

City of Dickinson Fire Department



Standard Operating Guidelines

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City of Dickinson Fire Department

Standard Operating Guideline

Administration

Guideline Number: 10-01

Signed:

Jeremy A. Presnell

Termination of Prior Documents

Issued: 01/01/2021

Revised:

1. **Subject:** Termination of Prior Documents
2. **Purpose:** To clearly define those previous versions of the Dickinson Fire Department Operations Manual and Dickinson Fire Department Staff Manual will no longer be valid upon signature of this document.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:** None
5. **Guideline:**
 - 5.1. The City and the Fire Department recognize that there exist, many different documents which define, or guide personnel and/or the operations of the City of Dickinson Fire Department. To ensure that all personnel receive clear, concise, and properly developed procedures and guidelines, all prior documents relating to the operation of the fire department, strategy, tactics, fireground safety, accountability, and all similar operations are hereby deemed non-applicable and no longer valid.
 - 5.2. New Standard Operating Guidelines are being created which will reflect current methodology and practices applicable to the City of Dickinson Fire Department.
6. **References:** None
7. **Resources:** None



City of Dickinson Fire Department

Standard Operating Guideline

Administration

Guideline Number: 10-02

Signed:

Jeremy A. Presnell

Mission Statement and Values

Issued: 01/01/2021

Revised:

1. **Subject:** Mission Statement and Values
2. **Purpose:** To provide information about the City of Dickinson Fire Department's Mission Statement and Values.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:** None
5. **Guideline:**

Mission Statement

The mission of the City of Dickinson Fire Department is *"Provide quality fire services through community partnerships and education while investing in the betterment of our members."*

Values Statement

Safety
Excellence
Respect
Valor
Integrity
Commitment
Education

6. **References:** None
7. **Resources:** None



City of Dickinson Fire Department

Standard Operating Guideline

Administration

Guideline Number: 10-03

Signed:

Jeremy A. Dresnell

Issued: 01/01/2021

Rules of Conduct

Revised:

1. **Subject:** Rules of Conduct
2. **Purpose:** To establish Rules of Conduct for the members of the City of Dickinson Fire Department.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:** None
5. **Guideline:**

5.1. Every member of the City of Dickinson Fire Department is expected to operate in a highly self-disciplined manner and is responsible to regulate their own conduct in a positive, productive and mature manner. Failure to do so may result in progressive disciplinary actions ranging from counseling to dismissal.

5.2. ALL MEMBERS SHALL:

- 5.2.1. Follow Standard Operating Guidelines and written directives of both the City of Dickinson Fire Department and the City of Dickinson.
- 5.2.2. Use their training and capabilities to protect the public at all times, both on and off-duty.
- 5.2.3. Work competently in their positions to cause all department programs to operate effectively.
- 5.2.4. Always conduct themselves to reflect credit on the City and the Fire Department.
- 5.2.5. Supervisors will manage in an effective and considerate manner.
- 5.2.6. Follow instructions in a positive and constructive manner.
- 5.2.7. Always conduct themselves in a manner that creates good order, inside the City and the Fire Department.
- 5.2.8. Keep themselves informed to do their job(s) effectively.
- 5.2.9. Be concerned and protective of each member's welfare.
- 5.2.10. Operate safely and use good judgment.
- 5.2.11. Keep themselves physically fit.
- 5.2.12. Observe the work hours of their position.
- 5.2.13. Obey the Federal, State, and Local laws.
- 5.2.14. Be careful and responsible of Fire Department equipment and property.

5.3. MEMBERS SHALL NOT:

- 5.3.1. Engage in any activity that is detrimental to the Department.
- 5.3.2. Engage in conflicts of interest to the City or the Fire Department or use their position with the City or the Fire Department for personal gain or influence.

- 5.3.3. Fight.
- 5.3.4. Abuse their sick leave.
- 5.3.5. Steal.
- 5.3.6. Use Alcoholic beverages, de-habilitating drugs, or any substance, which could impair their physical or mental capacities while on-duty.
- 5.3.7. Engage in any sexual activity while on-duty.
- 5.3.8. Be dishonest
- 5.3.9. Be disrespectful to fellow employees or the public
- 5.3.10. Disobey city rules and regulations

6. **References:** None

7. **Resources:** None



City of Dickinson Fire Department

Standard Operating Guideline

Administration

Guideline Number: 10-04

Signed: *Jeremy A. Presnell*

Personal Appearance and Grooming

Issued: 01/01/2021

Revised:

1. **Subject:** Personal Appearance and Grooming
2. **Purpose:** To establish a Personal Appearance and Grooming standard for the members of the City of Dickinson Fire Department.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:** None
5. **Guideline:**

5.1. Personal Appearance:

- 5.1.1. While on-duty or performing official Fire Department activities all personnel shall maintain a clean and groomed personal appearance. All clothing must be of the proper fit and shall be neat, clean, and consistent with the Fire Department's Uniform Policy (SOG-10-05).

5.2. Hair:

- 5.2.1. Personnel shall wear their hair clean and groomed at all times. Any hair that interferes with the proper function of protective equipment shall be pinned up or stay under the wearers nomex hood. Coloring of hair that conforms to natural hair colors will be allowed.
- 5.2.2. Women may wear pins, barrettes, or hair bands that are similar to the wearer's natural hair colors or a solid navy or black.

5.3. Facial Hair:

- 5.3.1. While on-duty or performing official Fire Department activities; all personnel shall be clean shaven. Mustaches, soul patches and side burns shall not interfere with SCBA fit testing. Beards and goatees are not permitted.

5.4. Fingernails:

- 5.4.1. Fingernails shall be neatly trimmed so that no point of the nail extends beyond the tip of the finger.

5.5. Jewelry and Accessories:

- 5.5.1. Visible jewelry, other than those items below, shall not be worn with the uniform unless specifically authorized by the Fire Chief.
 - 5.5.1.1. Wrist watch.
 - 5.5.1.2. Wedding ring(s), class ring, etc.
 - 5.5.1.3. Medical alert, or therapeutic type bracelet.

- 5.5.1.4. Necklaces shall stay under the wearer's uniform shirt.
- 5.5.1.5. Bracelets and earrings shall not interfere with the proper use of any PPE.

5.6. Body Art:

- 5.6.1. While on duty or otherwise representing the City of Dickinson Fire Department, the following guidelines regarding visible body tattoos shall be followed.
- 5.6.2. Tattoos on the head or neck are prohibited. The neck is defined as above the collarbone in the front and above the seventh cervical vertebrae (C7) in the back. Cosmetic Tattoos may be an exception to this guideline at the discretion of the Fire Chief.
- 5.6.3. Tattoos below the wrist are prohibited. The exception will be a single band tattoo of no more than 3/8 of an inch in width on one finger.
- 5.6.4. Tattoos with objectionable content are prohibited anywhere on the body. Examples include, but are not limited to, tattoos that are drug related, gang-related, extremist, obscene or indecent, sexist, or racist as defined below:
- 5.6.5. Extremist - Extremist tattoos are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender, or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution and federal or state law.
- 5.6.6. Obscene or Indecent - Indecent tattoos are those that are grossly offensive to modesty, decency, or propriety.
- 5.6.7. Sexist - Sexist tattoos are those that advocate a philosophy that degrades or demeans a person based on gender.
- 5.6.8. Racist - Racist tattoos are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin
- 5.6.9. The final determination as to whether a tattoo has objectionable content shall rest with the Fire Chief. Any tattoo that is found to be objectionable will be concealed while on duty or otherwise representing the Fire Department. All coverings shall be approved by fire administration. The Fire Chief shall give written permission to the individual having exposed tattoos for the remainder of that person's employment with the Fire Department.

5.7. Body Piercing or Alteration:

- 5.7.1. For the purpose of this policy, body piercing or alteration is defined as any non-medically required deviation from one's normal, anatomical features that is visible in any authorized uniform and/or attire. All such piercing and/or alteration are prohibited by this policy except when otherwise approved by the Fire Chief. This prohibition includes, but is not limited to:
 - 5.7.1.1. Tongue splitting

- 5.7.1.2. The complete or trans-dermal implantation of any material other than hair replacement or other reasonable cosmetic treatments;
- 5.7.1.3. Abnormal shaping of the ears, eyes, nose or teeth;
- 5.7.1.4. Visible branding or scarification.

6. **References:** None

7. **Resources:** None



City of Dickinson Fire Department

Standard Operating Guideline

Administration

Guideline Number: 10-05

Signed:

Issued: 01/01/2021

Uniform Policy

Revised:

1. **Subject:** Uniform Policy
2. **Purpose:** To establish a Uniform standard for the members of the City of Dickinson Fire Department.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:** None
5. **Guideline:**
 - 5.1. All personnel shall wear the official uniform at all times while on duty as noted in this policy. Only those items issued or approved shall be considered part of the official uniform, and must be worn as indicated.

5.2. Types of Uniforms:

5.2.1. Class A Uniform:

- Long sleeve dress shirt
- Black dress tie
- Dress coat
- Dress pant
- Black leather dress belt
- Dress shoes
- Bell-top hat
- Badge

5.2.1.1. The fire department Class “A” uniform represents the highest traditions of the fire service. All aspects of the uniform are to be worn with pride, and represent the highest degree of professionalism. Grooming is a vital part of presenting a professional appearance and should be considered when the Class “A” uniform is required.

5.2.1.2. Class “A” uniforms are appropriate for the following occasions:

- Funerals
- Weddings
- Parades
- Flag Ceremonies
- Promotions
- Other formal events

5.2.2. Class B Uniform:

- Dress shirt short sleeve
- Dress pant
- Black boots
- Black leather or approved web belt
- Badge
- Job shirt
- Baseball cap or beanie

5.2.2.1. The Class “B” uniform should be used for presentations where a formal uniform is warranted but not to the extent of Class “A”. The Officer in

Charge may require that all members of a crew be dressed in this class uniform for a particular program or activity.

5.2.2.2. Class “B” uniforms are appropriate for the following occasions:

- Commission meetings
- Public education events
- Formal events when no Class “A” uniform available

5.2.3. **Class C Uniform:**

- Uniform T-shirt
- Dress pant
- Black boots
- Black leather or approved web belt
- Job shirt
- Baseball cap or beanie

5.2.3.1. The Class “C” uniform is considered the regular duty work uniform. Personnel in the performance of duties including routine station activities, in-service training, and limited emergency response activity may utilize the Class “C” uniform.

5.2.3.2. All personnel shall remain in a minimum of a Class “C” uniform during all duty hours unless otherwise indicated in this guideline.

5.2.4. **Physical Fitness Uniform:**

- Uniform T-shirt (supplied)
- Gym shorts (supplied)
- Athletic socks (employee supplied)
- Athletic shoes (employee supplied)

5.2.4.1. The Physical fitness uniform is designed for use during physical fitness activities and special training programs. It will remain the option of the lead-instructor as to the dress required for any training exercise.

5.2.4.2. In addition, the Physical fitness uniform can be used during rest periods when out of the public view in designated areas. Appropriate uniform or attire shall be worn during any after hour service or emergency response activity.

6. **References:** None

7. **Resources:** None



City of Dickinson Fire Department

Standard Operating Guideline

Administration

Guideline Number: 10-06

Signed:

Issued: 01/01/2021

Hours of Work

Revised:

1. **Subject:** Hours of Work
2. **Purpose:** To establish an Hours of Work standard for the members of the City of Dickinson Fire Department.
3. **Scope:** This policy applies to all full-time personnel of the City of Dickinson Fire Department.
4. **Definitions:** None
5. **Guideline:**
 - 5.1. **Daytime Personnel:**
 - 5.1.1. Daytime (day-shift) personnel's work hours will be based on an annual work schedule of two thousand eighty (2080) work hours for an average of forty (40) hours per seven (7) day work week, and one hundred sixty (160) hours per twenty-eight (28) day work period, and will normally work Monday-Friday from 0730-1700 hours. Other work week hours may be assigned to personnel in the best interests of the Department and/or the employee.
 - 5.2. **Shift Personnel:**
 - 5.2.1. Shift personnel's work schedule is based on a two thousand nine hundred and twenty-eight (2928) annual, actual hours worked in a calendar year.
 - 5.2.2. This figure is based on shift personnel working a total of 122 shifts in a calendar year (January 1 to December 31) and multiplying the number of shifts worked by 24 hours (hours worked per shift, 0700 to 0700).
 - 5.2.3. Shift personnel work a schedule, known as the "24/24/24/24/24/96", which consists of twenty-four (24) hours on duty, twenty-four (24) hours off duty, twenty-four (24) hours on duty, twenty-four (24) hours off duty, twenty-four (24) hours on duty, ninety-six (96) hours off duty.
 - 5.2.4. The work day commences at 0700 hours and concludes at 0700 hours the following day, as assigned by the Fire Chief or his designee.
 - 5.2.5. For the Fire Department a "work day" is one twenty-four (24) hour shift.
6. **References:** None
7. **Resources:** None



City of Dickinson Fire Department

Standard Operating Guideline

Administration

Guideline Number: 10-07

Signed: *Jeremy A. Presnell*

Shift Trades

Issued: 01/01/2021

Revised:

1. **Subject:** Shift Trades
2. **Purpose:** To establish a Shift Trading standard for the members of the City of Dickinson Fire Department.
3. **Scope:** This policy applies to all full-time personnel of the City of Dickinson Fire Department.
4. **Definitions:** None
5. **Guideline:**
 - 5.1. Employees are given permission to trade shifts, with a minimum of fifteen (15) minute increments, when the trade does not interfere with either their duties and responsibilities or the operation of the Fire Department. Members agree to cover all shift trades with an appropriate member at no cost to the City. Discretion to authorize shift trades shall be vested with the Fire Chief or designee.
 - 5.2. The fire department shift trade form must be completed and submitted to the Chief or designee forty-eight (48) hours prior to the trade, or as soon as possible in extenuating circumstances
6. **References:** None
7. **Resources:** None



City of Dickinson Fire Department

Standard Operating Guideline

Administration

Guideline Number: 10-08

Signed:

Photography & Electronic Imaging

Issued: 01/01/2021

Revised:

1. **Subject:** Photography & Electronic Imaging
2. **Purpose:** To manage photographs, electronic and digital images taken by the City of Dickinson Fire Department employees to protect the privacy rights of department personnel, patients, fire victims, and the public that we serve.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:** None
5. **Guideline:**
 - 5.1. The use of personal audio/visual recording devices (cameras, video recorders, or the camera/video function of a personal cellular phone, PDA, or any other digital imaging device) is strictly prohibited for personal use while at any incident.
 - 5.2. All scene photography/video shall be for clinical, documentation, and/or training purposes only, and conducted by or at the direction of the City of Dickinson Fire Department personnel in charge of the scene, using approved department equipment.
 - 5.3. All photographs containing individually identifiable patient information are covered by HIPAA privacy laws and must be protected in the same manner as patient care reports and documentation.
 - 5.4. Any on-scene images and/or any other images taken by an employee in the course and scope of their employment are the sole property of the City of Dickinson Fire Department, and are under the control of the City of Dickinson Fire Department Chief Officers. This includes any images taken inadvertently with a member's personally owned camera, cell phone camera, or any other digital imaging device.
 - 5.5. No images taken by an employee in the course and scope of their employment may be used, printed, copied, scanned, e-mailed, posted, shared, reproduced or distributed in any manner. This prohibition includes the posting of any City of Dickinson Fire Department photographs on personal websites such as, but not restricted to; Facebook, MySpace, YouTube, other public safety agency websites, or e-mailing to friends, relatives or colleagues.
 - 5.6. All City of Dickinson Fire Department digital images will be downloaded as soon as possible, and will be cataloged and stored in a secure database with controlled access. After being downloaded, images on memory cards will be erased.
 - 5.7. The use of unauthorized helmet cameras is strictly prohibited.
 - 5.8. Personal use of department cameras is strictly prohibited.

5.9. Violation of this policy or failure to permit inspection of any device covered in this policy may result in disciplinary action.

6. **References:** None

7. **Resources:** None



City of Dickinson Fire Department

Standard Operating Guideline

Administration

Guideline Number: 10-09

Signed: *Jeremy A. Dresnell*

Cellular Phone Use

Issued: 01/01/2021

Revised:

1. **Subject:** Cellular Phone Use
2. **Purpose:** To clearly describe the expected actions of City of Dickinson Fire Department personnel in regard to the use of cellular phones while on-duty.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:** None
5. **Guideline:**
 - 5.1. The driver of any Fire Department vehicle or apparatus shall be directly responsible for the safe operation of the vehicle. When the driver is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver.
 - 5.2. Drivers **WILL NOT** move or operate fire department vehicles or apparatus while operating a cellular phone.
 - 5.3. Officers are **HIGHLY ENCOURAGED** to refrain from using a cellular phone while the fire department vehicle or apparatus is in motion or operation.
 - 5.4. All persons riding in fire department vehicles or apparatus are **ENCOURAGED** to refrain using a cellular phone while the fire department vehicle or apparatus is in motion or operation.
 - 5.5. Authorized Exceptions to the Cellular Phone Use Policy
 - 5.5.1. Only Officers or Acting Officers are exempt from the above policy if operation of a cellular phone is necessitated to access additional information regarding the incident to which the crew is responding to or to contact specialized resources.
6. **References:**
 - 6.1. NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications
 - 6.2. NFPA 1500, Fire Department Occupational Safety & Health Program
 - 6.3. NFPA 1451, Standard for a Fire Service Vehicle Operations Safety Program
7. **Resources:** None
 - 7.1. National Near Miss Reporting System—Seatbelt Report
 - 7.2. IAFC Policies and Procedures for Emergency Vehicle Safety



City of Dickinson Fire Department

Standard Operating Guideline

Administration

Guideline Number: 10-10

Signed: *Jeremy A. Presnell*

Ride-Along Program

Issued: 01/18/2021

Revised:

1. **Subject:** Ride-Along Program
2. **Purpose:** To establish Rules of Conduct for participants of the City of Dickinson Fire Department Ride-Along Program.
3. **Scope:** This guideline applies to anyone participating in the City of Dickinson Fire Department Ride-Along Program.
4. **Definitions:**
 - 4.1. **Rider** – A rider is an individual participating in the ride-along program that is not an employee of the City of Dickinson Fire Department.
 - 4.2. **Company Officer** – A Company Officer is a Lieutenant or Captain employed by the City of Dickinson Fire Department.
5. **Guideline:**
 - 5.1. The Ride-Along Program is intended for anyone seeking an understanding of Fire Department operations, students of fire academies or those in EMT/Paramedic programs, interested members of the City of Dickinson community and other observers with related purposes.
 - 5.2. **Dress & Appearance**
 - 5.2.1. Riders shall be neat and clean in appearance. Their personal hygiene and grooming must be acceptable to the shift Company Officer.
 - 5.2.2. Riders shall wear suitable attire. Dark pants and light plain shirts are recommended. No writing or artwork is allowed on clothing, except small brand logos are acceptable. Riders must wear flat, closed-toe shoes.
 - 5.2.3. Riders shall wear a name badge or observer vest provided by the Department, or other appropriate badge provided by the media, school, City, etc.
 - 5.2.4. Riders shall wear no jewelry. A ring and a watch are permitted.
 - 5.3. **Ride-Along Hours**
 - 5.3.1. Riders are generally limited to the hours between 8:00 a.m. and 8:00 p.m., unless authorized by the Fire Chief or designee for department-related and/or educational purposes.
 - 5.4. **Instructions & Rules**
 - 5.4.1. No person shall be permitted to participate in the Ride-Along Program unless they have submitted a signed copy of the Ride-Along Request Form and Ride-Along Waiver Form. Refusal to complete these forms or false statements of any nature

will disqualify the applicant from participating in the Ride-Along Program. The completed forms must be submitted by the affected Company Officer to the Fire Chief or designee at least one week in advance of the date of the requested Ride-Along. The Fire Chief or designee will approve or deny the request and return the forms back to the affected Company Officer.

- 5.4.2. The Rider must be sixteen (16) years of age or older. Riders under the age of eighteen (18) will be required to have parental consent and signature.
- 5.4.3. The Rider may not bring cameras and/or recording devices unless authorized by the Fire Chief or designee. Any photos taken by a Rider showing emergency activities are the property of the City of Dickinson Fire Department until released by the Fire Chief or designee.
- 5.4.4. The Rider must not leave the immediate vicinity of the fire vehicle in which he or she is riding unless the Fire Company Officer has given permission to do so.
- 5.4.5. The Rider must obey the orders and instructions given by Fire Department personnel to whom he or she is assigned.
- 5.4.6. The Rider will provide his or her own transportation to and from the Fire Department.
- 5.4.7. Persons with a criminal background may not be allowed to participate in the Ride-Along Program.
- 5.4.8. Either the Company Officer or the Rider may terminate the ride-along at any time. Clear written explanation will be required if the tour is terminated outside of the defined time periods.
- 5.4.9. The Rider agrees not to discuss names or persons involved in any incidents. It is essential that all matters pertaining to recipients of Fire/EMS or related service by the City of Dickinson Fire Department and any and all personal information including names, medical history and statements gathered remain confidential in compliance with federal HIPAA regulations remain confidential
- 5.4.10. The Rider must carry a valid driver's license, high school identification, or other recognized legal form of photo identification.

6. **References:** None

7. **Resources:** None



City of Dickinson Fire Department

Standard Operating Guideline

Operations

Guideline Number: 20-01

Signed:

Jeremy A. Presnell

Apparatus & Vehicle Operation

Issued: 01/01/2021

Revised:

1. **Subject:** Apparatus & Vehicle Operation
2. **Purpose:** To clearly define the responsibilities of personnel operating fire department apparatus and vehicles and identify department expectations towards ensuring safe driving practices. This document is intended to model the guidelines and requirements of NFPA 1451 and 1500.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:**
 - 4.1. Apparatus - A specialized emergency vehicle used for rescue, fire suppression, EMS or other specialized function. Generally, not a common type of passenger vehicle. Other terms may include, engine, truck, squad, tender, rescue, command car, or the like.
 - 4.2. Non-Emergency Mode - Operation (driving) of an apparatus in a non-emergency mode, without utilizing warning lights and/or siren.
 - 4.3. Emergency Mode - Operation (driving) of an apparatus during emergency responses, with warning lights and siren used.
 - 4.4. Emergency Vehicle - For the purpose of this policy, use of the term “emergency vehicle” is to include both apparatus and vehicles.
 - 4.5. Favorable Conditions - Driving conditions that include light traffic, good roads, good visibility, dry pavement, and no road construction.
 - 4.6. Vehicle - A passenger type vehicle used for routine driving and selected emergency response.
5. **Guideline:**
 - 5.1. The safe operation of an emergency vehicle depends heavily on the ability and experience of the driver/operator and the added resources and direction of the officer. All driver/operators shall maintain control of the vehicle in a manner as to provide the maximum level of safety for both their passengers and the general public. Driver/operators should be aware that civilian vehicle operators may not react in the manner in which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle fails to yield the right of way to an emergency vehicle, the emergency vehicle driver/operator cannot force or assume the right of way. The driver/operator of an emergency vehicle shall be directly responsible for its safe operation. When the driver/operator is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver/operator.

5.2. General Driving Requirements:

- 5.2.1. Emergency vehicles shall only be operated and driven by department members or authorized maintenance personnel. Driver/operators shall meet the State of North Dakota driver/operator's license requirements along with the fire department's driver/operator training requirements.
- 5.2.2. Fire department personnel shall have the appropriate level of driver/operator's license for the type(s) of apparatus or vehicles they are expected to operate. Any member who has allowed their license to expire, be suspended or revoked shall not drive department apparatus or vehicles and shall immediately report this to their Company Officer. Non-sworn personnel shall report this to their immediate supervisor.
- 5.2.3. Smoking is prohibited inside any department apparatus or vehicle.
- 5.2.4. Vehicle headlights shall be utilized by all department apparatus and vehicles in both emergency and non-emergency driving situations.
- 5.2.5. Engines, trucks, and vehicles shall use the parking brake when parked whether in or out of the station.

5.3. Responsibilities of the Driver/Operator:

- 5.3.1. The driver/operator's first priority shall be the safe arrival of the emergency vehicle at the emergency scene.
- 5.3.2. The driver/operator shall not move an emergency vehicle until all personnel are seated and secured with seatbelts and in approved riding positions.
- 5.3.3. During emergency response, driver/operators shall bring the emergency vehicle to a complete stop, prior to proceeding, for any of the following:
 - 5.3.3.1. Red traffic lights
 - 5.3.3.2. Stop signs
 - 5.3.3.3. Blind intersections where there is no traffic control (traffic light or stop sign) in any direction
 - 5.3.3.4. Prior to entering a controlled intersection (traffic light or stop sign) when traveling in oncoming lanes or on a painted or raised median
 - 5.3.3.5. When other intersection or road hazards are present
 - 5.3.3.6. When encountering a stopped school bus with flashing red warning lights and/or with deployed stop signal arm (stop sign)
 - 5.3.3.7. When encountering activated railroad crossings
 - 5.3.3.8. When directed by the company officer or a law enforcement officer
 - 5.3.3.9. After stopping at a red light or stop sign account for all lanes of traffic prior to proceeding
 - 5.3.3.10. During non-emergency travel, driver/operators shall obey all traffic control signals.
- 5.3.4. The driver/operator shall be aware of his/her rate of closure on other vehicles and pedestrians.

5.4. Officer Responsibility:

- 5.4.1. The officer or acting officer riding in the front passenger seat takes on the role of co-driver/operator. While not in physical control of the operation of the emergency vehicle, the officer provides an additional set of eyes and ears for the driver/operator and shall also be responsible for making certain that the driver/operator operates the vehicle in a safe manner that is consistent with this and any other appropriate policies.
- 5.4.2. Officer shall ensure that all personnel on the vehicle are seated and secured with seat belts and in approved riding positions prior to movement of the emergency vehicle.
- 5.4.3. Officer shall ensure driver/operator is operating the vehicle in a safe and prudent manner during response in accordance with departmental policy and state law.
- 5.4.4. Officer shall issue warnings about road and physical hazards to the driver/operator.
- 5.4.5. Officer shall direct the driver/operator to cease any unsafe driving, such as excess speed or unsafe intersection practices.
- 5.4.6. Officer shall, when practical, operate the radio, audio and visual warning devices during response.
- 5.4.7. Officer shall check the map book to assist the driver/operator in determining the safest and most direct route to the emergency scene.

5.5. Warning Lights:

- 5.5.1. When responding in “Emergency Mode”, warning lights and headlights shall be used and the siren shall be sounded to warn driver/operators of other vehicles, as required by the Motor Vehicle Code.
- 5.5.2. The use of sirens and warning lights does not automatically give the right-of-way to the emergency vehicle. These devices simply request the right-of-way from other driver/operators, based on their awareness of the emergency vehicles presence.
- 5.5.3. Driver/operators must make every possible effort to make their presence and intended actions known to other driver/operators. They must drive defensively and be prepared for the unexpected actions of others.

5.6. Speed Limit

- 5.6.1. In accordance with the Motor Vehicle Code, emergency vehicles are authorized to exceed posted speed limits when responding in “Emergency Mode” under favorable conditions. This applies only with light traffic, good roads, good visibility, dry pavement, and no road construction.
- 5.6.2. The maximum speed limit shall not exceed 10 mph over the posted speed limit. At no time shall speed exceed 55 mph.
- 5.6.3. Under less than favorable conditions, the posted speed limit is the absolute maximum permissible.
- 5.6.4. When emergency vehicles must travel in oncoming traffic lanes or on a painted or raised median in the immediate approach to an intersection, they shall slow to a

speed that will allow for the complete stop that is required prior to entering the intersection.

- 5.6.5. When emergency vehicles must travel in oncoming traffic lanes for longer distances than the immediate approach to an intersection, the maximum speed is the posted speed limit.

5.7. Intersections

- 5.7.1. Intersections present the greatest potential danger to emergency vehicles. When approaching and crossing a controlled intersection with the right-of-way (green light), driver/operators shall not exceed the posted speed limit.
- 5.7.2. When emergency vehicles must use oncoming traffic lanes or a painted or raised median to approach-controlled intersections (traffic light or stop sign), they must come to a complete stop before proceeding through the intersection, including occasions when the emergency vehicle has green traffic lights.
- 5.7.3. When approaching a negative right-of-way intersection (red light, stop sign), the vehicle shall come to a complete stop and proceed only when the driver/operator can account for all oncoming traffic in all lanes yielding the right-of-way.

5.8. Emergency Vehicle Pre-Emption (EVP) Intersections:

- 5.8.1. Driver/operators must be very cautious when approaching an intersection with an EVP device. When approaching an EVP equipped intersection, the apparatus should be given a green traffic light. If the traffic light does not turn green, another emergency vehicle may have been given priority or there may be a problem with the EVP device or the vehicle.

5.9. Passing Other Vehicles:

- 5.9.1. During an emergency response, driver/operators shall avoid passing other responding emergency vehicles.
- 5.9.2. The Motor Vehicle Code requires private vehicles to slow down and pull to the right when they see an emergency vehicle approaching. It shall be the standard practice of the Fire Department to pass vehicles on the left. The exception to this is only in situations where doing so would create a safety hazard greater than passing on the right (risk vs. benefit).
- 5.9.3. If it is necessary to pass on the right the driver/operator shall slow to a speed that allows for a safe and complete stop if necessary.

5.10. Railroad Crossings:

- 5.10.1. Driver/operators shall use caution and ensure that it is safe to proceed prior to crossing any railroad tracks. Apparatus shall not drive around crossing gates that have been lowered, or proceed through a crossing with activated signals (non-gated). The only exceptions shall be:
- 5.10.2. When it has been confirmed by railroad personnel that the gates or signal are activated due to a malfunction or maintenance

5.10.3. When there appears to be an obvious malfunction and the company officer has left the vehicle and has visually confirmed the absence of any approaching trains in either direction.

5.11. **In “Emergency Mode” Response or Transport:**

5.11.1. Fire Incidents – when a company has arrived on scene and determined that the situation may require additional companies, but the level of urgency does not warrant a in “Emergency Mode” response, the IC has the option of requesting a “Non-Emergency” response from certain or all units.

5.11.2. EMS Incidents – Transport of patients should be utilized when appropriate to reduce unnecessary use of in “Emergency Mode”.

5.12. **Vehicle Retarders and Jacobs’ Brakes:**

5.12.1. Vehicles and apparatus equipped with engine, transmission or driveline retarders or Jake brakes shall operate with the retarder in the “on” or “high” position. Due to the slippery nature of wet, snow- or ice-covered roads, the retarder or brake is to be placed in the “off” position when encountering these conditions.

5.13. **Fireground Operations:**

5.13.1. The unique hazards of driving on or adjacent to the fireground requires the driver/operator to use extreme caution and to be alert and prepared to react to the unexpected. Driver/operators must consider the dangers their moving vehicle poses to fireground personnel.

5.13.2. In addition, spectators who may be preoccupied with the emergency may inadvertently step in front of or behind a moving vehicle.

5.13.3. When stopped at the scene of an incident, vehicles shall be placed to protect personnel who may be working in the street and warning lights shall be used to make approaching traffic aware of the incident.

5.13.4. At night, vehicle mounted floodlights and any other lighting available shall be used to illuminate the scene, with the exception of vehicle headlights which should be shut off when possible.

5.13.5. If it is not necessary to park apparatus or vehicles in or near traffic lanes, they shall be pulled off the road to parking lots, curbs, etc. whenever possible.

5.14. **Wheel Chocks:**

5.14.1. Wheel chocks shall be utilized on apparatus as follows:

- Wheel chocks shall be utilized (when so equipped) at all times when the vehicle is parked and not in quarters
- Truck apparatus wheel chocks shall be set in accordance with the manufacturer’s recommendation.

5.14.2. PLACEMENT OF AND REMOVAL OF WHEEL CHOCKS IS THE SOLE RESPONSIBILITY OF THE APPARATUS DRIVER/OPERATOR.

6. References:

- 6.1. NFPA 1500, Fire Department Occupational Safety & Health Program
- 6.2. NFPA 1451, Standard for a Fire Service Vehicle Operations Training Program
- 6.3. United States Fire Administration
- 6.4. International Association of Firefighters
- 6.5. International Association of Fire Chiefs

7. Resources:

- 7.1. United States Fire Administration
- 7.2. Emergency Vehicle Safety Initiative
- 7.3. Safe Operation of Fire Tankers
- 7.4. International Association of Firefighters
- 7.5. Emergency Vehicle Safety Program
- 7.6. International Association of Fire Chiefs
- 7.7. Guide to Model Policies and Procedures for Emergency Vehicle Safety
- 7.8. Dr. Burton Clark
- 7.9. International Seat Belt Pledge



City of Dickinson Fire Department

Standard Operating Guideline

Operations

Guideline Number: 20-02

Signed:

Jeremy A. Presnell

Issued: 01/01/2021

Backing of Apparatus

Revised:

1. **Subject:** Backing of Apparatus
2. **Purpose:** To clearly define the required actions when it is necessary for fire apparatus to back up.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:** None
5. **Guideline:**
 - 5.1.1. The driver of any fire department apparatus shall be directly responsible for the safe operation of the vehicle. When the driver is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver.
 - 5.1.2. Drivers will use a spotter while backing apparatus, no matter where the backing occurs, unless there is no one available to act as the spotter.
 - 5.1.3. When backing an apparatus, a minimum of one spotter shall be at the rear (driver's side) of the apparatus.
 - 5.1.4. The spotter will guide the driver as necessary, and signal the driver to stop if there is danger or obstacles in the vehicle's path.
 - 5.1.5. **Spotter**
 - 5.1.5.1. The spotter(s) is/are responsible for guiding the Driver and ensuring that any potential hazards are avoided. They shall position themselves to have an unobstructed view and be in visual and/or voice/radio contact with the apparatus driver. Spotters shall not ride the tailboard while backing apparatus.
 - 5.1.5.2. Additional Spotters
 - 5.1.5.2.1. **2 Spotters**
 - Driver's Rear Side
 - Officer's Front Side
 - 5.1.5.2.2. **3 Spotters**
 - Driver's Rear Side
 - Officer's Rear Side
 - Officer's Front Side
 - 5.1.5.2.3. **4 Spotters**
 - Driver's Rear Side
 - Officer's Front Side
 - Driver's Front Side
 - Officer's Rear Side
 - 5.1.5.3. IF THE DRIVER LOSES VISUAL CONTACT WITH THE SPOTTER(S), THE DRIVER SHALL STOP THE APPARATUS IMMEDIATELY.

5.1.5.4. IF NO ONE IS AVAILABLE TO ACT AS THE SPOTTER, THE DRIVER WILL PULL THE APPARATUS AS CLOSE AS POSSIBLE TO THE AREA IN WHICH THE BACKING WILL OCCUR, STOP THE APPARATUS, SHIFT TO NEUTRAL OR PARK, SET THE BRAKE, GET OUT, AND WALK BEHIND THE VEHICLE TO ENSURE THAT THE PATH IS CLEAR. IF THE PATH IS CLEAR, THE DRIVER WILL REENTER THE APPARATUS AND BACK IN SLOWLY.

5.1.6. Vehicle mounted cameras or other devices are not a substitute for a spotter.

5.1.7. Authorized Exemptions to This Policy

5.1.7.1. Department members are exempt from this policy while personnel in the patient compartment of an ambulance are actively performing emergency medical care when arriving at the emergency room and compliance with the policy would jeopardize patient care. The driver shall take extraordinary care while backing the vehicle in these situations.

6. References:

6.1. NFPA 1500, Fire Department Occupational Safety & Health Program

6.2. NFPA 1451, Standard for a Fire Service Vehicle Operations Training Program

7. Resources:

7.1. International Association of Fire Chiefs

7.1.1. Guide to Model Policies and Procedures for Emergency Vehicle Safety

7.2. National Near Miss Reporting System—Special Report—Vehicle Backing

7.3. NIOSH Firefighter Fatality Reports

7.3.1. F2005-01 California



City of Dickinson Fire Department

Standard Operating Guideline

Operations

Guideline Number: 20-03

Seat Belt Use

Signed:

Issued: 01/01/2021

Revised:

1. **Subject:** Seat Belt Use
2. **Purpose:** To clearly define the expected actions of personnel in regard to the use of seat belts.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:**
 - 4.1. Apparatus - A specialized emergency vehicle used for rescue, fire suppression, EMS or other specialized function. Generally, not a common type of passenger vehicle. Other terms may include, engine, truck, squad, tender, rescue, command car, or the like.
5. **Guideline:**
 - 5.1.1. The driver of any Fire Department vehicle or apparatus shall be directly responsible for the safe operation of the vehicle. When the driver is under the direct supervision of an officer or acting officer, that officer or acting officer shall also assume responsibility for the actions of the driver.
 - 5.1.2. Drivers shall not move fire department vehicles or apparatus until all persons are seated and secured with seat belts in approved riding positions.
 - 5.1.3. All persons riding in fire department vehicles or apparatus shall be seated and secured by seat belts or safety harnesses at any time the vehicle is in motion. Personnel riding on tail boards, side steps, side boards, running boards, or in any other exposed positions or standing while riding shall be specifically prohibited.
 - 5.1.4. Authorized Exceptions to the seat Belt Requirement
 - 5.1.4.1. Department members are exempt from wearing seat belts while actively performing emergency medical care while the vehicle is in motion, where requirements to be seated and restrained with seat belts would jeopardize patient care. The driver shall take extraordinary precaution in recognition of the additional danger that exists while driving with unrestrained member(s). All other persons in the vehicle shall be seated and restrained with seat belts in approved riding positions while the vehicle is in motion.
6. **References:**
 - 6.1. NFPA 1500, Fire Department Occupational Safety & Health Program
 - 6.2. NFPA 1451, Standard for a Fire Service Vehicle Operations Training Program
 - 6.3. NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications

7. **Resources:**

- 7.1. National Near Miss Reporting System—Seatbelt Report
- 7.2. National Fire Service and EMS Seat Belt Pledge
- 7.3. IAFC Policies and Procedures for Emergency Vehicle Safety



City of Dickinson Fire Department

Standard Operating Guideline

Operations

Guideline Number: 20-04

Signed:

Jeremy A. Presnell

Positioning of Fire Apparatus

Issued: 01/01/2021

Revised:

1. **Subject:** Positioning of Fire Apparatus
2. **Purpose:** To clearly define the parking practices for fire department apparatus and vehicles that will provide maximum protection and safety for personnel operating in or near moving vehicle traffic. It also identifies several approaches for individual practices to keep firefighters safe while exposed to the hazardous environment created by moving traffic.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:**
 - 4.1. Advance Warning - Notification procedures that advise approaching motorists to transition from normal driving status to that required by the temporary emergency traffic control measures ahead of them.
 - 4.2. Block - Positioning a fire department apparatus on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the work area. Includes 'block to the right' or 'block to the left'.
 - 4.3. Buffer Zone - The distance or space between personnel and vehicles in the protected work zone and nearby moving traffic.
 - 4.4. Downstream - The direction that traffic is moving as it travels away from the incident scene.
 - 4.5. Flagger - A fire department member assigned to monitor approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene
 - 4.6. Shadow - The protected work area at a vehicle-related roadway incident that is shielded by the block from apparatus and other emergency vehicles.
 - 4.7. Taper - The action of merging several lanes of moving traffic into fewer moving lanes.
 - 4.8. Temporary Work Zone - The physical area of a roadway within which emergency personnel perform their fire, EMS and rescue tasks at a vehicle-related incident.
 - 4.9. Transition Zone - The lanes of a roadway within which approaching motorists change their speed and position to comply with the traffic control measures established at an incident scene.
 - 4.10. Upstream - The direction that traffic is traveling from as the vehicles approach the incident scene.
5. **Guideline:**
 - 5.1. It shall be the policy of the Fire Department to position apparatus and other emergency vehicles at a vehicle-related incident on any street, road, highway or expressway in a manner that best protects the incident scene and the work area. Such positioning shall

- afford protection to fire department personnel, law enforcement officers, tow service operators and the motoring public from the hazards of working in or near moving traffic.
- 5.2. All personnel should understand and appreciate the high risk that personnel are exposed to when operating in or near moving vehicle traffic. Responders should always operate within a protected environment at any vehicle-related roadway incident.
 - 5.3. Always consider moving vehicles as a threat to your safety. At every vehicle-related emergency scene, personnel are exposed to passing motorists of varying driving abilities. At any time, a motorist may be driving without a legal driver's license. Approaching vehicles may be driven at speeds from a creeping pace to well beyond the posted speed limit. Some of these vehicle operators may be vision impaired, under the influence of alcohol and/or drugs, or have a medical condition that affects their judgment or abilities. In addition, motorists may be completely oblivious to your presence due to distractions caused by cell phone use, loud music, conversation, inclement weather, and terrain or building obstructions. Approaching motorists will often be looking at the scene and not the roadway in front of them. Assume that all approaching traffic is out to get you until proven otherwise.
 - 5.4. Nighttime incidents requiring personnel to work in or near moving traffic are particularly hazardous. Visibility is reduced and driver reaction time to hazards in the roadway is slowed.

5.5. Safety Benchmarks

- 5.5.1. All emergency personnel are at great risk of injury or death while operating in or near moving traffic. There are several specific tactical procedures that should be taken to protect all crewmembers and emergency service personnel at the incident scene including:
 - 5.5.1.1. Never trust approaching traffic.
 - 5.5.1.2. Avoid turning your back to approaching traffic.
 - 5.5.1.3. Establish an initial "block" with the first arriving emergency vehicle or fire apparatus.
 - 5.5.1.4. Always wear Class III high visibility reflective vests during daylight operations.
 - 5.5.1.5. Always wear structural firefighting helmet.
 - 5.5.1.6. Wear full protective clothing plus the highway safety vest at all vehicle-related emergencies between the hours of dusk and dawn or whenever lighting levels are reduced due to inclement weather conditions.
 - 5.5.1.7. Turn off all sources of vision impairment to approaching motorists at nighttime incidents including vehicle headlights and spotlights.
 - 5.5.1.8. Use fire apparatus and police vehicles to initially redirect the flow of moving traffic.
 - 5.5.1.9. Establish advance warning and adequate transition area traffic control measures upstream of incident to reduce travel speeds of approaching motorists.

- 5.5.1.10. Use traffic cones and/or cones illuminated by flares where appropriate for sustained highway incident traffic control and direction.
- 5.5.1.11. Establish a fire department member assigned to the “Flagger” function to monitor approaching traffic and activate an emergency signal if the actions of a motorist do not conform to established traffic control measures in place at the highway scene.

5.6. Apparatus and Emergency Vehicle Benchmarks

- 5.6.1. Listed below are benchmarks for Safe Parking of apparatus and emergency vehicles when operating in or near moving traffic.
- 5.6.2. Always position first-arriving apparatus to protect the scene, patients, and emergency personnel.
 - 5.6.2.1. Initial apparatus placement should provide a work area protected from traffic approaching in at least one direction.
 - 5.6.2.2. Angle apparatus on the roadway with a “block to the left” or a “block to the right” to create a physical barrier between the crash scene and approaching traffic.
 - 5.6.2.3. Allow apparatus placement to slow approaching motorists and redirect them around the scene.
 - 5.6.2.4. Use fire apparatus to block at least one additional traffic lane more than that already obstructed by the crashed vehicle(s).
 - 5.6.2.5. When practical, position apparatus in such a manner to protect the pump operator position from being exposed to approaching traffic.
- 5.6.3. Positioning of large apparatus must create a safe parking area for EMS units and other fire vehicles. Operating personnel, equipment and patients should be kept within the “shadow” created by the blocking apparatus at all times.
- 5.6.4. When blocking with apparatus to protect the emergency scene, establish a sufficient size work zone that includes all damaged vehicles, roadway debris, the patient triage and treatment area, the extrication work area, personnel and tool staging area and the ambulance loading zone.
- 5.6.5. Ambulance should be positioned within the protected work area with their rear patient loading door area angled away from the nearest lanes of moving traffic.
- 5.6.6. Command shall stage unneeded emergency vehicles off the roadway or return these units to service whenever possible.
- 5.6.7. At all intersections, or where the incident may be near the middle lane of the roadway, two or more sides of the incident will need to be protected.
 - 5.6.7.1. Police vehicles must be strategically positioned to expand the initial safe work zone for traffic approaching from opposing directions. The goal is to effectively block all exposed sides of the work zone. The blocking of the work zone must be prioritized, from the most critical or highest traffic volume flow to the least critical traffic direction.

- 5.6.7.2. For first arriving engine or truck companies where a charged hose line may be needed, block so that the pump panel is “downstream”, on the opposite side of on-coming traffic. This will protect the pump operator.
- 5.6.7.3. At intersection incidents, consider requesting police response. Provide specific directions to the police officers as to exactly what your traffic control needs are. Ensure that police vehicles are parked in a position and location that provides additional protection of the scene.
- 5.6.8. Traffic cones shall be deployed from the rear of the blocking apparatus toward approaching traffic to increase the advance warning provided for approaching motorists. Cones identify and only suggest the transition and tapering actions that are required of the approaching motorist.
- 5.6.9. Personnel shall place cones and flares and retrieve cones while facing oncoming traffic.
- 5.6.10. Traffic cones shall be deployed at 15-foot intervals upstream of the blocking apparatus with the furthest traffic cone approximately 75 feet upstream to allow adequate advance warning to drivers.
- 5.6.11. Additional traffic cones shall be retrieved from PD units to extend the advance warning area for approaching motorists.

5.7. Incident Command Benchmarks

- 5.7.1. The initial-arriving company officer and/or the Incident Commander must complete critical benchmarks to assure that a safe and protected work environment for emergency scene personnel is established and maintained including:
 - 5.7.1.1. Assure that the first-arriving apparatus establishes an initial block to create an initial safe work area.
 - 5.7.1.2. Assign a parking location for all ambulances as well as later-arriving apparatus.
 - 5.7.1.2.1. Lanes of traffic shall be identified numerically as “Lane 1”, “Lane 2”, etc., beginning from the right to the left when right and left are considered from the approaching motorist’s point of view. Typically, vehicles travel a lower speed in the lower number lanes.
 - 5.7.1.2.2. Directions “Right” and “Left” shall be as identified as from the approaching motorist’s point of view left or right.
 - 5.7.1.2.3. Instruct the driver of the ambulance to “block to the right” or “block to the left” as it is parked at the scene to position the rear patient loading area away from the closest lane of moving traffic.
 - 5.7.1.3. Assure that all ambulances on-scene are placed within the protected work area (shadow) of the larger apparatus.
 - 5.7.1.4. Assures that all patient loading into Med Units is done from within a protected work zone.
 - 5.7.1.5. The initial company officer and/or Incident Commander must operate as the Scene Safety Officer until this assignment is delegated.

- 5.7.1.6. Command shall assure that Opticom strobe systems are turned OFF and that other emergency lighting remains ON.
- 5.7.1.7. At residential medical emergencies, Command shall direct ambulances to park at the nearest curb to the residence for safe patient loading whenever possible.

5.8. Emergency Crew Personnel Benchmarks

- 5.8.1. Listed below are benchmarks for safe actions of individual personnel when operating in or near moving vehicle traffic:
- 5.8.2. Always maintain an acute awareness of the high risk of working in or near moving traffic. They are out to get you!
 - 5.8.2.1. Never trust moving traffic.
 - 5.8.2.2. Always look before you move!
 - 5.8.2.3. Always keep an eye on the moving traffic!
 - 5.8.2.4. Avoid turning your back to moving traffic.
 - 5.8.2.5. Personnel arriving in crew cabs of fire apparatus should exit and enter the apparatus from the protected 'shadow' side, away from moving traffic.
 - 5.8.2.6. Officers, apparatus operators, crew members in apparatus with individual jump seat configurations and all ambulance personnel must exit and enter their units with extreme caution remaining alert to moving traffic at all times.
 - 5.8.2.7. Protective clothing, Class III safety vest, and helmet must be donned prior to exiting the emergency vehicle.
 - 5.8.2.7.1. During normal daylight lighting conditions, don helmet and Class III safety vest or structural PPE and Class III vest when operating in or near moving traffic.
 - 5.8.2.7.2. During dusk to dawn operations or when ambient lighting is reduced due to inclement weather conditions, don helmet, full protective clothing and Class III vest.
 - 5.8.2.7.3. All staff personnel and assigned student trainee personnel arriving on an apparatus or emergency vehicle must don assigned helmet and Class III vest prior to exiting their vehicle.
 - 5.8.2.8. Always look before opening doors and stepping out of apparatus or emergency vehicle into any moving traffic areas. When walking around fire apparatus or emergency vehicle, be alert to your proximity to moving traffic.
 - 5.8.2.8.1. Stop at the corner of the unit, check for traffic, and then proceed along the unit remaining as close to the emergency vehicle as possible.
 - 5.8.2.8.2. Maintain a 'reduced profile' when moving through any area where a minimum 'buffer zone' condition exists.
 - 5.8.2.9. Police Department personnel may place traffic cones or flares at the scene to direct traffic. This action builds upon initial FD cone deployment and can be expanded, if needed, as later responding Police Officers arrive. Always place and retrieve cones while facing on-coming traffic.

- 5.8.2.10. Placing flares, where safe to do so, adjacent to and in combination with traffic cones for nighttime operations greatly enhances scene safety. Where safe and appropriate to do so, place warning flares to slow and direct approaching traffic.

5.9. High-Volume, Limited Access Highway Operations

- 5.9.1. High-volume limited access highways include the freeway and multi-lane roadways within the FD response area. The Police Department and North Dakota Department of Transportation (NDDOT) have a desire to keep the traffic moving on these high-volume thoroughfares. When in the judgment of FD Command, it becomes essential for the safety of operating personnel and the patients involved, any or all lanes, shoulders, and entry/exit ramps of these limited access highways can be completely shut down. This, however, should rarely occur and should be for as short a period of time as practical.
- 5.9.2. Unique Safe Parking procedures on freeways and limited-access, high-volume multi-lane roadway incidents:
 - 5.9.2.1. First-arriving engine company apparatus shall establish an initial block of the lane(s) occupied by the damaged vehicle plus one additional traffic lane.
 - 5.9.2.2. A ladder truck apparatus shall be automatically dispatched to all vehicle-related incidents on all limited-access, high-volume expressways and highways with the City.
 - 5.9.2.3. The primary assignment of this Truck company apparatus and crew shall be too;
 - 5.9.2.3.1. Establish an upstream block occupying a minimum of two lanes plus the paved shoulder of the highway or blockage of three driving lanes of traffic upstream of the initial block provided by the first-due apparatus.
 - 5.9.2.3.2. The position of this apparatus shall take into consideration all factors that limit sight distance of the approaching traffic including ambient lighting conditions, weather-related conditions, road conditions, design curves, bridges, hills and over- or underpasses.
 - 5.9.2.3.3. Traffic cones and/or cones illuminated by flares should be placed upstream of the ladder truck apparatus by the ladder truck crew at the direction of the company officer.
 - 5.9.2.3.4. Traffic cones on limited-access, high-volume roadways shall be placed farther apart, with the last cone approximately 150 feet “upstream”, to allow adequate warning to drivers. Personnel shall place cones and flares and retrieve cones while facing the traffic.
 - 5.9.2.3.5. Assign a Flagger person to monitor the response of approaching motorists as they are directed to transition to a slower speed and taper into merged lanes of traffic.
 - 5.9.2.3.6. Notify Command on the incident operating channel of any approaching traffic that is not responding to the speed changes, transition, tapering and merging directions.

- 5.9.2.3.7. Flagger shall activate a pre-determined audible warning to operating personnel of a non-compliant motorist approaching.
- 5.9.2.3.8. Driver operator of ladder truck apparatus shall sound a series of long blasts on the apparatus air horn to audibly warn all operating personnel of the concern for the actions of an approaching motorist.
- 5.9.2.4. Police Department vehicles will be used to provide additional blocking of additional traffic lanes as needed. Med Units shall always be positioned within the safe work zone.
- 5.9.2.5. Staging of additional companies off the highway may be required. Ambulances may be brought onto the highway scene one or two at a time. An adequate size multi-patient loading area must be established.
- 5.9.2.6. Command should establish a liaison with the Police Department as soon as possible to jointly coordinate a safe work zone and to determine how to most efficiently resolve the incident and establish normal traffic flows.
- 5.9.2.7. The termination of the incident must be managed with the same aggressiveness as initial actions. Crews, apparatus, and equipment must be removed from the highway promptly, to reduce exposure to moving traffic and minimize traffic congestion.

5.10. **Officer's Safe Parking "Cue Card"**

"Block" with first-arriving apparatus to protect the scene

- Block at least one additional lane
- Block so pump panel is "downstream"
- Block most critical or highest traffic volume direction first
- Consider requesting additional PD assistance

Crews wear proper PPE w/Helmet

- Class III vests at all times
- Helmet at all times
- Full PPE plus Class III vest between dusk and dawn or inclement weather

Establish more than adequate advance warning

- Traffic cones at 15' intervals
- Deploy minimum 5 cones upstream
- Cones only "Suggest" they don't Block!
- Expand initial safe work zone

Direct placement of ambulances

- Assure ambulances park within shadow of larger apparatus
- Lane 1 is furthest right lane from approaching motorist's point of view
- Direct ambulance to "block to the right" or "block to the left" to protect loading doors
 - Place patient loading area facing away from closest lane of moving traffic
- All patient loading into Med Units is done from within a protected work zone
- You are the Scene Safety Officer
- Consider assigning FF as upstream "Spotter"

Night or Reduced Light Conditions

- Turn OFF vehicle headlights
- Turn OFF Opticom
- Provide overall scene lighting

- All personnel in PPE w/helmets
- Illuminate cones with flares
- Consider additional Truck company for additional upstream “Block”

Limited access, high-volume highway incidents

- Establish initial block: minimum two lanes
- Ladder truck establishes upstream block
 - two lanes plus paved shoulder or
 - three driving lanes
- Place cones and/or cones illuminated by flares upstream of ladder truck apparatus
 - last cone approximately 150 feet “upstream” of apparatus
- Establish Flagger position
 - monitor approaching traffic
 - sound emergency signal as necessary
- Driver operator of ladder truck apparatus
 - sound a series of long blasts on apparatus air horn as necessary
- Use police department vehicles for additional blocking
- Stage additional companies off highway
- Establish liaison with Police Department
- Terminate incident aggressivel

6. References:

- 6.1. NFPA 1002, Fire Apparatus Driver/Operator Professional Qualifications
- 6.2. NFPA 1021, Fire Officer Professional Qualifications
- 6.3. NFPA 1451, Fire Service Vehicle Operations Training Program
- 6.4. United States Fire Administration
- 6.5. International Association of Firefighters
- 6.6. International Association of Fire Chiefs

7. Resources:

- 7.1. United States Fire Administration
 - 7.1.1. Emergency Vehicle Safety Initiative
 - 7.1.2. Safe Operation of Fire Tankers
- 7.2. International Association of Firefighters
 - 7.2.1. Emergency Vehicle Safety Program
- 7.3. International Association of Fire Chiefs
 - 7.3.1. Guide to Model Policies and Procedures for Emergency Vehicle Safety



City of Dickinson Fire Department

Standard Operating Guideline

Operations

Guideline Number: 20-05

Fireground Risk Management

Signed:

Issued: 01/01/2021

Revised:

1. **Subject:** Fireground Risk Management

2. **Purpose:**

- 2.1. The City of Dickinson Fire Department shall develop, adopt, and maintain a risk management policy that can be integrated into the principles of incident management. The risk management policy shall serve as a basis for the incident's operational mode and the development of an incident action plan. The goal of risk management is to determine the acceptable level of risk that may be undertaken during any given incident to save lives and property in as safe a manner as dictated by the situation.
- 2.2. The Department shall utilize the principles of risk management at all emergency incidents. This shall be an on-going process that will result in the Incident Commander conducting a risk assessment at all incidents, identifying the necessary risk control strategies, and implementing the appropriate risk control measures.
- 2.3. The Department shall integrate the principles of risk management into the basic functions of incident management. This requires an on-going process whereby all fire officers, in each situation encountered, must continually evaluate the risk to their assigned personnel in comparison to the purpose and potential results of their actions.

3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.

4. **Definitions:**

- 4.1. Hazard: Something with the potential to cause harm in the form of injury or loss.
- 4.2. Potential: An assessment as to a situation's likelihood of occurring. Assessment is based on determining the degree of likelihood ranging from a low-risk possibility to a high-risk probability.
- 4.3. Risk: The degree of potential harm from a particular hazard. Risk reflects both the likelihood that harm will occur and its degree of severity.
- 4.4. Risk Assessment: To set or determine the possibility of suffering harm or loss and to what extent.
- 4.5. Risk Management: The development of action plans that take present and potential risks into consideration.

5. **Guideline:**

5.1. **Responsibilities**

- 5.1.1. All Department members involved in emergency incident operations are responsible for operating within all of the applicable safety guidelines and procedures.

- 5.1.2. All supervisory personnel are responsible for the safety and welfare of their assigned personnel.
- 5.1.3. Incident Commanders are responsible for making risk assessment an on-going process for the duration of all incident operations by conducting periodic assessment reviews and by accounting for update information and progress reports. It is recognized that for all emergency incidents, the Incident Commander shall be responsible for the overall safety of all personnel and activities occurring at the emergency scene.
- 5.1.4. The Incident Commander (IC) shall provide an adequate number of personnel and resources to safely conduct emergency scene operations. Operations at an emergency incident shall be limited to only those that can be safely performed by the personnel available at the scene.

5.2. General

- 5.2.1. Principles of Risk Management: The goal of risk management is to determine the acceptable level of risk that may be undertaken during any given incident to save lives and property in as safe a manner as dictated by the situation. The concept of risk management shall be utilized on the basis of the following principles:
 - 5.2.1.1. Activities that present a significant risk to the safety of personnel shall be limited to situations where there is a high potential (probability) to save endangered lives. Firefighters may risk injury in a calculated manner to save a life that is likely to be savable.
 - 5.2.1.2. Activities that are routinely employed to protect property shall be recognized as inherent risks to the safety of personnel, and actions shall be taken to reduce or avoid the risks. Firefighters may assume moderate risk to save property that is likely to be savable and is of measurable value.
 - 5.2.1.3. Compromising the safety of personnel shall not be acceptable when there is no possibility to save lives or property. Firefighters will risk nothing to save lives that have already been lost or for property that has already been destroyed.
- 5.2.2. Applying Discretion and Judgment: It is recognized that every situation is unique and that an all-encompassing definition for undue risk is impossible. For this reason, Incident Commanders must have the ability to use discretion and judgment on a situational basis when applying the principles of risk management.
 - 5.2.2.1. It must also be recognized that the Incident Commander is the responsible authority for integrating risk management controls into the strategy and tactics of the incident's action plan.
 - 5.2.2.2. Once the IC has determined the amount of gain to be realized and has established the level of acceptable risk, he shall implement the appropriate incident action plan.
 - 5.2.2.3. Once implemented, it becomes the Incident Commander's responsibility to ensure that all personnel are operating within the incident action plan's strategy and risk management provisions.

5.2.3. Reducing Risk: All members play a role in reducing the risk posed to themselves and their co-workers when operating at an emergency incident. Therefore, to reduce the potential for injury, all members shall adhere to the following requirements:

5.2.3.1. Personnel operating within the hazard area shall operate in teams of two (2) or more.

5.2.3.2. Team members operating within interior hazard areas shall maintain member accountability by maintaining constant contact/ communication with each other through sight, sound, or touch.

5.2.3.3. Team members shall be in close proximity to each other so that they can provide assistance in the event of an emergency.

5.2.3.4. Teams operating in hazard areas shall have positive communication capabilities with the incident management structure. Incident radio communication capabilities within the management structure shall include monitoring of incident assigned frequencies.

5.2.3.5. Personnel shall keep the Incident Commander informed as to potential hazards and changing conditions so that the incident action plan can be modified to the extent necessary for preserving firefighter safety.

5.2.3.6. Personnel shall not operate (freelance) outside the established incident management structure or incident action plan.

5.3. Interior Structural Firefighting Operations

5.3.1. Before beginning interior structural firefighting operations, the Incident Commander must evaluate the situation and risks to operating teams.

5.3.2. Except as provided in the principles of risk management, firefighters must not engage in interior structural firefighting in the absence of at least two (2) standby firefighters.

5.3.3. All standby firefighters must be fully equipped with the appropriate protective clothing, protective equipment and SCBA.

5.3.4. Standby members must remain aware of the status of firefighters in the hazardous area.

5.3.5. Standby members must remain in positive communication with the entry team(s), provided that those duties will not interfere with the standby members' ability to participate in a rescue as appropriate.

5.3.6. Early consideration should be given to providing one (1) or more rapid intervention teams commensurate with the needs of the situation.

5.4. Initial Stage of Structure Fire Incident

5.4.1. In the initial stage of a structure fire incident where only one team is operating in the hazardous area, where additional resources can reasonably be expected, and where exceptional circumstances indicate that immediate action may be necessary to prevent or mitigate the loss of life or serious injury to citizenry or firefighters, at least one (1) additional firefighter must be assigned to stand by outside the hazardous area where the team is operating.

5.4.1.1. The standby firefighter must remain aware of the status of firefighters in the hazardous area.

- 5.4.1.2. The standby firefighter must remain in positive communication with the entry team, in full protective clothing, with SCBA donned in the standby mode.
- 5.4.1.3. The standby firefighter may be permitted to perform other duties outside the hazardous area, provided constant communications is maintained with the team in the hazardous area, and provided that those duties will not interfere with his or her ability to initiate a rescue as appropriate.
- 5.4.1.4. Once additional resources have arrived on the scene, the incident must no longer be considered in its initial stage and all the requirements of Interior Structural Firefighting Operations must be met.

6. References:

7. Resources:



City of Dickinson Fire Department

Standard Operating Guideline

Operations

Guideline Number: 20-06

Signed: *Jeremy A. Dresnell*

Fire Ground Organization

Issued: 01/01/2021

Revised:

1. **Subject:** Fire Ground Organization Type text here
2. **Purpose:** To clearly define the Fire Ground Organization used by City of Dickinson Fire Department. This organization is based on the nationally recognized Incident Command System (ICS) and National Incident Management System (NIMS). ICS identifies procedures to be used for establishing command and outlines responsibility for command functions and associated duties and responsibilities during the incident.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:** None
5. **Guideline:**
 - 5.1. Fix responsibility of Command through a standard identification system depending on the arrival sequence of firefighting resources.
 - 5.2. Insure that strong, direct, and visible command will be established in a timely manner.
 - 5.3. Establish an effective framework outlining the activities and responsibilities assigned to the INCIDENT COMMANDER.
 - 5.4. Provide a system for orderly transfer of command to subsequent arriving officers.
 - 5.5. **Establish Command**
 - 5.5.1. Command shall be established at all incidents requiring personnel accountability.
 - 5.6. **Initial Report on Conditions**
 - 5.6.1. Command (first arriving ranking firefighter) shall transmit a brief initial radio report, including but not limited to:
 - 5.6.1.1. Unit ID number and correct address. (Particularly if different from the dispatch information).
 - 5.6.1.2. Building description, or description of incident including:
 - 5.6.1.2.1. Size of building
 - 5.6.1.2.2. Building construction
 - 5.6.1.2.3. Smoke conditions
 - 5.6.1.2.4. Fire conditions
 - 5.6.1.3. Initial actions (nothing showing/investigation, fast attack, offensive, defensive).
 - 5.6.1.4. Obvious hazardous conditions.
 - 5.6.1.5. Any other important information essential for the safety of personnel and occupants, or essential for fire control and/or rescue.
 - 5.6.1.6. First arriving firefighter/officer identifies who Command is and names the incident (i.e.: Dispatch, E51101 is A Street Command).

- 5.6.1.7. All responding units should allow “Command” appropriate radio time for size-up, equipment placement, and/or personnel assignments.

5.7. Command Options

- 5.7.1. The first arriving firefighter/officer (Command) must choose a command mode, and communicate his/her intentions. This will usually fall into one of three general categories:

- 5.7.1.1. Nothing Showing/Investigating: This mode is used when no emergency or problem is readily apparent when the first unit arrives on scene. In this mode, the initial arriving unit will investigate the situation while ALL OTHER RESPONDING UNITS STAGE AWAY FROM THE SCENE. In this mode, the incident commander or company officer should go with the company to investigate while using a portable radio to command the incident.
- 5.7.1.2. Offensive Attack Mode/Fast Attack Mode: The offensive/ fast attack mode is used when immediate action is required to stabilize the incident and the company officer’s assistance and direct involvement will be required, along with the crew, to provide supervision and complete the task. The company officer remains in command of the incident using his/her portable radio. Other responding companies may be assigned functions as required. The offensive attack/ fast attack mode should last only 15-20 minutes. This mode will end when one of the following occurs:
 - 5.7.1.2.1. The situation is stabilized
 - 5.7.1.2.2. The situation is not stabilized and the IC must withdraw to the exterior and must establish a stationary CP (Command Post). It may be necessary to withdraw the entire company if the company cannot continue to make safe, positive progress toward controlling the incident from the interior.
- 5.7.1.3. Defensive Attack Mode: The defensive attack mode is used at incidents where size, complexity, and/or potential for rapid escalation require immediate, strong, and direct overall command. In these cases, the incident commander will establish a CP in a safe, exterior position and remain there until relieved by a higher-ranking officer.

5.8. Transfer of Command

- 5.8.1. Within the chain of command, actual transfer of command will be regulated by the following guidelines:
 - 5.8.1.1. The first fire department member arriving on the scene assumes command.
 - 5.8.1.2. The first arriving company officer will/can assume command after the Transfer of Command procedures have been completed.
 - 5.8.1.3. The first arriving Chief Officer will/can assume command from the company officer following the Transfer of Command procedures have been completed.
 - 5.8.1.4. Second and subsequent arriving Chief Officers should report to the CP for assignment.

- 5.8.1.5. Later arriving higher ranking Chief Officer may choose to assume command or an advisory role.
- 5.8.1.6. The exchange of information that occurs when command is transferred preferably should be done face to face. If this is not possible, transfer should at least be done by radio. Whenever possible, command should not be transferred until the two individuals have made contact with each other. The following information, at a minimum, should be passed on to the IC before the actual transfer takes place:
 - 5.8.1.6.1. Incident conditions
 - 5.8.1.6.2. IAP (Incident Action Plan)
 - 5.8.1.6.3. Progress made toward completion of the IAP
 - 5.8.1.6.4. Safety considerations
 - 5.8.1.6.5. Deployment of operational companies and personnel
 - 5.8.1.6.6. Appraisal of the need for additional resources
- 5.8.2. **NOTE: The arrival of a higher-ranking officer on the scene does not automatically mean that command has been transferred to that higher-ranking individual. In cases where Command is effectively handling strategic goals and tactical objectives and is completely aware of location and function of all operating companies and general status of the situation, it may be desirable for that officer to continue in the active command role. When a ranking officer allows a lower ranking officer to retain command, this does not remove responsibility for the incident from the higher-ranking individual.**

5.9. Command Post (CP) Operation

- 5.9.1. A CP may be set up at ANY incident. The purpose of the CP is to coordinate operations, simplify communication procedures, perform logistical tasks, and assist with incident management activities. The CP usually is located on the incident's side "A" (the address side of the structure). It may also be located in the "front" of the fire building or in front of the fire incident. The CP location should be highly visible, easily accessible, and designated with a visible marker.
- 5.9.2. As soon as the CP has been designated, the location should be communicated to the incident's operating companies and dispatch.
- 5.9.3. **NOTE: A temporary CP should be established around or near the front of the first arriving Engine or Truck (usually the first arriving Engine/Truck that is operating on the incident) until a formal CP location has been established.**

6. **References:** None

7. **Resources:** None



City of Dickinson Fire Department

Standard Operating Guideline

Operations

Guideline Number: 20-07

Fireground Incident Safety

Signed:

Issued: 01/01/2021

Revised:

1. **Subject:** Seat Belt Use
2. **Purpose:** To provide guidance for safe and well-organized management, including establishing a safe response and safe work zone actions when operating at fire ground incidents. IC (Incident Command) shall consider UC (Unified Command) with the appropriate jurisdiction.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:** None
5. **Guideline:**

5.1. General

- 5.1.1. A designated safety officer will be on scene to provide accountability of all personnel on scene and keep command advised throughout the duration of the fire.
- 5.1.2. The safety officer will oversee all functions and personnel at the scene and will coordinate with law enforcement concerning any problems encountered with the public during operations.
- 5.1.3. Before leaving the scene of any incident, fire and support personnel will check out through the safety officer.
- 5.1.4. Safety is the responsibility of every person involved with the incident and will not be compromised for any reason:
- 5.1.5. Traffic laws must be obeyed at all times.
- 5.1.6. No driving through intersections or stop signs.
- 5.1.7. If you have consumed any amount of alcohol, or drugs that may impair you physically or mentally, DO NOT RESPOND!
- 5.1.8. Reckless driving, or in any way endangering the lives of others, in a fire truck or personal vehicle responding to the station can be grounds for discipline. If you do not arrive safely then you cannot help anyone.
- 5.1.9. Whenever you are involved in an accident that results in personal injury or damage to property, no matter how minor, the accident shall be reported immediately to the officer in charge. First aid treatment must be done promptly.

5.2. Fire Station to Fire Scene

- 5.2.1. Walk; don't run, in, to or from the station.
- 5.2.2. Be aware of wet slippery floors.
- 5.2.3. Wear appropriate PPE prior to mounting any fire apparatus.
- 5.2.4. ALWAYS wear your seat belts, the apparatus operator WILL NOT move the vehicle until all personnel are set belted, PERIOD.

- 5.2.5. Stay seated until vehicle has come to a complete stop.
- 5.2.6. Do not leave the apparatus until the company officer has given you a task.
- 5.2.7. Do not ride the tailboard of any fire vehicle.
- 5.2.8. Watch for downed and possibly energized power lines when arriving at the scene both on the ground and in the air.

5.3. Fire Ground Safety

- 5.3.1. Extra care must be taken when driving on the fire ground. Pay special attention to bystanders and approach slowly. Apparatus placement is normally directed by the officer in charge, but each member must be aware of possible hazards such as:
 - 5.3.1.1. Structural collapse.
 - 5.3.1.2. Location of overhead wires or downed wires and power lines (any down wire should be considered a power source).
 - 5.3.1.3. Possible explosion or back draft.
 - 5.3.1.4. Ice, snow, or mud.
 - 5.3.1.5. Wind direction – if the wind direction changes, will the fire come to your apparatus or will you need to don your SCBA because of smoke.
 - 5.3.1.6. The engineer should always be ready to don his/her SCBA.
 - 5.3.1.7. When applicable always work in teams of two.
 - 5.3.1.8. Coordinate your entry with the IC.
 - 5.3.1.9. Follow your chain of command.
 - 5.3.1.10. Don't freelance – you put everyone in jeopardy if you don't participate as a team.
 - 5.3.1.11. Avoid exposure to possible back draft or flash over situations.
 - 5.3.1.12. Back Draft Indicators.
 - 5.3.1.12.1. Puffing smoke from eaves or vents,
 - 5.3.1.12.2. Walls appear to be moving,
 - 5.3.1.12.3. Blackened glass,
 - 5.3.1.12.4. Hot doors with little or no flame visible.
- 5.3.2. Stay low as to avoid super-heated or toxic environments as much as possible. Hose line advancement must be coordinated with other entry crews and with the ventilation crew. Ventilation crew must be aware of the possible hazards associated with each type of roof support.
- 5.3.3. Proper ladder techniques will be used at all times for ground and roof ladders, especially during ice and snow conditions. If you ladder once, ladder twice. Two ways off the roof must be provided for each ventilation crew. To avoid back injury, get help to set heavy ladders. Set ground ladders near the corners of the buildings when feasible for added strength in case of partial collapse.
- 5.3.4. Ladders must be set with 3-5 rungs above the roof so that the personnel can safely find and use the ladder. The firefighter must "Sound the Roof" before placing his weight on the roof.
- 5.3.5. Engineers must watch their discharge pressures.

5.3.6. Engineers should stay with the engines for the whole operation in case of emergency. Engineers are responsible for all equipment on the truck and inventory of the equipment at the end of an incident.

6. **References:**

7. **Resources:**



City of Dickinson Fire Department

Standard Operating Guideline

Health & Safety

Guideline Number: 40-00

Health & Safety Program

Signed:

Issued: 01/01/2021

Revised:

1. **Subject:** Health & Safety Program
2. **Purpose:** The City of Dickinson Fire Department shall establish, supervise, maintain, and enforce, in a manner which is effective in practice:
 - 2.1. A safe and healthful work place environment.
 - 2.2. An accident prevention program.
 - 2.3. Programs for training personnel in the fundamentals of accident prevention and workplace safety.
 - 2.4. Procedures to be used by the Health & Safety Officer and Incident Commanders to ensure that emergency medical care is provided to response personnel.
 - 2.5. An accident investigation program.
 - 2.6. Any additional health and safety programs which would provide a positive and effective response to the health and safety of the fire department personnel.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:** None
5. **Guideline:**
 - 5.1. The City of Dickinson Fire Department will do everything reasonably necessary to protect the safety and health of all personnel. Firefighting methods and operations shall be so designed as to promote the safety and health of all personnel. Safety devices furnished by the fire department shall be required use for all personnel as a part of provided safety safeguards.
 - 5.2. Department personnel shall not:
 - 5.2.1. Remove, displace, damage, destroy, or carry off any safety device, safeguard, or notice of warning.
 - 5.2.2. Interfere in any way with the use of any safety device, method, or process adopted for personnel protection.
 - 5.2.3. Willfully disregard a known safety policy or practice.
 - 5.2.4. Disregard use of furnished safety devices and methods.
 - 5.3. The Department shall be responsible for:
 - 5.3.1. Providing suitable expertise to comply with all testing requirements in {to be determined by specific SOG or manufacturer's recommendations}. Such expertise may be secured from within the department, from manufacturers, or other suitable sources. {Reference Appendix 2-01 *to be developed*}

- 5.3.2. Maintaining a hazard communication program that will provide information to all personnel relative to hazardous chemicals or substances to which they are exposed, or may routinely be exposed to, in the course of their employment.
- 5.3.3. Providing all facilities with a bulletin board or posting area exclusively for displaying safety and health materials.
- 5.3.4. Establishing a Safety Committee. The Committee shall be composed of both employee and management representatives.
- 5.3.5. Maintaining injury and accident statistics. These statistics shall include those which do not meet the posting requirements of the OSHA 200 Log.
- 5.3.6. Ensuring all department personnel comply with all safety policies and will endeavor to eliminate workplace accidents. Willful disregard of a known safety policy or practice may be grounds for disciplinary action.
- 5.4. The Assistant Chief shall serve as the Department Health & Safety Officer. Under direction of the Fire Chief, the Health & Safety Officer (HSO) shall serve as program manager for the Department's Health and Safety Program.
- 5.5. All personnel shall:
 - 5.5.1. Comply with the provisions, policies, and guidelines of the Department which are applicable to their own actions and conduct in the course of their employment.
 - 5.5.2. Immediately notify the appropriate supervisor of unsafe work practices and of unsafe conditions of equipment, apparatus, or work places.
 - 5.5.3. Apply the principles of accident prevention in their work. They shall use all required safety devices, protective equipment, and safety practices, as provided and/or developed by the Department.
 - 5.5.4. Take proper care of all their assigned personal protective equipment.
 - 5.5.5. When on duty, shall attend required training and/or orientation programs designed to increase their competency in occupational safety and health.
- 5.6. Any individual who is under the influence of alcohol or drugs shall not participate in any fire department operations or other functions. This does not apply to persons taking prescription drugs as directed by a physician provided such use does not endanger the worker or others.
- 5.7. **Health & Safety Officer Responsibilities**
 - 5.7.1. Planning and coordinating Health & Safety Program activities.
 - 5.7.2. Working closely with the Safety Committee.
 - 5.7.3. Ensuring that accidents and exposures are adequately investigated.
 - 5.7.4. Devising preventive measures to reduce accidents.
 - 5.7.5. Ensuring safety training for all personnel.
 - 5.7.6. Ensuring compliance with safety directives.
 - 5.7.7. Ensuring that records are kept, but not limited to the following:
 - 5.7.7.1. Apparatus, equipment, and protective equipment inspections.
 - 5.7.7.2. Accidents, injuries, or exposures; medical monitoring.
 - 5.7.7.3. Safety meeting minutes.

- 5.7.8. The Health & Safety Officer, under authority of the Fire Chief, shall have the authority and responsibility to identify and recommend correction of safety and health hazards.
- 5.7.9. The Health & Safety Officer shall maintain a liaison with staff officers regarding recommended changes in equipment, procedures, and methods to eliminate unsafe practices and/or reduce existing hazardous conditions.

5.8. Safety Committee

- 5.8.1. The role of the Safety Committee is to serve in an advisory capacity to the Health & Safety Officer and the Fire Chief. Responsibilities of the Safety Committee include:
 - 5.8.1.1. Acting as a sounding board for input to the administrative practices of the Department's safety program.
 - 5.8.1.2. Voicing suggestions to the Health & Safety Officer for existing safety hazards or concerns.
 - 5.8.1.3. Researching safety concerns for the purpose of developing recommendations.
 - 5.8.1.4. Reviewing accidents, injuries, or exposures for the purpose of developing prevention recommendations.
- 5.8.2. The Safety Committee shall consist of representatives which provide cross sectional representation to the Department's entire membership. Employee representatives shall be selected by their peers. Selection of employee representatives shall not be influenced by management personnel. The number of management representatives shall not exceed the number of employee representatives.
- 5.8.3. The frequency of safety meetings shall be determined by the Safety Committee, but shall not be less than one hour per calendar quarter. Special meetings may be held at the request of either employee or management representatives.
- 5.8.4. All written suggestions or complaints submitted by employees shall be reviewed by the Committee. Recommendations by the committee shall be transmitted in writing to the Fire Chief. The Fire Chief or their designated agent shall reply to the submitting member.

6. References: None

7. Resources: None



City of Dickinson Fire Department

Standard Operating Guideline

Health & Safety

Guideline Number: 40-01

Signed:

Jeremy A. Presnell

Personal Protective Equipment

Issued: 01/01/2021

Revised:

1. **Subject:** Personal Protective Equipment
2. **Purpose:** To clearly define the minimum requirements for the use of personal protective equipment for department personnel when operating in a hazard zone or IDLH environment. This document is intended to model the guidelines and requirements Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.132 and current editions of NFPA 1500.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:**
 - 4.1. Hazard Zone – The hazard zone is defined as any area that requires use of SCBA or in which a firefighter is at risk of becoming lost, trapped, or injured by the environment or the structure. This would include entering a structure reported to be on fire, operating in close proximity to the structure during exterior fire attack, cause and origin investigation, confined space, trench rescue, etc.
 - 4.2. I.D.L.H. (Immediate Danger to Life & Health) – An atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects or would impair an individual's ability to escape from a dangerous atmosphere.
 - 4.3. L1 PPE (Structural Firefighting Ensemble for IDLH Environment) – Department issued firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles, firefighting gloves, and SCBA which meet the standards of NFPA 1971, 1981, and 1982.
 - 4.4. L2 PPE (Structural Firefighting Ensemble for Non-IDLH Environment) – Department issued firefighting boots, bunker pants, coat, hood, helmet with chinstrap fastened and equipped with goggles, and firefighting gloves which meet the standard of NFPA 1971.
 - 4.5. L3 PPE (Wildland Fire Fighting Ensemble) – Department issued Wildland fire fighting boots, pants, jacket, helmet with chinstrap fastened and equipped with goggles and shroud, and Wildland fire fighting gloves which model the guidelines and requirements of NFPA 1977.
 - 4.6. L4 PPE (Protective Ensemble for Technical Rescue Incidents) – Department issued protective ensemble for technical rescue incidents shall be made up of the following elements: coats, trousers, coveralls, helmets, goggles, gloves, footwear, and interface components which model the guidelines and requirements of NFPA 1951.
 - 4.6.1. Utility – The Utility Technical Rescue Protective Ensemble provides protection for operational settings where physical and thermal hazards exist or are expected.

- 4.6.2. Rescue and Recovery – The Rescue and Recovery Technical Rescue Protective Ensemble provides protection for operational settings where physical, thermal, liquid, and blood-borne pathogens hazards exist or are expected.
- 4.6.3. CBRN – The CBRN Technical Rescue Protective Ensemble provides protection for operational settings where physical, thermal, liquid, blood-borne pathogens and CBRN (chemical, biological, radiological, and nuclear) agents in liquid-splash and particulate forms hazards exist or are expected.
- 4.7. L5 PPE (Surface Water Operations Protective Clothing) – Department issued protective clothing for surface water operations which model the guidelines and requirements of NFPA 1952, shall be made up of the following elements:
 - 4.7.1. Dry suits, wet suits, and ice suits
 - 4.7.2. Dry suit gloves, wet suit gloves, and ice suit gloves
 - 4.7.3. Dry suit footwear, wet suit footwear, and ice suit footwear
 - 4.7.4. Helmets
 - 4.7.5. Personal Flotation Devices (PFD)
- 4.8. L6 PPE (Vapor-Protective Ensembles for Hazardous Materials Emergencies) – Department issued protective clothing for hazardous materials emergencies that provide protection to the upper and lower torso, arms, legs, head, hands, and feet which model the guidelines and requirements of NFPA 1991 and 29 CFR 1910.132.
- 4.9. L7 PPE (Station/Work Uniforms) – Department issued textile apparel that cover the torso and limbs or parts of the limbs, excluding heads, hands, and feet (typically considered trousers, uniform shirts, t-shirts) which model the guidelines and requirements of NFPA 1975.

5. Guideline:

- 5.1. It is the policy of the Fire Department to provide personnel with the appropriate protective clothing and equipment. This protective clothing and equipment shall be used whenever an individual is exposed or potentially exposed to workplace hazards. The protective clothing and equipment purchased by the department shall meet or exceed the appropriate NFPA standard(s) and department specifications in effect at the time of purchase. Each individual is responsible to utilize and maintain their protective clothing and equipment consistent with the manufacturer's instructions and department policy or guidelines.

5.2. Authorized Items and Modification

- 5.2.1. Protective clothing shall not be modified in any manner without written approval from the department. Only personal protective clothing or equipment issued by the fire department is authorized for use. Personal items such as hand lights, wire cutters, small tools, etc. may be utilized provided they do not reduce the level of protection provided by issued clothing/equipment.

5.3. Required Level of PPE

- 5.3.1. Personnel shall not remove their protective clothing until such time that their company officer or the Incident Commander (IC) determines that such protection is

no longer necessary. If operating conditions warrant, company officers may increase or decrease the required level of PPE but the responsibility to protect their personnel from injury remains with the officer. Use and discontinuation of use of SCBA shall be in accordance with Department Standard Operating Guidelines.

5.3.2. If during multi-company operations the IC specifies a certain level of PPE, company officers shall not decrease that level without permission of the IC.

5.3.3. Incident Commanders will determine the level of PPE in those situations not addressed by this policy or where exceptions to the policy appear necessary.

5.4. Eye Protection

5.4.1. It is each individual's responsibility to identify situations that pose the potential for eye injury, and to utilize the appropriate level of protection. The primary and only permissible forms of eye protection are either the SCBA face piece, goggles, or helmet installed face shield. Eye protection shall be used when there is a potential for flying debris, airborne particles, spraying/splashing of hazardous fluids or any other situation which may present the possibility of eye injury. This includes when operating hand or power/hydraulic tools, whenever working above head level, during Wildland firefighting, and helicopter operations.

5.4.2. When engaged in EMS operations, EMS safety goggles shall be worn as part of universal precautions.

5.5. Expectation of PPE for Specific Incidents

Expectation of PPE for Specific Incidents	
Emergency Medical Services	<ul style="list-style-type: none"> • Universal Precautions and appropriate level of PPE
Firefighting (IDLH Environment)	<ul style="list-style-type: none"> • L1 PPE
Firefighting (Non-IDLH Environment)	<ul style="list-style-type: none"> • L2 PPE
Firefighting (Vehicle Fires)	L1 PPE
Fire Investigations	<ul style="list-style-type: none"> • Helmet, gloves, and eye protection • Coveralls and long sleeve shirt • Long pants and boots • Respiratory protection
Fire Investigations - Non-investigators (assisting)	<ul style="list-style-type: none"> • Helmet, gloves and eye protection • Bunker coat and pants • Respiratory protection
Training	<ul style="list-style-type: none"> • L1 PPE through L6 PPE (The instructor of a training session shall be responsible to ensure that the appropriate level of PPE is worn during training evolutions and exercises.)
Wildland Fire Fighting	<ul style="list-style-type: none"> • L3 PPE

Vehicle Extrication	<ul style="list-style-type: none"> • L2 PPE (Fire department issued extrication gloves may be used in place of firefighting gloves)
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Expectation of PPE for Specific Incidents (cont.)	
Technical Rescue Incidents <ul style="list-style-type: none"> • Confined Space • High/Low Angle • Vertical • Structural Collapse • Trench Collapse • Heavy Rescue • Specialized Extrication 	<ul style="list-style-type: none"> • L4 PPE • Specific PPE shall be determined by the specific incident. • The Incident Command Officer OR Incident Safety Officer will ensure scene compliance
Surface Water Operations	<ul style="list-style-type: none"> • L5 PPE • Specific PPE shall be determined by the specific incident. • The Incident Command Officer OR Incident Safety Officer will ensure scene compliance
Wildland Fire Fighting	<ul style="list-style-type: none"> • L3 PPE
Hazardous Materials Emergencies <ul style="list-style-type: none"> • Hazardous Materials Technicians and/or Specialists • Incident Commanders • Operations Level Personnel • Awareness Level Personnel 	<ul style="list-style-type: none"> • L6 PPE • Personnel participating in a hazardous materials emergency MUST present and maintain the necessary qualifications in order to utilize the level of specialty clothing. • Known product(s) - selection of PPE is based on product information and reference sources and is approved by Branch Officer. • Unknown product(s) – minimum of Level B PPE and approved by Branch Officer. • Personnel involved at known or suspected hazardous materials incidents shall at minimum wear and use L1 PPE. • The Emergency Response Guidebook (ERG) and other references shall be used to determine the effectiveness of L1PPE to protect against the specific chemical hazard. • Personnel shall not enter areas where L1PPE does not provide at least limited protection except when necessary to make a rescue, or take action to save lives, entry

	may be made with LIPPE. This shall only be done after a risk benefit analysis has determined that the potential benefits to the victims or citizens are greater than the risk posed to fire personnel.
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5.6. Storage of PPE

- 5.6.1. Protective clothing and equipment shall be stored in the appropriate location at each station. Protective clothing shall not be worn or stored in the kitchen, dayroom, bunkroom, washrooms, or other areas.

5.7. Cleaning, Maintenance and Inspection

- 5.7.1. It is the responsibility of the company officer to ensure that their assigned personnel maintain clean turnout gear. Frequent cleaning may be required based on exposure to fire products or blood borne contamination.
- 5.7.2. Washing of turnouts is to be done at a station equipped with a turnout gear washer. Turnout gear SHALL NOT be washed at home, at a Laundromat or dry-cleaned. Turnout gear with blood borne contamination may be first sprayed or rinsed with an approved product to help in removal of any stains, and then washed in a turnout gear washer.
- 5.7.3. For other than regularly scheduled inspections, if assigned gear becomes unserviceable, the individual shall notify the Shift Commander, through their officer. Any unserviceable turnout clothing is to be cleaned and then sent to the authorized representative, who will determine if the turnout gear is to be repaired or replaced. An email is to be sent to the authorized representative advising them of the turnout clothing being sent in and the problem(s) with the clothing.

6. References:

- 6.1. NFPA 1500, Fire Department Occupational Safety & Health Program
- 6.2. NFPA 1951, Protective Ensembles for Technical Rescue Incidents
- 6.3. NFPA 1952, Surface Water Operations Protective Clothing & Equipment
- 6.4. NFPA 1971, Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting
- 6.5. NFPA 1975, Station/Work Uniforms for Emergency Services
- 6.6. NFPA 1977 Protective Clothing and Equipment for Wildland Fire Fighting
- 6.7. NFPA 1981, Open-Circuit Self Contained Breathing Apparatus (SCBA) for Emergency Services
- 6.8. NFPA 1991, Vapor-Ensembles for Hazardous Materials Emergencies
- 6.9. OSHA: 29 CFR 1910.132

7. Resources:

- NIOSH Firefighter Fatality Investigation Reports
 - Career Fire Fighter Dies After Being Trapped in a Roof Collapse During Overhaul of a Vacant/Abandoned Building—Michigan
 - Volunteer Fire Fighter Dies While Lost in Residential Structure Fire- Alabama

- Four Career Fire Fighters Injured While Providing Interior Exposure Protection at a Row House Fire – District of Columbia
 - Two Career Fire Fighters Die While Making Initial Attack on a Restaurant Fire – Massachusetts
- Firefighter Close Calls.Com—Weekly Fire Drills
 - Basic Skills Volume 20-231 Donning PPE
 - PPE Use (Volume 8-91)
 - Protective Clothing (Volume 5-49)



City of Dickinson Fire Department

Standard Operating Guideline

Health & Safety

Guideline Number: 40-02

Respiratory Control Program

Signed:

Issued: 01/01/2021

Revised:

1. **Subject:** Respiratory Control Program
2. **Purpose:** It is the policy of the City of Dickinson Fire Department to protect its employees from exposure to harmful concentrations of toxic air contaminants and to comply with applicable Federal and State regulations regarding respiratory protection. Air contamination by toxic dusts, fumes, mists, gases and vapors cannot always be eliminated while operating at an emergency incident. In situations where an unknown or known I.D.L.H. environment exists, personal protective devices will be used. The purpose of this policy is to define the rules under which employees will wear and maintain respirators for personal protection against airborne contaminants found at an emergency incident. These rules are mandatory and most suited to our department's operations and to ensure the health and safety of all members. Further, these rules are a condition of employment for each employee. This document is intended to model the guidelines and requirements of Occupational Safety and Health Administration (OSHA) 29CFR 1910.134, and current editions of NFPA 1404, 1500, 1582, and 1981.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:**
 - 4.1. **Air-purifying respirator** – means a respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.
 - 4.2. **Assigned protection factor (APF)** – means the workplace level of respiratory protection that a respirator or class of respirators is expected to provide to employees when the employer implements a continuing, effective respiratory protection program as specified by this section.
 - 4.3. **Atmosphere-supplying respirator** – means a respirator that supplies the respirator user with breathing air from a source independent of the ambient atmosphere, and includes supplied-air respirators (SARs) and self-contained breathing apparatus (SCBA) units.
 - 4.4. **Canister or cartridge** – means a container with a filter, sorbent, or catalyst, or combination of these items, which removes specific contaminants from the air passed through the container.
 - 4.5. **Demand respirator** – means an atmosphere-supplying respirator that admits breathing air to the face piece only when a negative pressure is created inside the facepiece by inhalation.
 - 4.6. **Emergency situation** – means any occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment that may or does result in an uncontrolled significant release of an airborne contaminant.

- 4.7. **Employee exposure** – means exposure to a concentration of an airborne contaminant that would occur if the employee were not using respiratory protection.
- 4.8. **End-of-service-life indicator (ESLI)** – means a system that warns the respirator user of the approach of the end of adequate respiratory protection, for example, that the sorbent is approaching saturation or is no longer effective.
- 4.9. **Escape-only respirator** – means a respirator intended to be used only for emergency exit.
- 4.10. **Filter or Air purifying element** – means a component used in respirators to remove solid or liquid aerosols from the inspired air.
- 4.11. **Filtering facepiece (dust mask)** – means a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium.
- 4.12. **Fit factor** – means a quantitative estimate of the fit of a particular respirator to a specific individual, and typically estimates the ratio of the concentration of a substance in ambient air to its concentration inside the respirator when worn.
- 4.13. **Fit test** – means the use of a protocol to qualitatively or quantitatively evaluate the fit of a respirator on an individual. (See also Qualitative fit test QLFT and Quantitative fit test QNFT.)
- 4.14. **Helmet** – means a rigid respiratory inlet covering that also provides head protection against impact and penetration.
- 4.15. **High efficiency particulate air (HEPA)** – filter means a filter that is at least 99.97% efficient in removing mono-disperse particles of 0.3 micrometers in diameter. The equivalent NIOSH 42 CFR 84 particulate filters are the N100, R100, and P100 filters.
- 4.16. **Hood** – means a respiratory inlet covering that completely covers the head and neck and may also cover portions of the shoulders and torso.
- 4.17. **Immediately dangerous to life or health (IDLH)** – means an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.
- 4.18. **Interior structural firefighting** – means the physical activity of fire suppression, rescue or both, inside of buildings or enclosed structures which are involved in a fire situation beyond the incipient stage. (See 29 CFR 1910.155)
- 4.19. **Loose-fitting facepiece** – means a respiratory inlet covering that is designed to form a partial seal with the face.
- 4.20. **Maximum use concentration (MUC)** – means the maximum atmospheric concentration of a hazardous substance from which an employee can be expected to be protected when wearing a respirator, and is determined by the assigned protection factor of the respirator or class of respirators and the exposure limit of the hazardous substance. The MUC can be determined mathematically by multiplying the assigned protection factor specified for a respirator by the required OSHA permissible exposure limit, short-term exposure limit, or ceiling limit. When no OSHA exposure limit is available for a hazardous substance, an employer must determine an MUC on the basis of relevant available information and informed professional judgment.

- 4.21. **Negative pressure respirator (tight fitting)** – means a respirator in which the air pressure inside the facepiece is negative during inhalation with respect to the ambient air pressure outside the respirator.
- 4.22. **Oxygen deficient atmosphere** – means an atmosphere with an oxygen content below 19.5% by volume.
- 4.23. **Physician or other licensed health care professional (PLHCP)** – means an individual whose legally permitted scope of practice (i.e., license, registration, or certification) allows him or her to independently provide, or be delegated the responsibility to provide, some or all of the health care services required by paragraph (e) of this section.
- 4.24. **Positive pressure respirator** – means a respirator in which the pressure inside the respiratory inlet covering exceeds the ambient air pressure outside the respirator.
- 4.25. **Powerhouse Operator** – is the assigned individual who establishes and maintains the operation of an in-line or air-fed respirator system.
- 4.26. **Powered air-purifying respirator (PAPR)** – means an air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.
- 4.27. **Pressure demand respirator means** – a positive pressure atmosphere-supplying respirator that admits breathing air to the face piece when the positive pressure is reduced inside the face piece by inhalation.
- 4.28. **Qualitative fit test (QLFT)** – means a pass/fail fit test to assess the adequacy of respirator fit that relies on the individual's response to the test agent.
- 4.29. **Quantitative fit test (QNFT)** – means an assessment of the adequacy of respirator fit by numerically measuring the amount of leakage into the respirator.
- 4.30. **Respiratory inlet covering** – means that portion of a respirator that forms the protective barrier between the user's respiratory tract and an air-purifying device or breathing air source, or both. It may be a facepiece, helmet, hood, suit, or a mouthpiece respirator with nose clamp.
- 4.31. **Self-contained breathing apparatus (SCBA)** – means an atmosphere-supplying respirator for which the breathing air source is designed to be carried by the user.
- 4.32. **Service life** – means the period of time that a respirator, filter or sorbent, or other respiratory equipment provides adequate protection to the wearer.
- 4.33. **Supplied-air respirator (SAR) or airline respirator** – means an atmosphere-supplying respirator for which the source of breathing air is not designed to be carried by the user.
- 4.34. **Threshold Limit Value** – indicates the concentration of a chemical substance in the atmosphere that is considered non-hazardous in a person's normal working life.
- 4.35. **Tight-fitting face piece** – means a respiratory inlet covering that forms a complete seal with the face.
- 4.36. **User seal check** – means an action conducted by the respirator user to determine if the respirator is properly seated to the face.

5. Guideline:

5.1. Responsibility

- 5.1.1. The Assistant Fire Chief, acting as the department Health & Safety Officer shall administer the respirator program under the direction of the fire chief.
- 5.1.2. The Health & Safety Officer shall maintain this process and is responsible for insuring that a respiratory protection program is established and maintained for the protection of employees under his jurisdiction. In addition, the Health & Safety Officer will ensure a reliable method to ensure the proper type, FIT and appropriate use of respiratory protection. It is the responsibility of supervisory personnel to insure correct and timely use of respirators by their subordinates, and to enforce compliance with the Respirator Program.

5.1.3. Health and Safety Officer's Responsibilities

- 5.1.3.1. Recommend purchase of appropriate type of respirators related to the application and hazard.
- 5.1.3.2. Provide technical assistance in determining appropriate respirators for particular hazards and technical review of new respiratory equipment.
- 5.1.3.3. Evaluate and monitor the effectiveness of the Respiratory Protection Program.
- 5.1.3.4. Develop technical training for all employees in the proper use of respirators.
- 5.1.3.5. Provide technical guidance to supervisors to prevent assignments requiring the use of respirators by persons having identified limitations.
- 5.1.3.6. Periodically (not less than annually) review the respirator program for the elimination of deficiencies and for improvement.
- 5.1.4. The fire department is responsible for maintaining an adequate supply of respirators.
- 5.1.5. Each employee has a personal duty to ensure that all respiratory equipment is maintained, cleaned, disinfected, and properly stored.
- 5.1.6. Employees shall use the respirator and size that provides the best possible FIT as determined by the fitting procedure conducted by the FIT Testing Program.
- 5.1.7. Each individual employee is responsible for using their respirator as instructed and trained.
- 5.1.8. Each individual employee shall guard against damage to the respirator while in their custody and report any respirator malfunction to their immediate supervisor.

5.2. Standard Operation Procedures

- 5.2.1. The purpose of this written procedure is to provide supervision and employees with guidelines for:
 - 5.2.1.1. Recognition of respiratory hazards
 - 5.2.1.2. Selection and use of respiratory protection
 - 5.2.1.3. Respirator FIT testing
 - 5.2.1.4. Training

- 5.2.1.5. Respirator inspection, maintenance, storage, and proper cleaning processes
- 5.2.1.6. Monitoring and evaluation of workplace contaminants
- 5.2.1.7. Respirator program evaluation.
- 5.2.1.8. Change out schedules
- 5.2.1.9. Notification of in-line or air-fed respirator system use

5.3. Recognition of Respiratory Hazards

- 5.3.1. The supervisor has the first opportunity to recognize if there may be a respiratory hazard at an emergency incident. Respiratory hazards, for the purpose of this program are classified as follows:
 - 5.3.1.1. Atmospheres immediately dangerous to life (IDLH) (i.e. oxygen deficient air)
 - 5.3.1.2. Atmospheres not immediately dangerous to life (i.e. particulate contaminants)
- 5.3.2. Proper recognition and evaluation of the respiratory hazard (oxygen deficiency or contaminant(s)) is an essential part of the respiratory protection program. Employees will not be assigned to work in atmospheres immediately dangerous to life without the proper personal protective and respiratory equipment.
 - 5.3.2.1. Personnel will not enter oxygen deficient or immediately dangerous to life atmospheres except in the case of an emergency.
 - 5.3.2.2. Maximum use will be made of engineering controls in order to reduce exposure of personnel to airborne contaminants. These controls will include confinement of the operation, and general or local ventilation.
 - 5.3.2.3. When adequate control is not possible by the above methods, employees may be assigned to work in atmospheres with air contaminants that are not immediately dangerous to life.
- 5.3.3. Products and materials that are used at the City of Dickinson Fire Department that may contribute to the generation of air contaminants in the work environment shall have the Material Safety Data Sheet available for reference. The Health & Safety Officer must determine potential hazardous materials being used in work processes and ensure their employees are adequately protected. A file is kept of this information in the Health & Safety Officer's Office. Purchase of any new hazardous material requires the completion of MSDS information.
- 5.3.4. The following table provides guidance to production supervision of sources of air contaminants that may require respiratory protection.

Contaminant	Process/Source
Dust	Insulation (fiberglass, asbestos), sandblasting, grinding, wood dust, metal scaling (rust), sweeping, buffing, chipping
Fume	Scarring, welding, burning
Mist/Fog	Spray painting, degreasing
Gases/Vapors	Spray painting, cleaners, acid baths, paint thinner, tank cleaning using organic base cleaner, burning/cutting on painted surfaces

- 5.3.5. Training will be conducted of all department personnel in hazard recognition, as well as the use and limitations of respiratory protection. Training will be conducted in three ways:
 - 5.3.5.1. During Recruit Orientation
 - 5.3.5.2. Annual & Refresher training opportunities
 - 5.3.5.3. During annual FIT testing session
- 5.3.6. To ensure the proper and safe use of a respirator, the minimum training of each respirator wearer shall include the following elements:
 - 5.3.6.1. The department's Respiratory Protection Program and Personnel Grooming Standards.
 - 5.3.6.2. Respiratory hazards that may be encountered and their health effects.
 - 5.3.6.3. How to select a respirator.
 - 5.3.6.4. Proper use of equipment and its limitations.
 - 5.3.6.5. When to change cartridges. (Change out schedule)
 - 5.3.6.6. Importance of and proper cleaning procedures.
 - 5.3.6.7. Maintenance and storage of respirators
 - 5.3.6.8. Hands on procedures of how to put on a respirator and conduct user seal checks each time the respirator is used.

5.4. Selection and Use of Respirator Protection

- 5.4.1. General Considerations
 - 5.4.1.1. The selection of a proper respirator for any given situation shall require consideration of the following factors. The nature of the hazard requiring the use of respirators shall be considered in respirator selection:
 - 5.4.1.1.1. Type of contaminant
 - 5.4.1.1.2. Physical properties
 - 5.4.1.1.3. Chemical properties
 - 5.4.1.1.4. Physiological effects on the body
 - 5.4.1.1.5. Actual concentration of a toxic material
 - 5.4.1.1.6. Established permissible timed weighted average, TLV'S or peak concentration of a toxic material
- 5.4.2. The following factors concerning the hazardous operation or process shall be taken into account in selecting the proper respirator:
 - 5.4.2.1. operation or process characteristics
 - 5.4.2.2. work-area characteristics
 - 5.4.2.3. materials, products, and by products (actual and potential)
 - 5.4.2.4. worker activities
- 5.4.3. Modification in the operation or process shall be taken into account, since such a change may require the selection of a different respirator.
- 5.4.4. Worker activity and work location shall be considered in selecting proper respiratory protection. For example, whether the work is in the hazardous area continuously or intermittently during the work shift and whether the work rate is light, medium, or heavy.

- 5.4.5. The physical characteristics, the functional capabilities, and performance limitations of the various types of respirators shall be considered in the selection.
- 5.4.6. Respirators shall be selected taking into account the results of respirator qualitative FIT test and the concentration of exposure.
- 5.4.7. Classification of Respirators
- 5.4.7.1. There are two major classes of respirators: air purifying respirators and atmosphere supplying respirators.
- 5.4.7.1.1. Air purifying respirators are devices that remove contaminants. They do not supply oxygen and cannot be used in oxygen deficient atmospheres. The air purifying elements generally fall into three major subclasses:
- 5.4.7.1.1.1. Particulate removing elements (filters) that remove particulates from the air before the air enters the respirator's face piece.
- 5.4.7.1.1.2. Vapor and gas removing elements (chemical cartridges or canisters) which remove gas and/or vapor molecules before they enter the respirator face piece.
- 5.4.7.1.1.3. Combination elements remove both particulates and gases. Such combination elements are commonly used in spray paint respirators and usually consist of a filter pad preceding a chemical cartridge. The pad traps particulates and mist while the cartridge absorbs the gases and vapors.
- 5.4.7.1.2. Air Supply Respirators - Airline respirators use a stationary source of compressed air. Airline respirators are available in pressure demand and continuous flow types. These are type C respirators. Type CE respirators are airline respirators with a full-face piece, helmet, or hood which provides protection against impact and abrasion. Use of airline respirators is restricted to atmospheres not immediately hazardous to life.
- 5.4.7.2. It is the responsibility of the individual using an airline respirator to tag the airline at the breather box and also at the air manifold with a tag stating "DO NOT REMOVE – THIS AIRLINE IS USED FOR LIFE SUPPORT".
- 5.4.7.3. City of Dickinson Fire Department has respirators of different types, sizes and manufacturers to ensure optimal FIT and comfort.
- 5.4.7.4. The following guidelines shall be followed in the use of respiratory protection.
- 5.4.7.4.1. The Training Division shall issue all respiratory protection devices upon completion of all prerequisites. Employees will be issued the respirator he/she has been FIT tested for only. Each employee shall be registered by employee badge number into the SCBA Computer system what he/she has been fitted for-size, manufacturer, and date of the FIT test.

- 5.4.7.4.2. All personnel will have the ability to wear respiratory protection. This condition of employment is necessary to insure the continued good health of department employees.
- 5.4.7.4.2.1. A screening health questionnaire shall be completed during the hire-in time in personnel, related to health and physical conditions that are pertinent to the use of respiratory protection.
- 5.4.7.4.2.2. Respirators shall not be worn when a good rubber to face seal is not assured. Beards, sideburns, or mustaches that interfere with face seal are not allowed.
- 5.4.7.5. All employees will use respiratory equipment as instructed in fitting and training and as directed by their supervisor.
- 5.4.7.6. Respirators will be kept operational and free from damage during the work period. Malfunctions shall be reported to the immediate supervisor and a replacement issued by the Training Division. Repairs are to be made by SCBA Technician personnel only or department approved repair facilities.
- 5.4.7.7. Employees requiring corrective lenses and issued a full-face respirator will have lenses installed in the masks so as not to interfere with a good face seal. The wearing of contact lenses is discouraged.
- 5.4.7.8. Cartridge or Respirator Change-Out Schedule
 - 5.4.7.8.1. Employees will not base the timing of changing out respirator cartridges or one-piece respirators by starting to smell or taste the chemical in the atmosphere they are working.
 - 5.4.7.8.2. Air purifying cartridges used to remove airborne particulate will be changed when they become soiled, damaged or restrict breathing.
 - 5.4.7.8.3. Air purifying cartridges used to remove airborne concentrations of N-Butyl acetate, Ethyl 3 epoxy propionate, Methyl Amyl Ketone IDLH 800, Xylene IDLH 900, Toluene IDLH 500, Trimethylbenzene, and Petroleum Naphtha while spray painting in the spray booths have been evaluated using NIOSH sampling and analytical methodologies and a change out schedule of 124 days was calculated using the mathematical models recommended by OSHA.
 - 5.4.7.8.4. It is the policy of the City of Dickinson Fire Department to change any air-purifying cartridge no less than after one week of continuous use and more frequently if deemed necessary.
- 5.4.7.9. In-Line or Air-Fed Respirator System Use
- 5.4.7.10. Whenever an incident requires the use of an in-line or air-fed respirator system, the Powerhouse Operator shall be notified of the number of personnel on the system and the location of the personnel in relationship to the incident. This applies to ALL personnel working on that incident. This action is to ensure the air supply system is monitored while providing life support to the workers.

5.5. Respirator Selection Logic Chart

- 5.5.1. An incident commander or supervisor will evaluate the environment to insure proper selection and use of available respirators. The chart below is provided for selection of respirators:
- 5.5.2. PERSONNEL WILL NOT ENTER AN OXYGEN-DEFICIENT OR IMMEDIATELY DANGEROUS TO LIFE ATMOSPHERE WITHOUT APPROPRIATE RESPIRATOR EQUIPMENT

5.6. Respirator Fitting

- 5.6.1. All employees issued respirators shall be evaluated by qualitative FIT testing. The test involves exposing the respirator wearer to a test atmosphere containing an easily detectable irritant smoke as the test agent and then measuring the penetration of the test agent into the respirator. FIT testing may only be conducted by the trained personnel within the fire department and/or by the Occupational Medicine Department of Sanford Health. Each employee is subject to annual FIT testing and medical monitoring in accordance with state and nationally recognized standards.
- 5.6.2. The following format will be followed to insure the proper selection and FIT is conducted for optimal employee protection and respirator use.
 - 5.6.2.1. Medical Review – At the time of hiring in all employees fill out a health-screening questionnaire. Information from the questionnaire is reviewed by a physician from a Licensed Health Care Provider (PLHCP). Employees are then given a clearance or may have to see the physician to obtain clearance. After successfully passing the medical questionnaire, the employee shall be FIT tested in accordance with this program by the program administrator, or a person designated by the administrator.
 - 5.6.2.2. The Health & Safety Officer shall ensure that all new and returning employees are evaluated for the use of a respirator by our consulting Physician or other Licensed Health Care Provider (PLHCP). The PLHCP shall make the determination whether or not an employee may use a respirator. The health questionnaire will be considered confidential between the employee and PLHCP. Only a statement of clearance regarding the use of respiratory protection equipment will be provided to the department. Persons not cleared to wear a respirator may be assigned to a limited-duty work status until a final determination of employment can be made. This fitness determination will be done by a PLHCP. Any employee refusing the medical evaluation will not be allowed to work and could face termination of employment.
 - 5.6.2.3. FIT testing personnel shall follow the procedural requirements in conducting qualitative FIT testing. The FIT testing session serves as hands-on employee training. The training checklist shall be discussed during the FIT testing session.
 - 5.6.2.4. The FIT testing procedures will be conducted in accordance with the manufacturer's recommendations WITHOUT DEVIATION.

- 5.6.2.5. Use either of the tests outlined below to assure that the face piece is properly adjusted. Discuss with employees how this test can be used in field fitting procedures:
 - 5.6.2.5.1. Positive Pressure Test - With the exhaust port(s) blocked, the positive pressure of slight exhalation should remain consistent for several seconds.
 - 5.6.2.5.2. Negative Pressure Test - With the intake port(s) blocked the negative pressure of slight inhalation should remain constant for several seconds.
- 5.6.2.6. Employees that do not have a skin to rubber seal will not be FIT tested.
- 5.6.2.7. Employees who wear eyeglasses shall be tested while wearing the eyeglasses.
- 5.6.2.8. If a qualitative respirator-fitting test has been used in respirator selection and testing process, a person shall be allowed to use only the specific make(s) and model(s) of respirator(s) for which the person obtained a satisfactory FIT test. Under no circumstances shall a person be allowed to use any respirator for which the results of the qualitative respirator-fitting test indicate that the person is unable to obtain a satisfactory fit.

5.7. Record Keeping

- 5.7.1. Records of respiratory-fitting tests shall be kept for at least the duration of employment. These records shall include the following information:
 - 5.7.1.1. Type of respirator-fitting test used
 - 5.7.1.2. Specific make and model of respirator-fitting test equipment & calibration date
 - 5.7.1.3. Specific make and model of respirator(s) tested
 - 5.7.1.4. Name of person tested
 - 5.7.1.5. Name of test operator
 - 5.7.1.6. Date of test
 - 5.7.1.7. Results of respirator-fitting test
 - 5.7.1.8. Success or failure of person to obtain satisfactory fit if a qualitative respirator-fitting test was carried out

5.8. Respirator Cleaning, Maintenance, Inspection, & Storage

- 5.8.1. All personnel shall be responsible for:
 - 5.8.1.1. Daily inspection and cleaning of their assigned respiratory protection equipment
 - 5.8.1.2. After cleaning and sanitizing of their assigned respiratory equipment, it shall be inspected to determine if it is in proper working condition, if it needs replacement of parts or repairs.
- 5.8.2. SCBA Program Manager and assigned technicians shall be responsible for:
 - 5.8.2.1. Control of the respiratory inventory
 - 5.8.2.1.1. Spare parts

- 5.8.2.1.2. Filter cartridges
- 5.8.2.1.3. Cleaning solutions
- 5.8.2.1.4. Disposable cleaning packets.
- 5.8.2.2. All respirator inventory, maintenance and inspection.
- 5.8.2.3. Determination for need to discard respiratory equipment due to damage, repair costs, or age.
- 5.8.3. Replacement of parts or repairs shall be done only by department trained personnel or factory authorized repair technicians. These personnel will be trained in proper respirator assembly and correction of possible respirator malfunctions and defects.
- 5.8.4. Replacement parts shall be only those designed for the specific respirator being repaired.

6. References:

- 6.1. NFPA 1404, Standard for Fire Service Respiratory Protection Training
- 6.2. NFPA 1500, Fire Department Occupational Safety & Health Program
- 6.3. NFPA 1521, Fire Department Safety Officer
- 6.4. NFPA 1581, Fire Department Infection Control Program
- 6.5. NFPA 1582, Comprehensive Occupational Medical Program for Fire Departments
- 6.6. NFPA 1981, Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services
- 6.7. OSHA 29 CFR 1910.134

7. Resources: None



City of Dickinson Fire Department

Standard Operating Guideline

Apparatus & Equipment

Guideline Number: 70-01

Fire Hose Service Testing

Signed:

Issued: 01/01/2021

Revised:

1. **Subject:** Fire Hose Service Testing
2. **Purpose:** To clearly define the for the service testing of all City of Dickinson Fire Department hose in accordance with the guidelines set forth in NFPA 1962, Standard for the Care, Use, and Service testing of fire Hose including Couplings and Nozzles.
3. **Scope:** This guideline applies to all personnel of the City of Dickinson Fire Department.
4. **Definitions:** None
5. **Guideline:**

5.1. Safety Considerations

- 5.1.1. Extreme caution will be used when working with equipment and hose under pressure. Proper procedures must be utilized when testing fire hose in order to reduce the likelihood of injury to hose testing personnel.
- 5.1.2. All personnel will wear appropriate PPE to include helmet, eye protection, and work gloves. Eye protection will consist of safety glasses or goggles (Bourke's and face shields should only be used as secondary means of protection).
- 5.1.3. At any time hose is under pressure personnel will never stand in front of the free end of the hose, on the right side of the hose, within 15' of the left side of the hose, or straddle the hose.

5.2. Materials Needed for Hose Testing

- 5.2.1. One 2 1/2" Gate Valve
- 5.2.2. 50' Section of 2 1/2" Hose
- 5.2.3. Silicone spray
- 5.2.4. Marking pens
- 5.2.5. 70-01 Annual Fire Hose Service Testing Form
- 5.2.6. Assorted hose gaskets
- 5.2.7. Tags for marking hose which fails testing

5.3. Service Testing Area

- 5.3.1. Hose testing will be conducted in the front parking lot of Fire Station 2. **Use of the apparatus bay is strictly prohibited.**

5.4. Hose Inspection

- 5.4.1. Each length of hose to be service tested shall be inspected to determine that the hose and couplings do not show evidence of damage.

- 5.4.2. Hose that has been damaged by chemical contact, burns, cuts, abrasions, or other occurrences shall be removed from service and reported to the Company Officer.
- 5.4.3. Couplings shall be kept in a serviceable condition and they shall be inspected for damaged threads, hose slippage, lack of the swivel rotating freely, and/or a loose external collar.
- 5.4.4. A check shall be done to ensure that a gasket is present, that there is a lack of deterioration, and it is tight fitting. The gasket should be turned inside out and reinserted into the coupling. Any gasket not passing the visual inspection should be replaced prior to the test.

5.5. Hose Testing Procedures

5.5.1. Hooking Up the Pump

- 5.5.1.1. Connect inlet of hose tester to a fire hydrant outlet with a 2½" gated wye.
- 5.5.1.2. Connect the fire hose to be tested to the suitable adapters on the manifold outlets. Hose should have nozzles on the end to bleed the air from the lines at full flow. Hoses should be lying uphill from the pump if possible.
- 5.5.1.3. Connect a garden hose to the back bleed and direct towards a drain to keep the test area dry.
- 5.5.1.4. Assuring the motor is "off", connect the power cord to a standard wall outlet. If an extension cord is needed, a 12 gauge 3 wire a maximum length of 25', plugged into a 20amp breaker is required

5.5.2. Operating the Pump

- 5.5.2.1. Open the inlet ball valve and outlet ball valves one at a time, allow each hose to be filled through the manifold. Do not turn pump on at this time.
- 5.5.2.2. To insure air is safely bled from hoses, bleed each hose, one at a time with hydrant volume and pressure, utilizing a nozzle or shut off valve at the end of the hose.
- 5.5.2.3. When each line is filled, free of air, with the nozzle/shut off valve closed, close the ball valve at the manifold outlet to seal the line. Even if all four outlets are not being used, bleed them with full hydrant flow. All air must be removed.
- 5.5.2.4. With back bleed open, turn on the pump. This will bleed the air out of the pressure side of the pump out to the drain area.
- 5.5.2.5. Close the 1 ½" ball valve at inlet of manifold, directing water flow from the hydrant to the pressure side of pump. Pressure will not build until this ball valve is closed.
- 5.5.2.6. Slowly close the ½" back bleed ball valve at end of the 1 ½" manifold. Check the gauge to verify pressure setting of the relief valve. To change this setting, you must make this adjustment while the water is flowing freely, under no pressure.
- 5.5.2.7. To adjust pressure, first loosen the locknut. Turn the T-handle/knob clockwise to increase and counter-clockwise to decrease the pressure. Place a ball valve or similar open and close valve at the end of the outlet hose(s), open

and close ball valve to check pressure setting and re-adjust as necessary. It is also recommended that you open and close the ½” back bleed valve to release excess air from piping and ensure accurate pressure readings. Once desired setting is reached, it is very important that you re-tighten the lock/jam nut, do not leave adjustment handle free to move or vibrate out of setting. If unloader valve handle is removed or otherwise becomes disengaged, see attached diagram to rebuild assembly correctly. Caution: it is very common to replace poppet/button backwards, the longer leg with steel ball faces away from the spring.

- 5.5.2.8. Open the 1 ½” ball valves at the outlets and begin building pressure in all the lines. In the event there is an acceptable leak in the system that must be overcome by leaving the pump running. Crack the ½” back bleed valve allowing a small amount of cool fresh water to run in bypass. Once pressure has been reached close all ball valves and shut off pump.
- 5.5.2.9. If the air has been bled as outlined, the pump will build pressure quickly and safely with only hose stretch to overcome. If a hose ruptures, the only volume of water available is through GPM of pump. There will be no surge of volume or wild line.
- 5.5.2.10. Remember it is very important to bleed the air out of each line, the manifold and the high-pressure side of the pump with as much volume at hydrant pressure as possible. This will provide the most safety during testing.
- 5.5.2.11. It is impossible to ensure that air is not caught behind couplings. If air is caught behind a coupling that fails- it could cause an explosion and fragmentary effect. Do not bend over the top of the pump. Treat hoses and couplings under pressure as dangerous.
- 5.5.2.12. Note: when dealing with existing pressured hoses or to re-pressurize hose, unit’s existing manifold/piping pressure must be bled back down to 70 psi. Do not lower pressure on hoses or test environment, just in manifold/piping section of pump.
- 5.5.2.13. High existing “head pressure” will cause motor to stall, not start at all, or pump to fail. Examples: hoses are pre-filled and have existing pressure of 120 psi, and you need to build to 150 psi, the positive displacement pump will struggle with overcoming this existing head pressure.
- 5.5.2.14. To overcome: with 1 ½” outlet ball valves closed holding existing pressure open back bleed ½” ball valve to release pressure in piping/manifold down to 70 psi or below. Turn motor/unit on and close ½” back bleed ball valve building pressure within piping/manifold to at least 30 psi above existing test pressure (this will allow the pump to overcome the existing head pressure, and begin to open individually the 1½” ball valves.
- 5.5.2.15. Open the 1 ½” ball valves at the outlets and begin building pressure in all the lines. In the event there is an acceptable leak in the system that must be overcome by leaving the pump running. Crack the ½” back bleed valve

allowing a small amount of cool fresh water to run in bypass. Once pressure has been reached close all ball valves and shut off pump.

5.6. Maintenance, Troubleshooting, and Cautions

5.6.1. Maintenance

- 5.6.1.1. Do not run pump dry. (except for 3-5 seconds when draining)
- 5.6.1.2. Drain entire system after each use
- 5.6.1.3. Flush with anti-freeze to protect from freezing in cold climates.
- 5.6.1.4. Plug in directly to wall outlet or no smaller than a 12-gauge 3 wire 25' extension cord.
- 5.6.1.5. Periodically check oil level in pump thru sight glass, 30wt non-detergent.

5.6.2. Troubleshooting

Possible Cause	Solution
Leaks	Look for leaks in water supply or connections.
Kinked/Collapsed	Supply hose may be kinked or collapsed.
Pump Sucking Air	Small holes in supply hose are hard to find as air is sucked inward. Replace supply hose.
Relief Valve Setting	500 PSI maximum setting
Air, Air, and more Air	Ensure air is bled from hoses, manifold, piping. The length of time to build pressure and test hoses is directly related to overcoming air buildup.
Not Building Pressure	Inlet ballvalve has not been closed.
Faulty Gauge	Replace gauge.
Motor will not Run	Verify plugged directly into wall outlet, or using a minimum 12 gauge 3 wire, maximum 25' extension cord. Push thermal overload button to reset.

6. **References:** None

7. **Resources:** None



City of Dickinson Fire Department

Shift Trade

FORM NUMBER: 10-07

Issued: 01/01/2021

Revised:

☐

Shift Trade

☐

Shift Donation

5.1. Employees are given permission to trade shifts, with a minimum of fifteen (15) minute increments, when the Trade does not interfere with either their duties and responsibilities or the operation of the Fire Department. Members agree to cover all shift trades with an appropriate member at no cost to the City. Discretion to authorize shift trades shall be vested with the Fire Chief or designee.

I, _____ voluntarily agree to work for _____
(Print Name) (Print Name)

on _____ from _____ to _____
(Date) (Time) (Time)

In turn, I _____ will work for _____
(Print Name) (Print Name)

on _____ from _____ to _____
(Date) (Time) (Time)

Notes:

*** Shift trade/shift donation not valid until all signatures have been obtained.***

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Chief's Signature: _____ Date: _____

Entered into the Fire Department Calendar?

☐ Yes

☐ No



City of Dickinson Fire Department

Ride-Along Request & Waiver

FORM NUMBER: 10-10

Issued: 1/18/2021

Revised:

Ride-Along Request

Ride-Along Request Date: _____

Name: _____ D.O.B.: _____ Age: _____

Address: _____

Phone Number: _____ School: _____ Grade: _____

Reason for participating in Ride-Along Program: _____

Emergency Contact (Phone Number and Address): _____

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, please explain: _____

I acknowledge and provide consent to the City of Dickinson Fire Department to conduct a check through appropriate informational resources to verify the information provided.

I understand that false statements or misrepresentations made by me shall permanently disqualify me from participation in the Ride-Along Program with the City of Dickinson Fire Department. I agree not to discuss names of persons involved in fire and/or medical incidents. I have read, understand, and agree to abide by, the City of Dickinson Fire Department Ride-Along Program Policy.

Printed Name of Applicant

Signature of Applicant

Date

Printed Name of Parent

Signature of Parent

Date

**AGREEMENT ASSUMING RISK OF INJURY AND/OR DAMAGE, WAIVER AND
RELEASE OF CLAIMS AND INDEMNITY AGREEMENT**

WHEREAS, I _____, (being) (not being) over the age of eighteen and not being a member of the City of Dickinson Fire Department ("Fire Department"), have made a voluntary request to ride in a vehicle assigned to the Fire Department and to accompany a member or members of the Fire Department during the performance of their official duties ("Ride-Along Program"); and

WHEREAS, the Fire Department is willing to allow me to ride in a Fire Department vehicle and to participate in the Ride-Along Program on the terms and conditions stated herein.

NOW, THEREFORE, in consideration of the permission given to me to ride in a Fire Department vehicle and to accompany a member or members of the Fire Department in the performance of their official duties, I do hereby agree as follows:

1) I am aware that the work of the Fire Department is inherently dangerous and that I may be subjected to the risk of personal injury or death or property damage by accompanying a member or members of the Fire Department during the performance of their official duties. I freely, voluntarily and with such knowledge assume all risks of personal injury, death and property damage arising from, or in any way connected with, any act or accident by any person including a member or members of the Fire Department while I am participating in the Ride-Along Program. Such act or accident could include, but is not limited to, automobile collision, fire, explosion, gas, electrocution or the escape of radioactive substances, use of weapons, unlawful acts or forcible resistance by suspected law violators, assault, riot, breach of the peace. I agree to release and hold harmless the Fire Department, and the City of Dickinson, its officers, employees, contractors and agents, and any and all of their sureties for all liability for injuries, death and property damage arising from or related to or any way connected with this Agreement or my participation in the Ride-Along Program, including all liability arising from any act, whether or not an act of passive or active negligence, by any person including a member or members of the Fire Department, or arising out of strict liability. I further agree to defend, indemnify, and hold harmless the City and the City of Dickinson Fire Department from all liability, losses, claims, suits or causes of action arising from any injury, disability, death or property damage to the extent arising or resulting directly or indirectly from any act or omission by me.

2) I understand that my participation in the Ride-Along Program is a matter of public record and will not be kept confidential, and that I may be required to testify in a court of law or other proceedings regarding matters occurring during my participation in the Ride-Along Program.

3) Unless prior approval in writing by the Fire Chief, cameras, tape recorders, other recording devices are prohibited and that I will not carry or use any such item while participating in the Ride-Along Program.

4) I will keep confidential and not disclose the names, addresses or identities of victims, witnesses, or any persons encountered while on the Ride-Along Program except by written permission of the Fire Chief or his or her designee.

_____ Printed Name of Applicant	_____ Signature of Applicant	_____ Date
_____ Printed Name of Parent	_____ Signature of Parent	_____ Date
_____ Printed Name of Witness	_____ Signature of Witness	_____ Date