual may be demoted to a probationary driver/operator status based upon actual performance.

Steps to Becoming an Apparatus Driver/Operator

OPERATIONS:

All applicants shall:

Step 1. Be at least 18 years of age to begin training as a driver

Step 2. Possess a valid Oregon Driver License.

Step 3. Successfully complete the basic emergency driver training class as provided by the District. If an individual comes to us from another fire department this requirement may be waived based upon their ability to document prior completion of an equivalent course.

Step 4. Make formal application to become a driver.

Application review:

- a. Driving record will determine the nature of any additional conditions or restrictions to driving District apparatus, or denial of the application.
- b. Level of participation in the department will influence recommendations made during review process.
- c. Application must be signed by the Fire Chief for the trainee to progress further in the driving program.

Step 5. Be assigned a driving instructor/advisor and begin formal driver training as stipulated in SOG 5.3.2. All drivers will begin with, and become certified as a driver on rescue apparatus. Note: Driver trainees will not be allowed to drive solo prior to successful completion of the State Driver Task Book.

Step 6. Drive in a training mode with the assigned advisor, or designee, present at all times. Complete the District Task Book for the assigned apparatus.

Step 7. Give the completed District Task Book to the Training Chief and inform the Training Chief when the trainee is ready to proceed with the evaluation phase of the process using the State Driver Task Book.

Step 8. Once successful completion of the State Driver Task Book has been accomplished, the trainee will be eligible to receive an endorsement to drive solo under non-emergency conditions.

NOTE:

- The endorsement will be in writing and will be specific to a piece of apparatus.
- Apparatus of the same manufacture and specification will be included in the endorsement, i.e. Engines of same design, or Tenders of same design etc.
- All engine drivers must have successfully completed basic training related to pump operation.
- Successful completion of the State Driver Task Book may, at the discretion of the station officer and in conjunction with the Fire Chief, permit the trainee to drive under "Code 3" conditions, provided that there is an officer/instructor riding in the front seat.

Step 9. Endorsement for solo "Code 3" driving will be at the discretion of the station officer and in conjunction with the Fire Chief.

STANDARD OPERATING GUIDELINE – 5.3.2

TOPIC – APPARATUS DRIVER/OPERATOR – TRAINING

PURPOSE:

To establish a standard training process which will develop efficient, safety conscious apparatus drivers and operators for the District.

GENERAL:

Training for drivers and apparatus operators will be based upon two elements, basic principles of theory and skill development. Each person who is to be trained will be monitored and assessed continuously through the program. It is recognized that people will enter into our system with differing levels of experience and capabilities. Training will be adjusted to accommodate the specific needs and capabilities of the individual without compromising our duty to ensure safe, courteous drivers, and efficient apparatus operators.

GUIDELINE:

Driving:

1. Senior fire fighter/drivers and station officers may be utilized as driving instructors.

2. Driver trainees will be assigned an advisor who will be their primary instructor.

NOTE: It is recognized that at times the availability of the assigned instructor may not meet the needs of the trainee. A temporary, alternate instructor may be used under this condition. The assigned advisor/instructor must be kept informed of any changes of the status of the trainee.

3. Progress of the trainee will be monitored using a Task Book containing the essential components of the driver-training program. A separate Task Book will be used for each basic type of apparatus.

NOTE: Driver trainees will start with driving smaller apparatus such as a staff vehicle.

NOTE: At the discretion of the driver instructor, a driver in training may be allowed to drive while responding to a "Code 1" alarm. Depending upon the capabilities and experience of the trainee the instructor may elect to trade places with the trainee during an alarm response. Prior to successful completion of the state driver task performance evaluation a trainee shall not drive either solo or under "Code 3" conditions.

4. Apparatus familiarization training elements:

- a. Location and function of all gauges related to driving the specific apparatus.
- b. Location and function of all controllers and signals (lights, heater, siren, etc.).
- c. Location and basic function of all pedals, levers and latches.
- d. Use of the radio including headset as available.
- e. Adjustment devices for the seat and steering wheel as available.
- f. Location of all equipment carried on the apparatus.

5. Apparatus driving training elements:

- a. Pre-trip inspection.
- b. Smooth throttle engagement.
- c. Application and limitations of braking systems.
- d. Appropriate use of transmission and shifting systems.
- e. Maneuvering the apparatus under a variety of conditions.

6. Apparatus operation training elements:
 - a. Identification and use of specialized features of the apparatus (generator, lighting, etc.).
 - b. Basic principles of fire service hydraulics.
 - c. Nature and limitations of the pump for specific apparatus.
 - d. Operation of all components of the pump.
 - e. Operating the pump under a variety of conditions.
7. The driver trainee will be authorized for solo, non-emergency driving once the trainee has successfully completed the state driver task performance evaluation.

NOTE: Once a trainee has been authorized for solo non-emergency driving, they may drive "Code 3" provided that there is an officer/instructor in the front seat making such an order.

8. The final step in the driver-training program is to gain certification to drive under emergency conditions, "Code 3". Endorsement for solo "Code 3" driving will be at the discretion of the station officer and in conjunction with the Fire Chief.
9. Experienced drivers modified training program:
 - a. Driver from another fire department:
 - 1) Review training record to determine adequacy
 - 2) Apparatus familiarization in the same manner as inexperienced drivers.
 - 3) Demonstrate pump operation competency.
 - 4) Driver skill evaluation using the same course as a certification task performance test.
 - 5) Any skill or knowledge areas that are found to be below our expectation will require additional training by our instructors prior to authorization to drive under emergency conditions.
 - b. Professional driver with a current commercial driver license:
 - 1) Attend emergency driver class.
 - 2) Apparatus familiarization in the same manner as inexperienced drivers.
 - 3) Attend sessions related to pump operation.
 - 4) Driver skill evaluation using the same course as a certification task performance test.
 - 5) Any skill or knowledge areas that are found to be below our expectation will require additional training by our instructors prior to authorization to drive under emergency conditions.

STANDARD OPERATING GUIDELINE – 5.3.3

TOPIC – APPARATUS DRIVER/OPERATOR – CERTIFICATION

PURPOSE:

To establish a standard process that will certify that an individual has met all requirements to be considered an efficient, safety conscious apparatus driver and operator for the District.

GENERAL:

We have a duty to the public and to ourselves that requires us to ensure that only qualified and safety conscious personnel drive and operate equipment owned by the District. To accomplish this end we require that persons are trained and that they obtain formal authorization to function at the level of Driver/Operator prior to driving in an emergency mode, "Code 3".

GUIDELINE:

1. The individual must have completed all conditions of the driver-training program for the specific apparatus.
2. District authorization will be apparatus specific.
3. The individual must successfully pass a proficiency test including the following:
 - a. Maneuvering of the apparatus. This element will be in the form of the state certification task performance evaluation.
 - b. High-level safety consciousness throughout operation of the apparatus.
 - c. Location of all equipment on the specific apparatus.
 - d. Efficient operation of all aspects of the specific apparatus. This element will be in the form of the state certification task performance evaluation as appropriate for the apparatus.
 - e. Knowledge of the district.
4. Apply for state certification as an Apparatus Driver/Operator at the appropriate level.
5. An individual who possesses state certification as a Driver will also need to continue training and gain certification to become an Apparatus Operator for specific types of apparatus, pumpers, wildland engines, water tenders, etc.

NOTE: All drivers of District apparatus must participate in annual continuing education sessions related to driver safety. All drivers will successfully pass section "3" of this guideline on an annual basis.

STANDARD OPERATING GUIDELINE – 5.3.4

TOPIC – APPARATUS DRIVER/OPERATOR – DRIVING VIOLATIONS

PURPOSE:

To establish consistent procedures to address the consequences of traffic violation convictions.

GENERAL:

We have a duty to the public and to ourselves that requires us to ensure that only qualified and safety conscious personnel drive and operate equipment owned by the District. To accomplish this end we require that persons who drive District owned vehicles maintain an excellent driving record.

A driver for the District who is unable to maintain an excellent driving record will have driving privilege restricted, suspended, or revoked based upon the nature and frequency of violation convictions and chargeable accidents.

An individual who has a suspended or revoked driver's license is not permitted to drive District owned vehicles under any circumstances.

GUIDELINE:

Violation Definitions:

Class A Violation:

- Driving while intoxicated.
- Driving under the influence of drugs.
- Negligent homicide arising out of the use of a motor vehicle (gross negligence).
- Operating a motor vehicle during a period of suspension or revocation.
- Using a motor vehicle for the commission of a felony.
- Aggravated assault with a motor vehicle.
- Operating a motor vehicle without the owner's authority.
- Permitting an unlicensed person to drive.
- Reckless driving.
- Hit and run driving.

Class B Violation:

- All moving violations not listed as Class A violations.

Consequences of Violation Convictions:

Class A Violation:

- An individual who has received a driving license suspension as a result of a conviction of a Class A violation within the preceding three (3) years shall not be permitted to drive District owned vehicles for a minimum of eighteen (18) months after that conviction.
- The individual shall not be permitted to drive Code-3 for a period of three (3) years after the date of the conviction.
- The individual will be required to attend and successfully complete an approved driver improvement program, and be recertified to operate emergency vehicles.

Class B Violations:

Drivers Age 21 – 65 years:

- Any individual who has a combination of two (2) Class B violation convictions and/or chargeable accidents in a three (3) year period will be issued a warning letter from the Fire Chief, or designee.
- Any individual who has a combination of three (3) moving violation convictions and/or chargeable accidents in a three (3) year period will be issued a suspension from driving all District vehicles for a period of ninety (90) days.
- Any individual who has more than three (3) moving violation convictions or three (3) chargeable accidents or any combination in a three (3) year period will be issued a suspension from driving all District vehicles for a period of one (1) year.
- Any individual who is issued a one (1) year suspension of driving privileges must attend and successfully complete an approved driver improvement program.
- Any individual who has been convicted of any Class B violation related to excessive speed may be issued a suspension of Code-3 driving privileges for a period up to three (3) years. Application of this rule shall be at the discretion of the Fire Chief and shall be based upon the severity of the excessive speed, i.e. over 20 MPH of the posted speed limit, speeding in school zones, etc.

Drivers Age 18 – 21 & over 65 years:

- Any individual who has a combination of two (2) Class B violation convictions and/or chargeable accidents in a three (3) year period will be issued a warning letter from the Fire Chief, or designee.
- Any individual who has more than two (2) moving violation convictions or two (2) chargeable accidents or any combination in a three (3) year period will be issued a suspension from driving all District vehicles for a period of one (1) year.
- Any individual who is issued a one (1) year suspension of driving privileges must attend and successfully complete an approved driver improvement program.
- Any individual who has been convicted of any Class B violation related to excessive speed may be issued a suspension of Code-3 driving privileges for a period up to three (3) years. Application of this rule shall be at the discretion of the Fire Chief and shall be based upon the severity of the excessive speed, i.e. over 20 MPH of the posted speed limit, speeding in school zones, etc.

STANDARD OPERATING GUIDELINE – 5.3.5

TOPIC – APPARATUS DRIVER/OPERATOR – APPLICATION FORM

Charleston Fire District

Name: _____

Date: _____

Address: _____

ODL #: _____

Describe your driving experience. Include length of time as a driver, types of vehicles, and any other information relating to the operation of motor vehicles, and, if possible, documentation of the stated experience.

Itemize any driving violations obtained within the last three years.

I understand that if selected; I will be responsible for fulfilling the requirements of the Apparatus Driver/Operator program, all duties as a qualified Apparatus Driver/Operator, compliance with all rules and regulations of Charleston Fire District and the State of Oregon. I also understand that for this application to be valid, a copy of my Oregon driving record must accompany this form.

Signature of Applicant

Recommendation of staff review:

Application approval: _____
Fire Chief

STANDARD OPERATING GUIDELINE - 5.3.6

TOPIC - APPARATUS DRIVER/OPERATOR - APPARATUS DRIVING ENDORSEMENT

Charleston Fire District

Date: _____

This it to verify that _____ has met all driver training requirements and is authorized to drive the following apparatus without having an instructor present under the following conditions:

Apparatus: _____

Non-Emergency: _____ Advisor/Instructor: _____

Station Officer: _____

Emergency: _____ Advisor/Instructor: _____

Station Officer: _____

Fire Chief: _____

I understand that this endorsement is an earned privilege and, I do hereby pledge to maintain a high level of safety, courtesy, and skill as a driver/operator of District apparatus. I also understand that this endorsement may be revoked at any time that my driving behavior does not meet the expectations of the District.

Driver signature: _____