

Operations Manual

FIRE OPERATIONS - SPECIAL SERVICES

2020

The best practices set forth herein are for reference by the Officers and Members. An incident commander may overlook any procedure that could interfere with the good order or command of the fireground. The references noted have not been endorsed or adopted by the Whitehall Volunteer Fire Company Inc. as policy or procedure.



Whitehall
Volunteer
Fire
Company
Inc.

Whitehall Volunteer Fire Company Inc.

Operations Manual

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Section 1.0 Members

1.1 Classifications of Active Firefighters are based on medical approval of ability and fitness.

- A. **Class A** – Interior Firefighters who are interior operations qualified (*Firefighter 1 or equivalent*) and have no medical restrictions for the respirator. (*Class A – receive PPE newer than 10 years*)
- A. **Class B** - Scene Support firefighters may not be interior, but are medical approved for a respirator.
- B. **Class C** - Scene Support firefighters but have no medical clearance for a respirator.
- C. **Class D** – Firehouse Support firefighters that may not be medically approved for fireground operations.

1.2 Equipment - Upon being added to Volunteer Firefighter's Benefit Law (VFBL) and completion of a medical physical, members will be issued the following firefighting gear based on the classification listed Section 1.1: (Note: addition to VFBL may take up to 40 days to process through the village).

- B. **Helmet** - Chief or his designee will determine helmet color.
 - a. White - Fire Officer
 - b. Black – Class A, B, or C - Active Firefighter (*being changed from Red to Black 2016*)
 - c. Red – Probationary / Recruit / Explorer
 - d. Yellow – Safety Officer / Fire Instructor
 - e. Blue – EMS, (CFR or above)
- C. **Turnout Coat**- suitable for the classification of the firefighter.
- D. **Bunker Pants**- suitable for the classification of the firefighter.
- E. **Boots**- can be leather or rubber style depending on classification and availability.
- F. **Gloves**- suitable for the classification of the firefighter.
- G. **Nomex Hood**- Provided to Class A interior firefighters, others by availability.
- H. **Bail-Out Harness/Rope** - Provided to Class A interior firefighters only.
- I. **SCBA Mask** – Optional for Class A interior firefighters only by necessity (size of mask).
- J. **Pager** – Currently *Motorola Minitor V, Unication G-1* or equivalent as available.
- K. **Alarm Texting Notification/Phone App** – Currently available for all members regardless of classification. Recruit Members will receive texting notification and a phone app in lieu of a pager, unless otherwise approved by the Fire Chief. (*I am Responding* or similar service).
- L. **Accountability Tags** –

- a. One (1) **Blue** Accountability Tag for on scene, **Cold Zone**.
 - b. One (1) **Red** Accountability Tag for in sector, **Hot Zone** (Class A interior firefighters).
 - c. One (1) **Blue** Accountability Tag for Recruit Firefighters on scene (as described in Section 9).
- M. This equipment will remain the property of the Whitehall Volunteer Fire Company Inc. Members will be required to keep the equipment in working order. Lost, misplaced equipment or equipment damaged during firefighting operations must be reported immediately to an officer. Failure to do so could result in repair/replacement bills being charged to the firefighter.
- N. Under no circumstances should the appearance of any company owned equipment be altered. Should members wish to purchase their own turnout gear it must conform to the same style equipment the fire company is using at that time and be compliant with National Fire Protection Association standards listed in Section 1.4. The fire company is not responsible for upkeep and repair on personal equipment.
- O. A nameplate may be affixed to the back of turnout coats if available. Surnames only, no nicknames or initials.
- P. PPE gear is to be worn for all alarms/training to protect firefighters from anticipated hazards relative to the type of call.

1.3 Training

- A. Mandatory Online Training: Online training is required for all active firefighters, this includes all Class A, Class B, Class C, and Class D members. Failure to complete mandatory training will initially result member barred from all fire ground activity and PPE gear being pulled; if the training is not completed by the end of the calendar year, it will result in a member being dropped from the roster at the Annual Meeting held on the Second Tuesday in December.
- B. In-House Training: Training is conducted at least once a month on Tuesday nights, generally the third and fourth Tuesdays.
- a. Second Tuesday of the month is Truck Check Night.
 - b. Any special or weekend training will be posted at least one week in advance or announced over the high band radio Alert Frequency when available; in an effort to give all members a chance to attend.
 - c. Members are encouraged to attend all training sessions.
- C. State Sponsored Courses: Members wishing to be considered Class A are required to complete Firefighter 1 course, ideally within one (1) year of attaining membership. There are numerous state sponsored courses in the area and the company encourages participation in them. A Training Authorization Letter signed by the Fire Chief or his designee, is required for all state training
- D. State Fire Academy: Members who wish to attend the New York State Academy of Fire Science at Montour Falls, N.Y, or other training requiring tuition at fire company expense or transportation, are to inform the Deputy Chief as to which course they would like to attend. The Fire Chief and the Line Officers will determine if the fire company would derive any direct benefit from your attendance. Members wishing to attend on their own

(without the fire company providing tuition and/or transportation) may do so without following the above procedure. Training Authorization Letter signed by the Fire Chief or his designee, is required for all state training

1.4 Probation - New members undergo a 2-month Orientation Period upon majority vote of the membership. They will receive a physical if necessary, review the Operations Manual, By-Laws and Exposure Control Plan within the 2-month orientation period. New members are subject to a probation review at 6 months and 1 year. The Fire Officers will review your performance as a firefighter. Should this review be favorable, full Active Membership will be given. The Fire Officers also maintain the right to extend or curtail probation; or recommend expulsion from the fire company based on this review.

1.5 Operations Manual – the procedures as set forth herein are for reference by the officers and members as a “best practice guide”. An incident commander, fire officer or member may overlook any procedures that could interfere with the good order or command of the fireground. The Whitehall Volunteer Fire Company Inc. does not endorse the references (NFPA etc.) noted within the Operations Manual as policy or procedure.

- A. General Orders – Written orders by the Fire Chief or his designee which describe duties in addition to/or amend the Operations Manual. These will be posted prominently on the firehouse bulletin board.
- B. This manual will be evaluated and changes will be implemented to address any problem, concerns or changes in technology by the Fire Officers on an annual basis, or as the need may arise.
- C. A review of all the program policies and procedures shall be conducted annually to ensure that they are being followed, and to make necessary adjustments for the effective operation of the program.

1.6 Volunteer Firefighters’ Bill of Rights. As a Whitehall firefighter, you have the right to:

- A. An environment in which you are treated as a professional and as a valued asset.
- B. Receive respect, recognition and reward for your attitude and performance.
- C. Know as much as possible about the organization, policies, people and programs.
- D. Receive sound guidance, supervision and direction.
- E. Assignments according to your abilities, knowledge, location, experience and desires.
- F. Opportunities for participation, development, advancement and varied experiences.
- G. Receive quality training commensurate with local, county, state and national standards.
- H. Be heard in meetings, and participate in committees and organizational planning.
- I. Receive periodic evaluations and feedback.
- J. Receive frequent expressions of appreciation from other firefighters and the community.

1.7 Relocating out of the Town Fire Protection District

- A. Whenever a member moves out of the Town of Whitehall, notification in writing should be sent to the Recording Secretary as soon as possible, indicating that you have moved out of the district and give your new address for our records.

1.8 References

- A. NFPA 1971 Standard on Protective Clothing for Structural Firefighting
- B. NFPA 1972 Standard on Helmets for Structural Firefighting
- C. NFPA 1973 Standard on Gloves for Structural Firefighting
- D. NFPA 1974 Standard on Protective Footwear for Structural Firefighting
- E. NFPA 1001 Standard on Professional Qualifications for Firefighters
- F. NFPA 1500 Standard on Fire Department Occupational Safety and Health Program
- G. OSHA 29 CFR 1910.156 (Fire Brigade Standard),
- H. OSHA 29 CFR 1910.134 (Respiratory Protection Standard)
- I. Volunteer Firefighters' Bill of Rights adapted from "A Breed Apart" (Emergency Resources-1989) and "Developing Volunteer Resources"

Whitehall Volunteer Fire Company Inc.

March 2009

Section 2 Response

Chief Signed _____

Section 2.0 Response.

2.1 Alarms. All firefighters are encouraged to respond to all alarms. Firefighters who are working and who are allowed to leave work are encouraged to do so (especially in the daytime). Do not abuse this privilege. When a line officer releases a member from the scene, he should promptly return to work. Failure to do so may result in the revocation of this privilege by your employer.

2.2 Blue Warning or Red Emergency Lights on Personally Owned Vehicle (POV). To use a blue or red light in New York State an authorization card must be obtained from the Chief or his designee.

- A. The blue light is a courtesy light and as such all motor vehicle laws must be obeyed while operating the light. Please refer to N.Y.S. Vehicle and Traffic Law. Requires a Blue Light Card issued by the Fire Chief.
- B. A Red Light designates a chief officer's personal vehicle as an emergency vehicle with the Whitehall Volunteer Fire Company Inc. Requires a Red Light Card issued by the Fire Chief.
- C. All members using blue warning or red emergency lights on Personally Owned Vehicles (POV) should take emergency vehicle operating (EVOC) training.
- D. This section shall not relieve the driver of an authorized emergency vehicle or personal vehicle from a duty to drive with due regard for the safety of all persons using the highway.
- E. Violations will result in Blue or Red light authorization card to be revoked by the Chief or his designee. The following are suggested penalties.
 - a. First offense will result in a field suspension of authorization card for a minimum of one week (7 days).
 - b. Second offense will result in a field suspension of authorization card for a minimum of one month (30 days).

- c. Third offense will result in the appearance of a member or an officer before the Fire Company Board of Directors for disciplinary review/action.
- F. Unsafe vehicle operation (speeding, erratic operation, etc.) that may result in injury or damage to firefighters, or the public, will require a written report to the Fire Chief who will recommend disciplinary action before the Fire Company Board of Directors. This applies to POV or Apparatus.
- G. Do not to use your blue light in other fire districts. (Ex. driving from Kingsbury to a fire in Whitehall with your blue light on will cause confusion, and you will still be 20-30 minutes away).
- H. Do not respond in personally owned vehicles (POV) to mutual aid calls to other districts. Respond in our apparatus whenever possible to reduce congestion on their fire scene.
- I. Do not use your blue light in the State of Vermont.
- J. See addendum for NYS regulations on blue lights.

2.3 Response to Alarms in Personally Owned Vehicles. Firefighters must respond to all alarms in accordance with motor vehicle laws. Speeding may result in a ticket (see Section 2.2, F). Station response is preferred, but if you drive to an incident - park vehicle out of the way - on the opposite side of the street from the scene and at an appropriate distance away.

2.4 Responding to the Station. Firefighters are encouraged to respond to the fire station for alarms, especially when they would be passing the station enroute. Firefighters do not have to go out of the way to respond to the station. All drivers are needed to respond to the station for fire alarms in order to adequately staff the apparatus. Once apparatus is enroute, do not expect it to stop to pick up firefighters. Do not attempt to flag down responding apparatus.

2.5 Apparatus Response Guide. The apparatus will respond to alarms in the following order whenever possible reading left to right:

Type of Call

Location	1 st Due	2 nd Due	3 rd Due	4 th Due	5 th Due	6 th Due
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Structure Fires: Full Response

Town Village	ENGINE- RESCUE 481	LADDER 482	ENGINE TANKER 483	ENGINE TANKER 484	Utility 485	FR 487
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Car Fires

Town Village	ENGINE- RESCUE 481	Engine Tanker 484	FR 487	Utility 485	ENGINE TANKER 483	LADDER 482
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Motor Vehicle Accident

Town	ENGINE- RESCUE	FR	ENGINE	Utility 485	ENGINE TANKER	LADDER 482
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Village	481	487	TANKER 484		483 <i>As needed</i>	<i>As needed</i>
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Wires down:

Town Village	ENGINE- RESCUE 481	UTILITY 485	LADDER 482 <i>Std. By</i>	ETA 483 <i>Std. By</i>	Tanker 484 <i>Std. By</i>	FR 487 <i>As needed</i>
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Brush Fires:

Town Village	ETA 484	Brush 486 w/ Operations trailer	FR 487 tows trailer	ETA – 483	UTILITY 485
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Smell of Smoke/Propane: Full Response

Town Village	ENGINE- RESCUE 481	LADDER 492	ETA 483	ETA 484	FR 487	UTILITY 485
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School Alarm / Plywood Plant

Town	ENGINE- RESCUE 481	LADDER 482	ETA 483	ETA 484	FR 487	UTILITY 485
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EMS - First Response

Town Village	FR 487	UTILITY 485	ENGINE- RESCUE 481
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Water Emergencies:

Town Village	ENGINE- RESCUE 481	ETA - 483	ETA 484	FR 487	UTILITY 485	Suburban
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Flat Ice – Winter Operation

Town Village	UTILITY 485 & Marine Rescue – 488	FR 487 & Operations Trailer	ER 481
Outside District	UTILITY 485 & Marine Rescue – 488	FR 487 & Operations Trailer	Suburban

Water Rescue – Three Season Operation

Town Village	UTILITY 485 & Marine Rescue – 489	FR 487 & Marine Rescue – 489	ER 481
Outside District	UTILITY 485 & Marine Rescue – 489	FR 487 & Marine Rescue – 489	UTILITY 485

Mutual Aid Response:

Equipment Requested	Assigned Units	Minimum Manpower
Tanker	ETA – 484, ETA - 483	2 members per vehicle
Engine-Tanker	ETA – 484, ETA – 483 U-485, Suburban	6 members - (Minimum 4 Class A)
Ladder	L- 482, U-485, Suburban	
Engine	ETA – 484, U-485, Suburban	
Engine-Rescue	ER-481, FR- 487, U-485, Suburban	6 members
Boats	FR- 487, U- 485, Suburban MR – 488, MR – 489	Crew of 3 members, maximum 5 people on boat including 2 victims

Incident Commander may special call any Unit.

- A. Emergency Response - Also referred to as a **Priority One** response - Use of Red Lights and Siren when responding to an alarm.
- B. Non-Emergency Response - Also referred to as a **Priority Two** response - No use of red lights and siren when responding to an alarm. Vehicle must comply with all Vehicle and Traffic laws. Emergency response may be downgraded to a non-emergency response by Incident Commander.

2.6 Apparatus Drivers –

- A. Insure adequate staffing levels on all trucks. (6-man cab = 6 firefighters, etc.)
- B. Drivers must use extreme caution when responding to alarms. Be prepared for the unexpected. Do not exceed the speed limit (see Section 2.2.F).
- C. The second due engine driver must listen to the radio for orders from an officer.
- D. Whenever possible the second engine should approach the scene from a different direction.
- E. **Upon returning to the station it is the responsibility of the driver to insure that the truck is properly returned to full service (equipment inventoried, washed, fueled up and loaded w/ water, etc.).**

2.7 Firefighters –

- A. All firefighters riding or driving fire apparatus should wear full turn-out gear if possible,

except for helmet.

- B. No firefighters are to ride on the outside, including the side or back step of any apparatus.
- C. Seatbelts must be worn.
- D. Do not attempt to don PPE enroute to an alarm while riding on the apparatus, serious injury may result.
- E. First due apparatus are to be fully staffed with highest classification of firefighter for the nature of the call. (ex. Structure fire = Class A firefighters will be needed)

2.8 Zero Drug and Alcohol Policy

- A. Firefighters suspected of being under the influence of drugs, alcohol or other intoxicants will be removed from the fireground and detained for investigation by proper law enforcement authorities.
- B. The Whitehall Volunteer Fire Company Inc. maintains a **Zero Drug and Alcohol Policy**, whether on the fireground, operating apparatus or other equipment.
- C. Recruit firefighters will be disciplined per the by-laws, mandatory parental notification is required. Law enforcement may be notified if warranted.

Whitehall Volunteer Fire Company Inc.

March 2009 Section 3 Communications

Chief Signed _____

Section 3.0 Communication Procedures

3.1 Low Band Radio –

- A. **Apparatus Mounted** – Fireground communications are conducted on Low Band. The low band radios are located in each truck. It is used to contact Fire Control Center or any officer or truck. Spare Low Band Portables are located on Engine-Rescue 481. All Low Band radio units have the same frequencies as the portable radios described below.
- B. **Portable Radios** – Fireground Two-way radios operate on Low Band frequencies. All programmed frequencies can receive but only a select few can transmit.
 - a. Transmit frequencies.
 - F-1 Truck to Base 46.26 MHz Call Fire Control
 - F-2 Hailing Frequency 46.38 MHz In-coming mutual aid units report to IC
 - F-3 Tactical 46.24 MHz Priority tactical channel.
 - F-4 Tactical 46.22 MHz assigned by command as needed.
 - F-5 Tactical 46.18 MHz assigned by command as needed.
 - F-6 County-wide interior 46.30mhz Interior operations for portables.

TO TALK TO FIRE CONTROL: Select F-1, say "Fire Control from (your unit)". Wait for an answer, then give your message. TO TALK TO AN OFFICER OR TRUCK: Select frequency from F-2 to F-6, say "(unit being called) from (your unit)". Wait for response, then give message.

3.2 High Band Radio

- A. **Apparatus Mounted** - The high band radio has Fire Control Alert Channel (154.160 MHz) unit capable of activating all the company pagers and plectrons. See Section 3.3 Pagers.

- B. **Portable Radio / Pagers** – Two way pagers operate on High Band frequencies. All programmed frequencies can receive but only a select few can transmit.
- C. To make an announcement on High Band paging system from the apparatus.
 - a. Call Fire Control on the High Band base station using same procedure as listed for Low Band radio. Check to see if the airway is clear. If Fire Control responds "Not at this time", Do not make the announcement. If "yes", continue with the following:
 - b. Say "Stand-by Whitehall for special announcement".
 - c. Say "KVN-745, Whitehall base to all monitors..." and then give message. Repeat the message and then say "...KVN-745 clear".

3.3 Pagers

High band receivers and /or transceivers are issued when available, but may be purchased by individual members, (the fire company is not responsible for upkeep and repair on personal equipment). Monitor type pagers will be issued as available. *Motorola Minitor V®*, Unication or equivalent will be programed for Page, Alert frequency 154.160 MHz with Fire tone and optional First Response tone.

Minitor V® programming:

- A. Audible tone and vibrate, then message. (Whitehall only)
- B. Monitor and vibrate, then message. (monitor county-wide)
- C. Vibrate only, then message. (Whitehall only)
- D. Vibrate only, push monitor button to hear message. (Whitehall only) (*church mode*)

Two-way units are programmable (no police frequencies permitted).

- F-1 Page, Alert frequency 154.160 MHz (programmed to receive ONLY)
- F-2 Monitor, Alert frequency 154.160 MHz (programmed to receive ONLY)
- F-3 County Fire Police 153.830 MHz
- F-4 EMS 715 (programmed to receive ONLY)
- F-5 Washington County EMS (programmed to receive ONLY)
- F-6 Whitehall Village DPW (programmed to receive ONLY)
- F-7 Whitehall Central School Bus Garage (programmed to receive ONLY)
- F-8 Whitehall Central School Security (programmed to receive ONLY)
- F-9 Fair Haven Fire Department fireground (programmed to receive ONLY)
- F-10 Town of Whitehall DPW (programmed to receive ONLY)
- F-11 Weather Gore Mountain (programmed to receive ONLY)
- F-12 Weather Castleton, Vermont (programmed to receive ONLY)

*Some select pagers have been programmed with paging capabilities, and/or NYS Forest Rangers frequencies and/or Police MRD frequency.

3.4 Low Band Transceivers on ER481 and Ladder 482 - Two-way fireground units are issued by the fire company and will not have radio identifiers unless assigned.

3.5 Privately Owned Two-Way Fireground Radios – Privately owned radios by individuals will not be permitted, per *Radio System Access and Frequency Use Policy* found on page 17 of the *Washington County Office of Public Safety - Communications Procedures and Guidelines (dated 11/2008)*, who holds the licensing for all low band radios used in the county.

3.6 Responding Apparatus - Units responding are to use the following procedure:

"Fire Control from (your unit #)", wait for response, then give message. (Responding, arriving etc.) When more than one unit responds at the same time, the first unit to respond will be the only unit to call out to fire control. Other responding units will call out responding on F-2. Upon returning from an alarm, the Incident Commander (IC) will call the units in service. If a unit is unavailable (hose off etc.) do not call the unit in service until it is ready to respond to the next alarm. (The term "Mobile Service" should not be used. Refer to the County Radio Procedure Manual.)

3.7 Officers Responding - Officers should call Fire Control only if they haven't already heard another officer check out. (Once a more senior officer has checked out, it is not necessary for any other officers to call Fire Control, but may check out on the assigned tactical channel #3.

3.8 Arrival Report The first arriving officer or apparatus will give Fire Control a brief status report based on what is found. This gives other units an indication of what operations to prepare for. All subsequent reports and updates to Fire Control will be made by the Incident Commander (IC).

3.9 Officers Car Identifiers:

Car 48 Fire Chief	Car 4805 1st Lieutenant
Car 4801 1st Asst. Chief	Car 4806 2nd Lieutenant
Car 4802 2nd Asst. Chief	Car 4807 Safety Officer
Car 4803 Deputy Chief	Car 4881 EMS Captain
Car 4804 Captain	Car 4882 EMS Lieutenant

3.8 References

Washington County Office of Public Safety - Communications Procedures and Guidelines (dated 11/2008).

Whitehall Volunteer Fire Company Inc.

March 2009

Section 4 Chain of Command

Chief Signed _____

Section 4.0 Chain of Command

4.1 Incident Command

- A. The first arriving officer at an alarm will be the Incident Commander (IC).
- B. More senior officers arriving on the scene will have the option to assume command, or allow the officer currently in command to remain in charge and act only as an advisor.
- C. The Incident Commander of the alarm shall use National Incident Management System (NIMS) and will assign sectors as required.
- D. If no officers are present, the first active member driving the first apparatus will be the Incident Commander until an officer arrives.
- E. No probationary members are to serve as an Incident Commander.
- F. The Incident Commander will insure that the run sheet is filled out properly listing all response times and an arrival time, a "Report of Fire" is completed, and that the apparatus is properly returned to service
- G. Each apparatus will have an Incident Command Box which will contain the following forms and supplies:

- a. Report of Fire forms
 - b. Carbon Monoxide “Notice of Finding” forms
 - c. Digital clock mounted to clipboard/box
 - d. Pad of paper and a pen for notes
- H. A Safety Officer as described in Section 5.10 shall be assigned to monitor all personnel when SCBA are in operation by members of the company. At a minimum, the sector officer and the Safety Officer shall be aware of the number of personnel and the identity of personnel using SCBA, their location and function and their time of entry into the area requiring SCBA. They shall be aware of the number of cylinders being used and the need for fire fighters to report to Incident Rehabilitation as described in Section 13 when they have consumed two cylinders of air.
- I. Public information – Command may establish an effective Public Information Sector under the incident command system at emergency scenes if deemed necessary.
- a. This ensures timely and accurate dissemination of emergency information to the public regarding actions necessary for public protection such as evacuation during a hazardous materials incident.
 - b. A Public Information Sector helps to ensure the safety of members of the news media at emergency incidents.
 - c. The Public Information Sector keeps reporters and photographers from interfering with emergency operations.
 - d. The fire chief or his designee will serve as Public Information Officers (PIO) for all alarms; unless the Fire Chief or his designee appoints a member to serve as PIO during a fire company emergency operation, fire alarm or fire call.
 - e. No individual(s) will comment to the media about any fire company emergency operation, fire alarm or fire call without first checking with the fire chief or his designee.
 - f. All personal information shall be collected and disseminated by Law Enforcement only. The Public Information Sector will give out only information related to the incident. (ex. Names of people involved)

Whitehall Volunteer Fire Company Inc.

March 2009

Section 5 Fireground

Chief Signed _____

Section 5.0 Fireground Operations - The following are standard fireground procedures. It must be understood that the Incident Commander may deviate from these procedures if necessary. This Operations Manual is only a guide.

5.1 Apparatus

- A. ENGINE-RESCUE 481, LADDER 482, ENGINE TANKER 483 ENGINE TANKER 484 will respond to all fires scenes, as outlined in Section 2.5, and be committed to fire suppression or water supply using large diameter hose (4" w/Stortz couplings).
- B. Driver must spot the apparatus at a safe location from the fire but still close enough to stretch 200' pre-connected attack lines (1 ½" or 1¾"), or 2½" master streams.

- C. All firefighters will take an Emergency Vehicle Operation Course (EVOC) before driving any apparatus to an alarm or fire call (Priority 1 or Priority 2). This section does not preclude driver training on apparatus with appropriate supervision provided by the Fire Chief or his designee.

5.2 Structure Fires – ENGINE RESCUE 481, LADDER 482, ENGINE TANKER 483, ENGINE TANKER 484

- A. Highest classification firefighters should fully staff Engine-Rescue 481 before responding any other fire units as specified in Section 2.5 Response.
- B. First due arriving engine should lay-in a water supply line from the nearest available hydrant. If a supply line cannot be laid due to poor water supply or lack of manpower, the Incident Commander should be notified.
- C. Engine should be located past the front of the involved building allowing room for the ladder truck.
- D. 1¾" lines should be deployed upon arrival for offensive attack. Defensive attack may require the use of master streams consisting of 2½" lines and/or deluge systems.
- E. Second arriving engine/ladder may be needed to lay-in supply lines, pump water or engage in fire suppression.
- F. Ladder should be prepared for standard ladder company operations or water supply as needed by Incident Commander.
- G. Apparatus will respond to alarms as indicated in Section 2.5 of these procedures.
- H. Fire in attics involving building with large, unsupported areas (25'). Serious attic fires in these types of structures shall be fought from the exterior of the building.
- I. The Incident Commander (IC) shall declare an exterior attack upon receiving information or determining the existence of a serious fire conditions or serious fire conditions of an attic space of a building with a large, unsupported area twenty-five (25) feet or greater.
- J. All personnel on the scene are responsible for immediately notifying the Incident Commander of any information regarding a serious fire condition, or conditions that may lead to an impending fire event (ex. rollover, flashover, backdraft etc.).
- K. Evacuation Call - When the need arises to account for all persons on the fireground or to evacuate an unsafe structure, the Incident Commander (IC) or any other fire officer will issue an evacuation order over the radio and all apparatus on the scene will sound air horns and sirens for no less than a thirty (30) second interval upon receiving such order. This order should be issued judiciously in extreme emergencies, which will include:
 - a. Imminent structural collapse.
 - b. Rapidly deteriorating fire conditions which may affect safety of interior fire teams.
 - c. Any condition that warrants the accountability of firefighters.

5.3 Water Tender Operations – Engine Tanker (ETA) 483, and Engine Tanker (ETA) 484 All tenders/tankers are class A engines with hose, water, and complete ladder package consisting of one each 24' extension ladders, 14' roof ladders and 10' attic ladders.

- a. The first arriving tender should pay close attention to the radio for an indication of the role they will play and to receive direct orders relating to
 - i. Laying in large diameter hose (LDH),
 - ii. Placement of portable pond.
 - iii. Starting initial attack.
 - iv. Direction to staging areas,
 - v. Deployment of ground ladders, or other assignment.
- b. Portable pond or drop tank placement should be the priority of the first arriving engine-tanker. If the IC or line officer is not available, the pump operator will choose the location of the portable drop tank, where it will not impede fireground operations including tender/tanker traffic.
- c. Dumping Operations should be carried out as safe and swift as possible to maintain an adequate flow for the duration of the fire suppression operation.
- d. Engine-tankers should operate with two (2) men whenever possible. The driver should remain behind the wheel while the second man guides the tanker backing up and operates the dump handle.
- e. Filling Operations should be carried out as prescribed above, except that the driver may be required to assist with the filling procedure.
- f. Engine-tankers should never wait in line at one water source, but should establish a second or third source as necessary to speed filling operations.
- g. If the need arises to leave an extra man at a water source, if possible, it should be someone other than the second man from the engine-tanker.

5.4 First Response (FR) 487, Utility (UT) 485, and Marine Rescue (MR) 488 and 489 –

- A. First Response 487 will respond to all alarms as indicated in Section 2.5 of these procedures.
- B. FR 487 is a four-wheel drive unit. Vehicle should locate in a position that will allow easy access to equipment while not interfering with fireground operations. First Responders may use this vehicle when necessary. Primary unit for Tech Rescue Team. This vehicle tows the Operations trailer or MR-488 when needed.
- C. U-485 is a four wheel drive unit used as a primary Fire Police unit. It will also carry personnel and will tow MR-489 as needed per Section 23 of the Operations Manual.

5.5 Brush 486 / Operations Trailer -

- A. Brush 486 is six-wheel drive UTV that responds to brush fires only. It contains 60 gallons of water, 5 gallons of Class A foam with a high-pressure pump.
- B. Operations Trailer contains Indian tanks, portable pumps, electrical generators and an assortment of brooms and shovels for brush firefighting. Brush Fire Operations may require deployment of hand lines, Indian tanks and portable pumps.

- C. Firefighters will not ride in the trailer while in motion or on the rear of the brush truck to or from alarms.
- D. Utility-487 will tow the Operations Trailer.
- E. Insure that trailer is secure when loading and unloading by being hitched to vehicle or by using the extension rear legs with front jack set. Failure to do the above may result in injury.

5.6 Passenger Vehicles – Utility 485 - Suburban (passenger vehicles),

A. Policy

- a. The fire company's passenger vehicles are a 7 passenger Ford Expedition (UT 485) and a 7 passenger Chevrolet Suburban (No Radio ID). Both are primarily Fire Police units. It will also carry personnel to alarms and fire schools. they can be used for out of district travel when approved by a chief officer. The Fire Chief or his designee has discretion regarding their use.

B. Vehicle Use (no active fire alarm)

- a. Vehicle is to be used for fire company business only. Ex. meetings, fire schools, conventions, parades, fire police duties, or other errands that may result in significant mileage or demand on personal vehicles.
- b. A "Vehicle Use Form" will be filled out by all members using any vehicle. The date, time in/out, destination and fuel used will be listed for any use other than an active fire alarm.
- c. The "Vehicle Use Form" will be filled out with operator name, destination and date/time; and then placed where the vehicle keys are kept until the vehicle returns to service. At this time, the operator will secure the vehicle, complete the form - placing it in the chief's mailbox.
- d. This vehicle will be kept at the fire station unless authorized by the Fire Chief or his designee.
- e. UT 485 may be utilized when authorized by the Fire Chief or his designee in an instance where a personally owned vehicle of a fire officer is disabled or otherwise unavailable. The officer is personally responsible for the fuel used and will return the vehicle with the fuel tank full, providing a copy of the paid fuel receipt with a copy of the vehicle log. In this instance, vehicle is not to travel 10 miles outside of the town fire protection district. This type of use must not exceed 48 hours without reauthorization by the Fire Chief or his designee.
- f. Unauthorized or nefarious use of these vehicles will result in disciplinary action.

C. Emergency Response – Priority 1 or Priority 2 (active fire alarm)

- a. Traffic control use by fire police or others as directed by fire chief or designee
- b. Local or mutual aid manpower response.
- c. EMS use such as lift assist or in addition to 1st Responders.
- d. May be used to tow Marine Rescue-488/489 or other trailered equipment as necessary.
- e. Fire Chief or his designee may use it as a command vehicle if necessary.
- f. Do not call out to fire control.
- g. Vehicle identifier for the Ford Expedition is Utility 485. Suburban has no radio identifier.

D. Equipment

- a. Minimum of one (1) 20 lbs. fire extinguisher.

- b. Three (3) highway/traffic vests, four traffic cones, and flares.
- c. Three (3) SCBA's as available.
- d. First aid kit.
- e. Class 3 trailer hitch.

5.7 Firefighters - Firefighters taking orders from the IC and/or subordinate line officers will carry out fireground assignments until completion or until otherwise directed by an officer.

- A. Firefighters arriving on first due engines must be ready for variable assignments such as initial fire attack, ventilation, search and rescue operations.
- B. Second due engine, ladder and rescue truck personnel will, in addition to the above, be ready to establish a water supply and lay-in LDH lines and back up lines.
- C. All personnel when using SCBA shall be aware of the number of cylinders being used and the need for Incident Rehabilitation as described in Section 13 when they have consumed two cylinders of air.
- D. Unassigned members will stand-by at a staging area until needed for an assignment.
- E. All firefighters will follow the last order given, unless given new orders; even if they contradict the previous order. Fire scenes are a constantly changing environment and firefighters will follow direction of all fire officers.
- F. Class D members who wish to return to fire ground duty may do so upon notice to the Chief of their intentions. All physicals, SCBA fit testing (Class A & B firefighters) and any other requirements for fire ground activity will be completed before returning to active membership.

5.8 Fire Police - Fire Police are appointed by the Fire Chief and may have completed Fire Police Training or have Police Officer status.

- A. Fire Police in New York State are peace officers with full police powers when acting pursuant to their special duties granted under section 209 (c) of the General Municipal Law. Fire Police in New York State have full arrest authority.
- B. Peace Officers are required to take an oath, a copy of which must be kept on file in the village clerk's office as mandated by Executive Law, Section 845 (Chapter 482, Laws of 1979 and Chapter 843 Laws of 1980). Fire Police listed with the Central Registry of Police and Peace Officers at the New York State Division of Criminal Justice Services.
- C. The duties of the Fire Police are to protect firefighters while fighting fires. Fire Police are firefighters first. Fire police are appointed by the Fire Chief and may have completed Fire Police Training or have Police Officer status. Fire Police must be active firefighters (minimum Class C) as outlined in these procedures since fire suppression duties take precedent over Fire Police duties. The Fire Chief or his designee may appoint any firefighter to direct traffic as necessary. Fire Police provide protection for the firefighters so that they may do their job without interference of others.
- D. Fire Police protect the general public at the scene of a fire. Residents, owners, occupants, relatives, spectators, and even the news media may hamper fire operations. Fire Police keep them safe and away from harm and obstructing the fire ground.

- E. Fire Police keep fire ground clear for fire operations. Fire apparatus need room to park, maneuver, and provide tanker operations. Fire hydrants must be kept clear of traffic and available for laying in supply lines for fire suppression operations. Secure hydrants in immediate area for use by apparatus.
- F. Fire police regulate traffic at emergency scenes. This shall include traffic at the scene of any emergency to which the fire company has been called, until relieved by the Fire Chief or his designee, or relieved by the police agency having jurisdiction.
- G. Fire Police protect the equipment of a fire company. Fire Police keep all non-firefighters away from, and especially off, from fire company vehicles and equipment. Do not allow anyone to damage any apparatus, please prevent theft of fire company equipment.
- H. Fire Police enforce the laws of New York State relating to firefighting activities. Fire Police prevent reckless driving within an emergency area, driving over fire hoses, spectators overtaking fire lines, non-emergency vehicles attempting to access the fire ground.
- I. Fire Police cooperate with state and local police agencies. Fire Police are there for the same purpose, to provide protection and safety. Fire Police must cooperate with other law enforcement operations by working together efficiently.
- J. Fire Police protect the property at the scene of a fire until the Fire Chief or his designee releases them from duty and turns the responsibility over to other police agencies or to the owner. Allow no one to enter within the scene without proper identification or credentials. Fire Police must be alert, as they may see or hear something from a person that may have a direct bearing upon the situation, protect the scene's evidence, and report unusual events or happenings.
- K. Fire police carry out the orders of the Fire Chief who is in supreme command at all fires and emergencies per state law.

5.9 Operations on Railroad Property - Fighting fires on railroad property can be extremely hazardous. First arriving Fire Officers should advise fire control when they are operating on railroad property and to notify the appropriate Train Dispatcher (C.P. Rail or Vermont Railway) to advise them of the circumstances and conditions. The Train Dispatcher can then inform fire control of any train traffic or other conditions which may affect the safety of firefighters on the scene.

5.10 Incident Safety Officer

A. Definition

- a. Staff position to be appointed annually or per alarm by the chief and shall remain in that position until relieved of those duties by the Chief or his designee.
- b. It is the intent of a safety officer to assist and advise the chief or the incident commander of emergencies as to concerns for the safety of firefighters, as well as station safety, response/return safety, and any other areas as identified by the Chief or his designee.
- c. At emergencies where the safety officer is not readily available and the incident commander establishes a need for this position to be staffed; a fire officer or firefighter may be assigned for the remainder of the incident to that position. If personnel are limited at the scene this assignment may be given as an additional assignment to a fire officer or firefighter such as a pump operator or nonstructural

firefighter.

B. Duties

- a. The safety officer shall observe the operations at the emergency, with his/her main objective being the evaluation of risks to firefighting personnel.
- b. Items such as fire conditions, building stability, firefighters' physical condition (fatigue), vehicle traffic, tactical operations with regard to special hazards such as energized electrical equipment, and any operation that may impact the safety of firefighters shall be monitored.
- c. Should a hazard of unacceptable risk be found, the safety officer should immediately notify the incident commander and bring the condition to the attention of the fire officer in that sector.
- d. Should a problem be an immediate hazard where the danger to firefighters is imminent, the safety officer shall have the authority to order corrective action immediately and then notify the incident commander of the situation.
- e. In addition to the emergency scene assignments, the safety officer shall carry out the general responsibilities associated with the safety and health of firefighters and other duties as assigned by the Chief or his designee.
- f. Firefighter safety is every member's responsibility to ensure that all operations and activities are conducted in as safe a manner as possible and any established guidelines are followed when applicable.
- g. The safety officer will assist the Chief or his designee and/or incident commander at emergencies in the evaluation of the risk to firefighters and make recommendations to remedy dangerous situations.
- h. A Safety Officer as described in Section 5.10 shall be assigned to monitor all personnel when SCBA are in operation by members of the company. At a minimum, the sector officer and the Safety Officer shall be aware of the number of personnel and the identity of personnel using SCBA, their location and function and their time of entry into the area requiring SCBA. They shall be aware of the number of cylinders being used and the need for fire fighters to report to Incident Rehabilitation as described in Section 13 when they have consumed two cylinders of air.

C. Requirements

- a. A Safety Officer shall be appointed annually in March by the fire officers or on the scene as necessary by the Incident Commander (IC).
- b. The Safety Officer should have a minimum of three (3) years active service in the Whitehall Volunteer Fire Company and have completed a New York State Firefighting I or an equivalent level of training per OFPC, to be considered for this position.
- c. The Safety Officer should be knowledgeable in operations of pumps, self-contained breathing apparatus, nozzles, ladders, air bags, flat ice surface rescue, marine operations and other fireground operations.

D. Responsibilities

- a. The Safety Officers is responsible for the safety of all personnel at fires and drills.
- b. He shall insure that firefighters are properly equipped with appropriate turnout gear including helmet, bunker pants, boots, gloves, hood, coat, and if necessary,

- self-contained breathing apparatus, when on the fireground.
- c. He shall see that the Accountability System (Section 9) is being followed and Incident Rehabilitation (Section 13) is established if necessary.
 - d. He shall insure that all personnel are certified for use of Self Contained Breathing Apparatus as required in Respiratory Protection (Section 10), and qualified for specialized rescue such as Extrication and Rescue Equipment, (Section 15), Technical Rescue Team (Section 18), and Flat Ice Surface Rescue (Section 8), Marine Operations (Section 23) before allowing personnel to use such equipment.
 - e. He shall have the authority, regardless of rank, to intervene and control any aspect of the operations when, in his judgment, a potential or real danger, accident or unsafe condition exists.
 - f. He is responsible for the safety of all participants including instructors, students, visitors and spectators.
 - g. He is to review each accident or injury and report his findings to the Chief or his designee. He is responsible for post- incident analysis.
 - h. He is not to be assigned any other duty during fireground operations other than those noted here.

5.11 Mayday Protocol

A. Policy

This General Order shall establish a procedure to be used when calling for assistance and to notify all personnel on the emergency scene that an imminent life-threatening situation exists.

B. Definitions

- a. Mayday - a radio term used to alert the Incident Commander or other persons on the emergency scene that personnel are in an imminent life-threatening situation.
- b. Accountability Report or Roll Call - a term used to track and report the location, status, and welfare of personnel assigned to a given crew.
- c. Rapid Intervention Team (RIT) - a crew specifically designated by the Incident Commander at the scene of an emergency beyond the initial stages, consisting of a minimum of four personnel, one preferably being a company officer. The RIT shall be primarily available for the rescue of Fire/EMS Department members should the need arise. Depending on the size and complexity of the incident, the Incident Commander shall establish one or more RITs. The RIT normally replaces or enhances the standby team (2in, 2out), which was required during the initial stages of the incident.

C. Procedures

- a. PASS Device Activation: During any operation involving the use of PASS devices, all personnel in the immediate vicinity on the scene shall acknowledge the activation of a PASS device (lasting for greater than five seconds). This shall be done by immediately preceding to the location of the alarm and confirming the status of the member(s) via radio with the Incident Commander. 4.
- b. Confirmed Report from a Trapped or Lost Member(s) When a member(s) becomes trapped, disoriented, lost, or injured, and needs assistance, he/she/they

shall attempt to notify his/her/their Unit Officer, or someone in the immediate area that assistance is needed. If there is no response from anyone in the immediate area, a radio message shall be transmitted by the member(s) to the Group/Division/Sector Officer or Incident Commander.

- c. The radio message shall begin with; “Mayday, Mayday, Mayday,” and shall include the following information: L Location (i.e., floor/quadrant/wing) U Unit (i.e., Whitehall Engine Rescue 481) N Name (i.e., F/F Smith) A Assignment (i.e., checking for extension) R Resources needed (i.e., ceiling fell, need manpower and stokes)

5.12 Operating Out of District

5.13 References

- A. NFPA 1521 Fire Department Safety Officer - 1997 Edition

Whitehall Volunteer Fire Company Inc.

April 2009

Section 6 Fire Station

Chief Signed _____

Section 6.0 The Fire Station

6.1 House Rules

- A. The Fire Station is your property. Treat it with respect. Members are encouraged to visit the station often and help keep it clean and neat.
- B. Alcoholic beverages are not allowed on the apparatus floor of either station and are limited to the lounge or Curtis Fish Hall during sanctioned events only.
- C. Turn off all lights upon exiting the station, maintaining necessary night-lights.
- D. Lower thermostat if it has been raised above normal.
- E. No minors are allowed to be alone on the premises except Recruit Firefighters during an active alarm.
- F. Pets or other animals are allowed on company property as long as they are docile, obedient and not a threat to others. Pets are not allowed on furniture. Members are responsible for clean-up or other damage resulting from pets. Failure to abide by these rules will result in your pet not being welcome at the fire station.

6.2 Zero Drug and Alcohol Policy

- A. Firefighters suspected of being under the influence of drugs, alcohol or other intoxicants will be removed from the fireground and detained for investigation by proper law enforcement authorities.
- B. The Whitehall Volunteer Fire Company Inc. maintains a **Zero Drug and Alcohol Policy**, whether on the fireground, operating apparatus or other equipment.
- C. Recruit firefighters will be disciplined per the by-laws, mandatory parental notification is required. Law enforcement may be notified.

6.3 No overnight accommodations are allowed unless approved by the Chief or his designee.

6.4 Tobacco Use

- A. Smoking allowed in designated areas only.

- B. The use of tobacco products is prohibited by members while riding or operating any vehicle owned or operated by the fire company.
- C. While tobacco products may be used outside buildings, members shall dispose of cigarette butts and other waste products properly.
- D. Members using smokeless tobacco products shall refrain from spitting on sidewalks, on parking lots and other paved surfaces. Chew tobacco residue will be confined to a cup or bottle with an appropriate cap. It shall be discarded in a hygienic manner with the cap in place to secure the residue from spillage.
- E. Tobacco use is prohibited by members less than 18 years of age, regardless of parental consent.

6.5 Cleanliness - Insure that debris from shoes is not tracked into training areas, lounge area, day room or office. If you use it –put it back; If you break it – report, repair and replace it; If you create a mess- clean it up; Debris and garbage (coffee cups, bottles etc.) will be removed from fire company vehicles upon completion of use.

6.6 Use of Firehouse by Members:

- A. Members may use the fire hall for a private function, provided that the member log the date needed onto the designated calendar, and fill out the Fire Hall Use form, placing the completed form in the Chief's box. The member will be responsible for returning the station to good condition.
 - a. Any damages inside or out of this facility are the responsibility of the member.
 - b. The requesting member must be on premises during the entire event.
 - c. Do not give the door code out to non-members. "Lock-back" the south entry door for continuous entry.
 - d. All activity will remain inside the fire hall. No entry to Apparatus Floor or Firefighter's Lounge. Avoid allowing children outside the rear fire exit due to potential fall hazard, door should remain closed during event.
 - e. No one will be allowed to consume alcoholic beverages on the premises.
 - f. No children under 16 years of age allowed in the kitchen area, or near the bar area, including the bar stools.
 - g. No pets, or other animals. (This does not include service animals).
 - h. No use of the *Smart Board*® by anyone other than a member trained in its use.
 - i. No screws, nails, pins or tacks to be used on any woodwork.
 - j. All decorations, debris, garbage must be removed from premises immediately after the event. Removal at members expense.
 - k. Any dishes or silverware are to be cleaned and returned to storage areas after event.
 - l. This is a Non-Smoking building. Smoking allowed only in designated areas only.
 - m. Doors and windows to remain closed when HVAC is in use.
 - n. Guests should park in the adjacent parking areas and avoid parking in front of the fire station.
 - o. Maximum lengths of all events are 6 hours. No overnight accommodations.
 - p. Any violations of these guidelines or inappropriate behavior will terminate the event.
 - q. Requesting member is responsible for cleaning of the fire hall after the event.
 - r. All lights must be turned off, heat returned to normal and building secured upon completion of event.

- s. A \$50 check made out to the fire company for a cleaning deposit is required 5 days prior to the event and will be returned after the hall is satisfactorily cleaned.
- B. Members may borrow equipment for personal use from the station provided that the member has received approval from two fire company officers and properly logged out the equipment on the sign-out form in the station with a description of the item and the date removed.
 - a. **We do not loan out tables and chairs, this includes members.**
 - b. **ITEMS SHOULD BE RETURNED NO LATER THAN 7 DAYS.**
 - c. **At NO TIME will members be allowed to remove any equipment from the apparatus for personal use.**
 - d. Date item is returned will be noted on the sign out list.
- C. Wi-Fi is available to members. Access codes are not to be given out to non-members. All computer stations, servers or other related equipment is to be used for fire company business only. See 6.13 Computer, E-mail and Internet Usage in this section.

6.7 Visitors and Guests – Members are responsible for the conduct of invited guests.

6.8 Prohibited Activities on Fire Company Property:

- A. Unlawful behavior, gambling, noisy or quarrelsome conduct, and lewd or indecent activity.
- B. Theft or defacement of private property that the fire company may be called to during fire operations.
- C. Display or use of a firearm or other deadly weapon in an unsafe manner.
- D. Threats or acts of physical violence against members of the public, government, or other members of the fire company.
- E. Sexual activity to include the possession or use of printed or audiovisual material that is sexually offensive.
- F. Abusive behavior, hazing, or harassment of other members of the fire company.
- G. Alteration or modification of vehicles, apparatus, buildings, computers, or items of equipment owned or operated by the fire company without proper authorization.
- H. Acceptance or solicitation of gifts, rewards, or fees for services incidental to the performance of one's duty. See *Constitution and By-laws, Article 11, Section 5 Code of Ethics*.
- I. Publicly speaking disrespectfully of the fire company or its members.
- J. Performing any act or making any statement, oral or written, about the officers of the fire company with the intention of destroying good discipline and good order.
- K. Performing any act or making any statement, oral or written, about other members of the fire company with the intent to destroy morale, good order, or good working relationship among members of the fire company.
- L. Displaying insolence or indifference or evading duty during an emergency incident, training or company event.
- M. Conduct listed under Section 33 of the Operations Manual regarding violence in the workplace.

6.9 Material Safety Data Sheets (MSDS)

- A. Safety Officer is responsible for obtaining and maintaining the MSDS's.

- B. The Safety Officer will review incoming MSDS's to make sure they contain all required information, and for changes in health and safety information. He/she will make sure any new information is passed on to the affected employees.
- C. When toxic or hazardous substances are received without the MSDS, the Safety Officer will send a letter to the supplier requesting the MSDS, with a copy to file.
- D. Members are not permitted to use any chemicals for which the fire company does not have the MSDS on file.
- E. MSDS's will be accessible to all members when they are in the station. Copies of MSDS's will be kept in an accessible location in the fire station.

6.10 Flammable and Combustible Liquid Storage

- A. All flammable and combustible storage will be limited to a maximum size of five gallons per container.
- B. No flammable or combustible material will be stored on apparatus.
- C. All containers will be kept in an appropriate flammable storage cabinet located in the fire station.

6.11 Record Keeping

- A. All records are to be kept at the fire station in an area designated for record storage. That area is currently the chiefs office.
- B. The Board of Directors are to be notified when any records, including electronic files, are removed from the station for any reason. They are to be logged out in an appropriate log book and reviewed monthly by the Board of Directors (ex. Court, local government review, audit, etc.)
- C. All records are to be kept in compliance with state law.

6.12 Membership

- B. Whenever a member moves out of town, notification in writing should be sent to the Recording Secretary as soon as possible, indicating that you have moved out of the district and give your new address for our records.
- C. Online training is required for all active firefighters, this includes all Class A, Class B, Class C, and Class D members. Failure to complete mandatory training during a calendar year will result in a member being dropped from the roster at the Annual Meeting held on the Second Tuesday in December at 6:00pm.

6.13 Computer, Email and Internet Usage

- A. Fire company members are expected to use the Internet responsibly and productively. Internet access is limited to fire company related activities only and personal use is not permitted.
- B. Fire Company related activities include research and educational tasks that may be found via the Internet that advance educational goals.
- C. All Internet data that is composed, transmitted and/or received by the fire company's email and computer systems is considered to belong to Whitehall Volunteer Fire Company Inc. and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

- D. The equipment, services and technology used to access the Internet are the property of the Whitehall Volunteer Fire Company Inc. and the fire company reserves the right to monitor internet traffic and monitor and access data that is composed, sent or received through its online connections.
- E. Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- F. All sites and downloads may be monitored and/or blocked by the fire company if they are deemed to be harmful and/or not productive to fire company business.
- G. The installation of any software, including instant messaging technology is strictly prohibited.
- H. Unacceptable use of the internet by employees includes, but is not limited to:
 - a. Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via @whitehallfire.org email services.
 - b. Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
 - c. Stealing, using, or disclosing someone else's password without authorization.
 - d. Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
 - e. Sharing confidential material, trade secrets, or proprietary information outside of the organization.
 - f. Hacking into unauthorized websites.
 - g. Sending or posting information that is defamatory to the fire company, its services, colleagues and/or customers.
 - h. Introducing malicious software onto the company network and/or jeopardizing the security of the organization's electronic communications systems.
 - i. Sending or posting chain letters, solicitations, or advertisements not related to fire company business purposes or activities.
 - j. Passing off personal views as representing those of the organization.
 - k. If a member is unsure about what constituted acceptable Internet usage, then he/she should ask the Internet Tech or the Administration Assistant for further guidance and clarification.
 - l. All terms and conditions as stated in this document are applicable to all users of the fire company's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by fire company.

6.14 References

- A. OSHA 29 CFR 1910,1200(g)
- B. NFPA 30 Flammable and Combustible Liquids Code - 2003 Edition

Whitehall Volunteer Fire Company Inc.

March 2009

Section 7 Hazardous Materials

Chief Signed _____

Section 7.0 Hazardous Materials

7.1 Evaluation of the hazardous material(s).

- A. All personnel directly involved with the incident must have attended a Hazardous Materials Operations course as required by 29 CFR OSHA 1910.120. Officers must also have NIMS, Incident Command System or Incident Command for Hazardous Materials as required by 29 CFR OSHA 1910.120. Make every attempt to secure as much information as possible pertaining to the incident.
- B. Use the ***Emergency Response Guidebook (ERG)*** to reference numbers and placard information.
 - a. A most recent copy is located in every emergency vehicle.
 - b. It is also available as an “App” for smart phones.
- C. Physical Characteristics examine the physical characteristics of the material involved. Is it...
 - a. Solid, Liquid or Gas?
 - b. What is the Density?
 - c. Is Vapor under pressure?
 - d. Water Solubility - does it break down in water?
 - e. Is it.... Explosive? Flammable? or other?
- D. Health Hazard Characteristics
 - a. Determine whether it is Toxic, Highly Toxic or whether it is an Irritant.
 - b. Consider whether hazards may result from inhaling it, touching it, or swallowing it.
 - c. Determine whether any long-term hazards may exist or if the material may leave any residuals.
 - d. Determine whether there are any toxic combustion products. Consider other items.
- E. Amount - Is the release large or small in size?
- F. Condition - Determine whether the material is contained and if so, whether there is a potential for release. If it is not contained, determine whether it is controlled or uncontrolled. If it is a release, determine whether it fits any of the following descriptions:
 - a. Continuous discharge, is it long term?
 - b. Instantaneous, does it "puff"?
 - c. Is there a Vapor from spilled liquid
 - d. Are there Hazardous dust particles
 - e. Is the Vapor Elevated / rising or ground hugging
 - f. Determine if anything is burning and consider other conditions that may effect incident.
- G. Location
 - a. Determine whether the spill is accessible or inaccessible.
 - b. Consider its distance from the nearest population. Is its elevation above or below populated areas?
 - c. Consider its approximation to such dispersion enhancements or obstructions as sewers, drains, ditches, valleys, hills, gullies, canyons or manmade items.
- H. Configuration - Determine whether it is:
 - a. accessible or inaccessible;
 - b. whether it is near other hazard sources;
 - c. whether other hazard sources are involved and whether it is stable.

- d. Determine the importance of various uncertainties in making your judgments.

7.2 Identifying and Assessing Risk to Population Centers

A. Location

- a. Determine the population's distance and direction from release as well as any obstruction or enhancements to the material's movements.
- b. Determine whether it is situated at a higher level, lower level or the same level as the release.

B. Characteristics

- a. Consider the population's density. Identify any nearby institutions.
- b. Is the population transient or permanent?
- c. What is the population's knowledge of the area? Determine the population's level of preparedness or knowledge. Does it contain families or other groups of individuals?
- d. Characterize the local buildings, are they residential, institutional, commercial or industrial? How dense are these buildings?
- e. Consider whether there are heavy or light travel areas on local roadways, any recreational activity or any outdoor event on foot (such as sporting events, carnivals etc.).
- f. Consider whether any terrain or vegetation shelters buildings.
- g. Consider whether any of the population speaks a foreign language.
- h. Certainty of Information and Observations - Once again, consider the importance of any uncertainties in forming your judgments.

7.3 Factoring in the Effects of Meteorological Conditions

A. Impact of Weather on Movement of Hazardous Materials

- a. Consider the wind's direction, speed, dustiness and channeling terrain or obstructions.
- b. Consider whether or not the atmosphere is stagnating.
- c. Consider the amount, type and frequency of any precipitation as well as the potential for cloud knock down or gas absorption.
- d. Consider current weather conditions including the potential and timing of any change.

B. Impact of Weather on Your Ability to Respond

- a. Consider if floods, snow or other conditions could block any roadways.
- b. Consider if ice, fog, snow or sleet could make travel hazardous.
- c. Consider the temperature both for its effect on evacuees and for its difference from room temperature.

- C. Certainty of Information and Observations - Once again evaluate the importance of any uncertainties in your judgments.

7.4 Response Procedures

- A. Mobilize available or needed personnel and resources including NYS Department of Environmental Conservation Spill Response Team. All responders located within the emergency perimeter shall be in full turnout gear wearing self-contained breathing apparatus.
- B. Obtain any special equipment. - Petroleum Spills (see Section 7.7) - Provide for fire protection with at least one 20-pound dry chemical extinguisher. A foam hand line should be deployed for larger spills. Booms, spedi-dry, heavy equipment or other special equipment as needed.

7.5 Control the Hazardous Materials

- A. Determine whether you should prevent, contain or neutralize the release. If a petroleum product, avoid flushing into drains or open sewers.
- B. Control an Evacuation - Identify any evacuation plan available for the area. Consider whether local roads support movement away from the release or its path, its vehicle capacity and the roadway conditions.
- C. Traffic and Scene Security - Provide traffic control and direction, maintain vehicle movement. Evacuate institutions or special populations. Receive and care for both able-bodied and infirmed evacuees. Secure the evacuated area.
- D. Control "Sheltering-in-Place" - Determine structural effectiveness under current or predicted conditions. Determine whether the public is educated to "Sheltering-in-Place" techniques or whether instruction is feasible. Promptly initiate with structure "close down" and promptly terminate with structure ventilation. Determine whether protective shelter is available for any transient population. Determine whether institutions, industry or commercial operators are capable of managing a "Sheltering-in-Place" operation. Finally, secure the hazard area.

7.6 Communications

- A. Public Information - Conduct public alert, warning and initial instruction for the general population, special needs individuals, institutions and recreation facilities. Then provide on going instructions. Provide continuing communications while the incident continues as well as when the incident terminates.
- B. Communications with Emergency Response Organizations - Determine whether available capabilities to communicate with personnel exist regarding notification, mobilization, response, monitoring, redeployment and termination. Determine the adequacy and reliability of coverage over response area. Determine method of communications with back-up organizations as well with emergency broadcast, media and elected officials.

7.7 Evaluating Time Factor and its Effect on the Incident

- A. Rate of Escalation and De-escalation of Emergency - Determine whether the release has already occurred and terminated, whether it is now under way, whether it is predicted or whether it is known or unknown. Determine whether it actual or predicted duration is known or unknown.

7.8 Rate of Movement of Released Hazardous Materials

- A. Determine how much time you need to develop and implement emergency plans.
- B. Time of Incident - Consider not only the time of day, but also the day of the week. Also consider seasonal considerations such as whether it a holiday or vacation season.
- C. Time Needed for Protective Action – Determine the evacuation time, which includes not only the time you need for notification, mobilization and travel, but also the time you need for evacuation. Also determine the time you need for "sheltering-in-place", including the time you need for notification and instruction the time you need for close-down, the likely duration of "sheltering-in-place" and the time you need for termination, building egress and ventilation.

7.9 Petroleum Spills

- A. Do not flush petroleum products into drains or open sewers. See section 7.9 paragraph G.
- B. Provide for fire protection with at least one 20-pound dry chemical extinguisher. A foam hand line should be deployed for larger spills.
- C. Cordon off or otherwise delineate a hot zone with barrier tape encompassing any visible

traces of fuel plus a five foot buffer. Place clearly visible signs to warn persons to keep out of the area.

- D. Isolate and confine the release and prevent any entry of fuel into floor drains, storm drains, streams or lakes by diverting the fuel pathway through the use of a dike or trench.
- E. If possible, stop the fuel leak at the source.
- F. Shut down equipment in operation or maintenance activities that may pose a fire-ignition source or whose continued operation is contributing to the spill.
- G. Spilled petroleum products should be recovered by using spedi-dry, absorbent pads, booms or absorbent products.
- H. Bio-solve or any other approved microbial dispersant may be applied to spilled petroleum products in situations requiring vapor suppression as determined by the Incident Commander. Once completed, the by-product may be recovered using absorbent as noted above.
- I. Spent absorbent materials may be disposed in a dumpster or picked up by a street sweeper if the material does not exceed 220 pounds, a contractor licensed with the New York State Department of Environmental Conservation must be employed to pick up and transport the material.
- J. Have Fire Control notify the Department of Environmental Conservation Spill Response Hot Line at 1-800-457-7362. Request a spill response number for all incidents.

7.10 References

- A. NFPA 471 Recommended Practice for Responding to Hazardous Materials

Whitehall Volunteer Fire Company Inc.

March 2009 Section 8 Flat Ice Surface Rescue Chief Signed _____

Section 8.0 Flat Ice Surface Rescue

8.1 Size Up

- A. Incident Commander (IC) will investigate first hand accounts if possible from eye witnesses of incident to determine if Flat Ice Surface Rescue is necessary. This interview should determine whether the victim is a male or female, adult or child, color of clothing and the area where they were last seen on the ice, noting the witness's position when victim location was given. Keep the witness on the scene if possible.
- B. Incident Commander (IC) will evaluate most direct route to victim(s) that will insure maximum safety for Flat Ice Surface Rescue team.
- C. Incident Commander will determine method of retrieval using Reach-Throw-Go that is consistent with Flat Ice Surface Rescue lesson plan filed with the Training Officer.
- D. Emergency Medical Services will be contacted for stand-by and subsequent patient care.

8.2 Equipment

- A. FR 487, Utility 485 and Marine Rescue 488 shall be the designated vehicles for Flat Ice Surface Rescue response, unless otherwise directed by the Chief or his designee. They will be placed in a safe location on stable ground as close as practical to the rescue operation. Fire apparatus will never be placed on ice (ex. frozen lake, pond etc.) during rescue operation.
- B. Equipment should be readily available to rescue personnel, laid out on a salvage cover whenever possible for immediate use. Helmets will worn and secured, personal floatation

devices worn. No structural type turnout gear is recommended. Equipment will be properly dried and stowed after each use.

C. Marine Rescue 488 – See Section 23 Marine Operations.

8.3 Personnel

- A. All members assisting will be qualified in Flat Ice Surface Rescue and possess certification for such courses.
- B. Members shall be in good physical condition. Rope and knot applications and swimming skills should be above average. Red Cross water safety courses in Lifesaving and Advanced Lifesaving are recommended.

8.4 Operations

- A. Scene evaluation, Flat Ice Surface Rescue equipment and Flat Ice Surface Rescue methods shall be consistent with Flat Ice Surface Rescue lesson plan filed with the Training Officer.
- B. Rescuers will be secured by a lifeline during Flat Ice Surface Rescue operations. This includes training and actual rescue.
- C. All stages of rescue operations shall be communicated to Command for logging of times and coordination.

8.5 Arrival at Incidents Outside Fire District

- A. Senior Fire Officer who is Flat Ice Surface Rescue qualified will be the Team Leader. He will confer with outside district's Incident Commander (IC) to determine mission. (Incident Commander may be Fire, Police or Ambulance personnel)
- B. Team Leader should determine from Incident Commander what steps have been taken by others to affect a rescue.
- C. Team Leader shall obtain permission to start Flat Ice Surface Rescue operations. Team leader will advise Incident Commander of Operations Manual - Section 8.6- Operations Outside of Fire District before starting rescue. This may be done verbally at the scene or in writing per response agreement (ex. Mutual Aid, Contracted Services etc.)

8.6 Operations Outside of District

- A. The Team Leader will take direct control and responsibility for Flat Ice Surface Rescue operations and team members.
- B. Incident Commander will relinquish command of rescue operation relating to the Flat Ice Surface Rescue team.
- C. Whitehall Volunteer Fire Company will serve as part of a single resource, task force, or strike team, as needed, in accordance with National Incident Management System (NIMS).

8.7 Response Area

- A. Response area will be limited to thirty (30) mile radius of the Town of Whitehall Fire Protection District.

Whitehall Volunteer Fire Company Inc.

March 2009

Section 9 Accountability

Chief Signed _____

Section 9.0 Fireground Accountability System

9.1 Purpose

To insure accountability for all firefighters who respond and function whether directly involved with fire suppression, or in the capacity of fireground support through the use of a two (2) tag

system. Blue = Cold Zone; Red = Hot Zone.

9.2 Application

All firefighters shall be assigned two numbered tags. A **BLUE Tag** for accountability on the scene; and a **RED Tag** for accountability within a sector including interior fire attack. The number tags shall correspond with each firefighter whose name shall be logged on a sheet located on the apparatus. This log is to be updated each time a new member joins the company.

9.3 Firefighters Responsibility

All firefighters arriving on the fireground shall place their **BLUE Tag** on the area provided on the designated apparatus (ENGINE-RESCUE-481) prior to reporting to a fire officer for assignment. Once an assignment is issued, the firefighters will turn over their **RED Tag** to the officer in charge of that sector. Firefighters will be working in teams of two (2) or more with a two-man back up. Unassigned firefighters should be staged in area accessible to the fire officers or the IC. Firefighters are never to enter a structure without first checking in with a fire officer for an assignment, at which time they will leave him their **RED Tag**. Upon leaving the fire scene or sector, the firefighter will retrieve their tag(s) from the fire officer and/or apparatus location.

9.4 Fire Officers Responsibility

All fire officers will be aware of the location of their assigned crews at all times. Sector officers will collect all **RED Tags** of firefighters under him. They are to note the following

- a. Time of entry into a structure.
- b. The area entry was made.
- c. Number of personnel going inside.
- d. The tactical consideration for such placement of manpower.

9.5 Evacuation Call

When the need arises to account for all persons on the fireground or to evacuate an unsafe structure, the Incident Commander (IC) or any other fire officer will issue an evacuation order over the radio and all apparatus on the scene will sound air horns and sirens for no less than a thirty (30) second interval upon receiving such order. This order should be issued judiciously in extreme emergencies, which will include:

- a. Imminent structural collapse.
- b. Rapidly deteriorating fire conditions, which may affect safety of interior fire teams.
- c. Any condition that warrants the accountability of firefighters.

9.6 References

- A. NFPA 1500 Standard of Firefighter Health and Safety.

Whitehall Volunteer Fire Company Inc.

March 2009 Section 10 Respiratory Protection Chief Signed _____

Section 10.0 Respiratory Protection Policy

10.1 Scope

It is the policy of the Whitehall Volunteer Fire Company Inc. that all of the personnel who respond and function in areas of hazardous atmospheric contamination will be equipped with Self-Contained Breathing Apparatus and trained in its use, care, inspection and maintenance. This

program contains the minimum requirements for the Self-Contained Breathing Apparatus of the Whitehall Volunteer Fire Company Inc.

10.2 Purpose

The purpose of this program is to provide the Whitehall Volunteer Fire Company Inc. with a Respiratory Protection Program. This will include safety procedures for fire suppression, rescue, training and related activities in a toxic or contaminated environment. This program is intended to help prevent accidents, injuries and the exposure to harmful environments. Self-Contained Breathing Apparatus use, care, inspection and maintenance will be in accordance with accepted standards and manufacturer's recommendations.

10.3 Definitions

- A. ANSI - American National Standards Institute
- B. Compressed Breathing Gas - Air stored in a compressed state and supplied to the user in a gaseous form. Compressed air shall meet at least the requirements of the specification for Type I, Grade D breathing air.
- C. **Face piece** - The component of a respirator that covers the wearer's nose, mouth and eyes. It is designed to make a gas-tight or particle-tight fit with the face and includes the headbands, exhalation valves and other necessary components to connect to a respirable gas source.
- D. **Fireground** - Any fire scene where a potentially hazardous atmosphere might exist and require the use of SCBA.
- E. **Hazardous Atmosphere** - Any atmosphere that is or may be oxygen deficient or that contains or may contain a toxic or disease producing contaminant. A hazardous atmosphere may or may not be immediately dangerous to life and health. When Hazardous Atmosphere is stated here it will include one or more of the following categories:
 - a. A known hazardous atmosphere.
 - b. The atmosphere is suspected of being hazardous.
 - c. The atmosphere may rapidly become hazardous.
- F. **MSHA** - Mine Safety and Health Administration
- G. **NIOSH** - National Institute for Occupational Safety and Health
- H. **NIOSH/MSHA Approved** - Tested and certified jointly by the National Institute for Occupational (NIOSH) of the U. S. Department of Health and Human Services and the Mine Safety and Health Administration of the U. S. Department of Labor, in accordance with the requirements of Title 30, Code of Federal Regulations (CFR), Part 11, Sub-part H. Approval of the Bureau of Mines of the U. S. Department of Interior shall not fall under the definition of approved. For the approval to remain in effect, the SCBA must be used and maintained in the approved condition.
- I. **Open Circuit SCBA** - An SCBA in which exhalation is vented to the atmosphere and not re-breathed. The Whitehall Volunteer Fire Company Inc. for the purposes of this program will only accept and use Pressure Demand (Positive Pressure) type SCBA. This is defined as an SCBA in which the pressure inside the face piece, in relation to the immediate environment, is positive during both inhalation and exhalation when tested in accordance with 30 CFR, Part 11, and Subpart H by NIOSH and using NIOSH test equipment.
- J. **OSHA** - Occupational Health and Safety Administration
- K. **Oxygen Deficient Atmosphere** - Atmosphere with oxygen content of less than 19.5 percent.

- L. **Point of No Return** - The point at which the remaining operation time of breathing apparatus equals the time necessary to return safely to a non-hazardous atmosphere.
- M. **Qualitative Fit** - Face piece seal test conducted by use of measurement equipment as described in 29 CFR 1910.1025.
- N. **Quantitative Fit** - Positive pressure face piece seal test involving irritant smoke as described in 29 CFR 1910.1025.
- O. **Respiratory Hazard** - Any exposure to products of combustion, super-heated atmospheres, toxic gases, vapors, or dust, potentially explosive or oxygen deficient atmospheres, or any condition that creates a hazard to the respiratory system.
- P. **SCBA** - Self-Contained Breathing Apparatus
- Q. **Self-Contained Breathing Apparatus - (SCBA)** - A respirator worn by the user that supplies a respirable atmosphere, that is either carried in or generated by the apparatus, and is independent of the ambient environment. Shall - Indicates a mandatory requirement. Should - Indicates a recommendation or that which is advised but not required.
- R. **Standard Operation Procedure** - Written instructions that document and define the manner in which activities should be conducted.

10.4 Responsibilities

- A. **Chief** - Responsible for the administration and enforcement of the Respiratory Protection Program for the Whitehall Volunteer Fire Company Inc.
- B. **Training Officer** - Responsible for training of personnel in the use, inspection and maintenance of SCBA. Responsible to ensure that all SCBA qualified personnel have appropriate clearance and documentation for use of SCBA apparatus.
- C. **Fire Officers** - Responsible for ensuring that Probationary Firefighters are trained to procedure for Self-Contained Breathing Apparatus. The Fire Officer must have a signed and dated Training Form on file from the Training Officer for each Probationary Firefighter before approving the Probationary Firefighter to use SCBA. Fire Officers are responsible for familiarization and determining when the Probationary Firefighter is prepared for fireground use of SCBA.
- D. **SCBA Maintenance Personnel** - Responsible for scheduled and unscheduled maintenance and repair of SCBA. Maintenance personnel must have certification from SCBA manufacturer (ex. Scott Aviation) before appointment to position.
- E. **Fit Test Personnel** - Responsible to administer annual fit test for interior firefighters for SCBA in accordance with 10.5.

10.5 Operating Procedure

- A. All firefighters that will wear SCBA shall receive medical clearance from the medical service provided annually or as deemed necessary. The medical service will maintain these records and will provide the company with appropriate written notice of the firefighters ability to use SCBA. The notice will state the firefighter's acceptance as being able to use or shall state that the firefighter has been denied acceptance to use SCBA.
- B. All SCBA qualified firefighters will be fit tested annually by a quantitative fit test to ensure that each firefighter is able to obtain and maintain an appropriate face piece seal. Any time that a new style or type of face piece is issued to a firefighter, a new fit test must be performed to ensure that an adequate seal can be obtained before the firefighter is allowed to use the SCBA in a potentially hazardous atmosphere. A qualitative fit test will be acceptable until the next quantitative fit test is scheduled.

- C. SCBA training must take place before a Probationary Firefighter can use SCBA in a potentially hazardous atmosphere. Training will take place according to company policies and the Approved Training Procedure for Self-Contained Breathing Apparatus filed with the Training Officer. Refresher training will take place for all members of the department annually with documentation that the firefighter has demonstrated donning and doffing procedures and proper cleaning procedures according to the Approved Training Procedure for Self-Contained Breathing Apparatus.
- D. All firefighters operating with SCBA in potentially hazardous atmospheres or hazardous atmospheres will work with a minimum of one other SCBA equipped firefighter. At no time will firefighters be allowed to operate without either visual or voice communication with the second firefighter (second member of the team).
- E. All firefighters are required to wear full department approved Personal Protective Clothing with SCBA (including a company approved Personal Alert Safety System when available), during any operation, which may involve any potentially hazardous or hazardous atmosphere. This includes fire suppression, rescue, training and related activities in a toxic or contaminated environment.
- F. Nothing will be allowed to be worn in the face piece of the SCBA that passes from the interior of the face piece through the seal area of the face piece to the outside of the face piece (eyeglass frames, hair etc.). Soft contact lenses will be allowed provided that the firefighter can provide written documentation from a doctor that use of the soft contact lenses has no adverse effects from the use of the SCBA. Hard Contact lenses will not be allowed under any circumstances. Glasses must have provisions inside the face piece for mounting of the lenses. No straps, temple bars or other devices that pass through the face-to-face piece seal will be allowed.
- G. Firefighters using SCBA shall not compromise the protective integrity of the SCBA for any reason when operating in a hazardous atmosphere, or in an atmosphere where the quality of the air is unknown, or suspect, by removing the face piece or disconnecting any portion of the SCBA that would allow the ambient atmosphere to be breathed.
- H. Protective clothing when properly worn will not interfere with the face piece to face seal of the SCBA for any reason.
- I. All firefighters using SCBA shall, after the consumption of two (2) bottles of air, report to the Rehabilitation Area for evaluation and rest if needed (see Section 13.0 Emergency Incident Rehabilitation). No firefighter will be allowed to return to duty using SCBA that is not cleared for duty with the Rehabilitation EMS Command.
- J. A Safety Officer as described in Section 5.10 shall be assigned to monitor all personnel when SCBA are in operation by members of the company. At a minimum, the sector officer and the Safety Officer shall be aware of the number of personnel and the identity of personnel using SCBA, their location and function and their time of entry into the area requiring SCBA. They shall be aware of the number of cylinders being used and the need for fire fighters to report to Incident Rehabilitation as described in Section 13 when they have consumed two cylinders of air.
- K. The department will maintain an appropriate number of SCBA to provide all SCBA qualified firefighters with adequate protection from any environment that may possess respiratory hazards.
- L. Adequate reserve air will be readily available. Outside sources such as the County Air Van or another department with Cascade System capability will serve this function if the

incident is beyond the department's reserve air supply. The Officer in Charge should anticipate this need far enough in advance to provide time for units to arrive before this need is realized.

- M. The department will request and keep on file a copy of all testing on all air supplying systems used by the department. All systems will comply with accepted standards for air quality. The department shall request a copy of the compliance or shall attempt to find another supplier of air that is in compliance with the standard as set forth in NFPA 1401 Standard for a Fire Department Self-Contained Breathing Apparatus Program - 1989 edition.
- N. Air for SCBA, taken from regular production of a compressor and storage system shall meet the testing and quality requirements of the Compressed Gas Association G7.1 Commodity Specification for Air, with a minimum air quality of Grade D and a maximum dew point of -65 °F (-54° C).
- O. Air quality shall be tested every three (3) months by a qualified laboratory. Test samples shall be obtained from the regular production of the compressor and storage system. Immediate notification from the testing entity of air not meeting the specifications of the company shall be required.
- P. Records shall be maintained by the company for each air quality test. If the required air quality is not being achieved the use of that system shall be discontinued until repairs are made and verified by testing or an alternative supplier may be used that meets the requirement.
- Q. Any air cylinders that were filled with air that is suspected of not meeting air quality standards shall be emptied and purged before their reuse.
- R. All SCBA will be stored in clean, dust free containers protected from weather, road dirt and other problems that may create undo hazards when the SCBA worn. All SCBA shall be in full service when carried on any apparatus and available for any use.
- S. Maintenance records will be maintained for each of the SCBA and for all of the spare SCBA cylinders owned by the company. Records will include but not be limited to the inventory number and the serial number of each of the cylinders as well as the last hydrostatic test date and the next hydrostatic test date.
- T. Each of the records for the individual SCBA (regulator and harness assembly) shall include but not be limited to the following and may be stored electronically or on hard copy.
 - a. Inventory Number
 - b. Serial Number
 - c. Date of Purchase.
 - d. Date of Manufacture.
 - e. Date Placed in Service.
 - f. Location.
 - g. Maintenance/Repairs.
 - h. Replacement Parts.
 - i. Upgrades.
 - j. Test Performance
- U. Each of the records for the individual SCBA cylinder shall include but not be limited to the following and may be stored electronically or on hard copy.
 - a. Inventory Number
 - b. Serial Number

- c. Date of Purchase
 - d. Date of Manufacture
 - e. Date Placed in Service
 - f. Location
 - g. Hydrostatic Test
 - h. Dates of Hydrostatic Test Pressures
 - i. Inspection
 - j. Repairs
- V. Each of the records for the individual SCBA face pieces shall include but not be limited to the following and may be stored electronically or on hard copy.
- a. Inventory Number
 - b. Serial Number
 - c. Date of Purchase
 - d. Location
 - e. Maintenance/Repairs
 - f. Replacement Parts
 - g. Upgrades
 - h. Test Performance
- W. All SCBA purchased by the company will meet NIOSH/MSHA certifications and will comply with OSHA regulation Title 30, Code of Federal Regulations (CFR), Part 11, Subpart H. This company will purchase Scott 2.2 or equivalent.
- X. All SCBA shall be inspected monthly for proper operation, cleanliness, damaged or worn parts. Inspection forms shall be completed and signed after each SCBA is inspected. Checks should include a check of the tightness of the connections, condition of the valves and connecting tubes. An operational check should be performed noting, tank pressure, warning activation, check for leaks and the condition of the harness and support hardware.
- Y. Cleaning of the SCBA will follow the Approved Training Procedure for Self-Contained Breathing Apparatus.
- Z. All SCBA will be stored in appropriate locations that are sanitary and free from any conditions that may damage or render the SCBA unusable for firefighting.
- AA. All repairs to a SCBA must be completed by qualified personnel or contractor using parts specifically for the type being repaired.
- BB. "Buddy Breathing" procedures shall be prohibited as recommended by NIOSH in bulletins issued July 24, 1984; November 6, 1984; July 23, 1985.
- CC. Facial hair (more than one days growth) or beards that cover the area of the face where the Face piece seal can be expected to cover will be strictly prohibited, unless a qualitative or quantitative fit test can insure a Face piece seal.

10.6 Maintenance

- A. Inspections of all SCBA will be carried out during weekly truck checks following the accepted procedure as stated in Approved Training Procedure for Self-Contained Breathing Apparatus. The inspection will include but not be limited to the following:
- a. The pressure in the cylinder in all units
 - b. The regulator will be checked both visually and operationally.
 - c. The harness will be visually inspected to any defects or unusual wear.
 - d. Check for leaks
 - e. Operate purge valve.

- f. Check chest gauge.
- g. Check low air warning.
- h. Ensure donning switch is in off position.
- i. Ensure valve on cylinder is turned off.
- j. Ensure that SCBA is returned to an "In Service" condition.
- k. All spare cylinders will be inspected for proper pressures and for any signs of damage or other potential problems.
- l. Each piece of equipment will be checked and returned to service by each individual that uses the SCBA after each alarm. It is the responsibility of the firefighter to ensure that the cylinder is full (within acceptable pressure limits), clean and properly stored for use.
- m. Any problems found during this inspection process will be reported to the appropriate person. An out of service tag will be made out and attached to the SCBA at which time the unit will be removed from service until the discrepant condition can be corrected by the appropriate personnel.
- n. Any repairs, maintenance, or upgrades to the SCBA, except for minor repairs, will be carried out by the appropriate qualified service representative that is currently being used by the company.

10.7 Program Evaluation

- A. This program will be evaluated and changes will be implemented to address any problem, concerns or changes in technology by the Fire Officers annually or as the need may arise.
- B. A review of the respiratory program policies and procedures shall be conducted annually to ensure that they are being followed, and to make necessary adjustments for the effective operation of the program.
- C. Problem areas involving personnel, equipment, inspection, maintenance, and repair schedules or resources shall be addressed in a timely basis.
- D. Any failures encountered in the Respiratory Protection Program dealing with personnel, training or equipment shall be analyzed and appropriate corrective action taken to preclude the occurrence of additional failure of a similar or related nature in a timely fashion.

10.8 References

- A. NFPA 1404 - Standard for a Fire Department Self-Contained Breathing Apparatus - 1989 Edition
- B. NFPA 1500 - Standard on Fire Department Occupational Safety and Health - 1992 Edition
- C. NFPA 1981 - Standard on Open Circuit Breathing Apparatus for Fire Fighters - 1992 Edition
- D. International Fire Service Training Association - Self-Contained Breathing Apparatus - Second Edition 1991
- E. Scott Aviation Pamphlets and Technical information for Scott 2.2 SCBA.
- F. NFPA 1521 Fire Department Safety Officer - 1997 Edition
- G. NIOSH bulletins July 24, 1984; November 6, 1984; July 23, 1985.

Whitehall Volunteer Fire Company Inc.

May 2008

Section 11 Company Review

Chief Signed _____

Section 11.0 Protocol for Company Review

11.1 Uniforms and Apparel

- A. **PURPOSE** -To establish a standard for the wearing of two types of Fire Company issued apparel.
1. Dress Uniform – Navy uniform jacket, white shirt, navy dress pants and bell cap.
 2. Utility Uniform – consisting of approved fire company tee-shirt or polo style shirt with fire company logo, name or emblem. BDU style or conventional trouser pants; may be black or navy blue in color and worn with optional ball cap of the same colors. May also be commonly referred to as “utilities”.
- B. **POLICY** - The Fire Company Dress Uniform shall be worn at Fire Company activities (parades, open house, school visits, Funerals, any formal event, etc.). The Fire Company issued uniform shall be worn in the following manner.
1. White Shirt – When not worn with a tie, only the top button of short sleeve shirt shall be unbuttoned. Long sleeve shirt will be worn with a tie at all times. When no Dress Uniform blazer is worn, either the Breast Badge or the Rank Badge shall be worn in the location provided on the uniform shirt above the left pocket, at no time will both be used at once. The name badge shall be placed over the right pocket, 1/8" over the top seam of the pocket. Commendation and Service awards shall be placed 1/4" above the nameplate. All Commendation and Service ribbons shall be worn above the nametag centered, with 1/8 inch spacing between all bars. Both shall be centered in relation to the pocket. Lapel pins (designating rank) shall be worn by fire officers only. The Fire Company shoulder patch shall be sewn on the left shoulder and United States Flag on the right. It is recommended that a white t-shirt may be worn under dress shirts
 2. Pants - Fire Company issued navy blue pants shall be worn with the Fire Company issued web style belt with silver buckle for members, gold buckle for Chief Officers.
 3. Shoes/Boots - Polished black oxford style shoes or leather/nylon boots shall be worn. Only dark blue or black socks shall be worn in conjunction with shoes/boots.
 4. Dress Navy Blue Uniform - The dress blue uniform blazer shall be worn during special public events as directed by the Fire Chief. Fire Company issued navy blue tie shall be worn with the blazer. The Breast Badge designating rank (see paragraph F of this section) shall be worn on the location provided on the uniform on the left side. The Name Badge shall be placed on the right side, the top even with the top of the Breast Badge. The name badge shall be placed over the right pocket, 1/8" over the top seam of the pocket. Commendation and Service awards ribbons shall be placed 1/4" above the nameplate. All Commendation and Service ribbons shall be worn above the name tag centered, with 1/8 inch spacing between all accommodation bars. Both shall be centered in relation to the pocket. Gold buttons will be provided for Chief Officers only, and silver buttons for all others.
 5. Lapel pins (designating rank) shall be worn only with the Dress Uniform blazer and dress shirt.
 - a. Chief of Fire Company - 5 gold bugles (5 gold bugles on red enamel for shirt only)
 - b. Assistant/ Deputy Chief - 4 gold bugles (4 gold bugles on red enamel for shirt only)
 - c. Second Assistant Chief - 3 gold bugles (3 gold bugles on red enamel for shirt only)
 - d. Fire Captain - 2 silver bugles (crossed). Fire Police & EMS (parallel bugles)
 - e. Lieutenants - 1 silver bugle
 - f. Members - silver scramble

6. Hat/Breast Badges will be available only for the following positions:
 - a. Fire Chief - gold
 - b. Past Chief - gold
 - c. First Assistant Chief -gold
 - d. Second Assistant Chief – gold
 - e. Deputy Chief of Special Services - gold
 - f. Captains - silver
 - g. First Lieutenant - silver
 - h. Second Lieutenant - silver
 - i. President - silver
 - j. Vice President - silver
 - k. Treasurer - silver
 - l. Board Chairman - silver
 - m. Safety Officer - silver
 - n. Fire Police - silver
7. Fire Company Rank Stripes on each sleeve will designate fire officers' rank as follows:
1 stripe for lieutenants, 2 stripes for captains, four stripes for assistant/deputy chiefs, and 5 stripes for chief. They shall be worn in a row horizontally, ½ inch above the cuff, ½ inch between each stripe on each sleeve.
8. Service ribbons or a gold star will represent each 5 years of fire service experience. Gold star(s) shall be worn in a row horizontally, ½ inch above the left cuff, or ½ inch above each rank stripe on the left sleeve.
9. White Gloves may be worn at the direction of the Fire Chief. White Gloves would be proper for pallbearers, color guard or line of march.
10. The Navy Blue tie shall be a straight tie with a four-in-one-hand knot, and the knot shall be centered at the closure to the shirt. A fire service related tie bar or tie-tac may be worn, as long as it does not appear above the collar or vee formed by the jacket.
11. The Bell Cap shall be worn sitting horizontal on the head. Members and Officers of the rank Captains and below shall wear a Navy Blue cover, while Chief Officers shall wear White. Chief Officers shall wear a gold hatband, Captain and Lieutenants shall wear silver hatbands, while firefighters and other non-fire officers will wear black. The bell cap shall have a fire company hat badge affixed in the provided posthole of the cap.
12. A Uniform Bag will be provided to all members. The uniform will be stored, clean and ready, in the bag ready for immediate use.
13. Utility Uniform, ("utilities"), can be worn off-duty or on-duty as station wear, fire company response under PPE, and/or duties where the Dress Uniform would be soiled or inappropriate. Recommended use for the following:
 - a. First Response team member response.
 - b. Other times when requested by the Fire Chief or his designee.

11.2. Guidelines and Accepted Procedures

- A. The Quartermaster will be appointed annually by the Fire Chief. He will be responsible for ordering and issuance of uniform equipment.
- B. It is the responsibility of every firefighter to maintain his or her issued equipment in a serviceable condition. When equipment is no longer serviceable, it is the members responsibility to notify the Quartermaster of the need for repair or replacement.
- C. Alterations to be done by approved fire company vendors only.

- D. Members shall launder/dry-clean (as prescribed) each item before returning them to the Quartermaster's room for storage. Only clean items are to be stored in room.
- E. All issued equipment is accountable, and firefighters are financially responsible for their loss or damage through carelessness or abuse.
- F. All articles of clothing being worn as a Member of the Whitehall Volunteer Fire Company shall be clean and neatly pressed at all times.
- G. Any member serving 12 consecutive months as Fire Chief may wear the uniform of Fire Chief for the rest of his service within the fire company. He will be issued gold "Past Chief" badges, gold buttons for Dress Uniform coat, 5 rank stripes on sleeves with a navy blue Bell Cap with gold hat band, or white Bell Cap if still serving as a Chief officer rank.
- H. Members with less than five years of service shall maintain their uniforms in the Quartermaster's room in an appropriately marked uniform bag, unless otherwise approved by the Fire Chief or his designee in writing to the Quartermaster.
- I. Mourning ribbons may be worn over the breast badge for seven days for the passing of a member, past member or other person or dignitary designated by the Fire Chief or his designee.
- J. No member shall wear on their Dress Uniform or have affixed to it, any emblem, device, lodge pins, badges, awards, or decorations of any kind such as social, political, or beneficial order of service other than those connected with the fire service or military service ribbons unless approved by the Fire Chief or his designee consistent with this standard.
- K. Utility style jackets owned by the fire company may be issued to each member after a satisfactory completed probationary period, when approved by the Fire Chief or his designee.
- L. No patches or embroidery are to be added to the utility jacket other than the Fire Company Patch to the left sleeve, the American Flag to the right sleeve and the fire company name on the back.
- M. Utility polo/tee-shirts will have the fire company emblem/logo or patch over the left breast with unit identification on back.
- N. Firefighters, upon termination of service for any reason, shall return all fire company owned uniforms and equipment issued by the fire company.
- O. Deviations from policy may be approved by the Fire Chief or his designee.

11.3 Parade Detail

- A. Fire Chief or designee will designate which apparatus will participate and specify the uniform of the day.
- B. Parade participation may be determined at monthly meeting by informal consensus of the membership present. Sign up sheets will be posted on a designated bulletin board.

11.4 Funeral Detail - It shall be the duty of the Chief or his designee to meet with the chairperson of the Sick and Death Committee to plan coordinate and execute the following recommended procedures in accordance with the wishes of the decedent's family.

- A. Line of Duty Death of Member – Deceased Member will be provided a full Honor Guard at the wake and funeral. An appropriate apparatus will be selected to carry the remains of the firefighter to the church or gravesite with company members in Dress Uniform following in a silent procession. A Bible will be presented by the highest-ranking fire officer available to the spouse or immediate family member at the wake. The fire company will provide an arrangement of flowers.

- B. Death of a Member – Deceased Member will be provided a full Honor Guard at the wake and funeral. A Bible will be presented, by the highest-ranking fire officer available, to the spouse or immediate family member at the wake. Members in attendance will be in Dress Uniform. The fire company will provide an arrangement of flowers.
- C. Death of a Past Member – Deceased past member may be provided an Honor Guard at the wake. Members in attendance will be in Dress Uniform. Presentation of a Bible is optional. The fire company will provide an arrangement of flowers.
- D. Death in a Members Immediate Family - Attendance at the wake may be in either Dress Uniform or formal attire. The fire company may provide a flower arrangement.
- E. Friend of the Fire Company - An Honor Guard may be provided if appropriate. Attendance at the wake in Dress Uniform or formal attire. The fire company may provide a flower arrangement.
- F. At no time will the Utility Uniform be the accepted uniform for a funeral detail.

11.5 Commendation and Service Medals

1. Quartermaster/Award Evaluation Board

- A. Quartermaster shall produce all award letters and ensure that documentation of all awards presented is appropriately filed in members personnel file. The Award Evaluation Board will consist of the fire officers, the Board of Directors, and the Quartermaster for a total of twelve members. Any member considered for award selection shall disqualify themselves from the board until that particular case has been decided. The awards committee shall utilize this section of the Operations Manual as the standard reference employed by the board. This section of the Operations Manual will serve as the foundation for all decisions mandated by the board.

2. Consideration for Awards

- A. Any member or civilian to be put before the board for selection will be considered only after a witness to the event has completed and submitted to the board a letter of recommendation (example in 11.7). Letters of recommendation shall contain a complete description of the incident, the date, time and place of the incident. A list of witnesses and parties involved, and a description of the member, or civilian's actions for which the recommendation letter is being submitted.
- B. In a case in which no member witnesses may be found, or have come forward, proof beyond a reasonable doubt must be apparent in order for the board to consider a recommendation letter. In such a case, said letter must be completed and submitted by a regular member of the Company.
- C. It is the duty of every member of the Company to report any act of valor and heroism performed by any other member on or off the fire ground.
- D. A member of the Company cannot submit themselves for selection for any award, but can request a line officer submit a letter of recommendation for the following awards: Firefighter Cross, Distinguished Service Medal, and Meritorious Service Medal.

11.6 Awards Appeal Procedure

- A. A member can re-submit a disapproved recommendation letter, if that member accumulates ten (10) regular member signatures, one of which must be from a fire officer. The board will reconvene and reinvestigate the recommendation letter in question.
- B. A member cannot appeal a disapproved recommendation letter, if that member is the subject of that nomination.

11.7 Sample Letter of Recommendation

To: Award Evaluation Board

Date: July 5, 2005

Reference: Airplane Crash on Buckley Road

Date of Incident: July 5, 2005

Time of Incident: 12:15pm

On July 5th 2005 at 12:15pm, the Whitehall Volunteer Fire Company Inc. was dispatched to Buckley Road for an Airplane Crash. Upon arrival on Engine-Rescue 481, firefighter A. Adams approached the burning airplane with fuel leaking from the fuselage and noticed that the pilot was unconscious and still strapped into his seat. Firefighter A. Adams forcibly entered the plane, cut the seatbelt, and removed the pilot from the wreckage. The unconscious pilot was removed to a safe area where EMS began medical treatment. I would like to recommend Firefighter A. Adams for an award that the Firefighter Service Evaluation Board deems appropriate. The following members witnessed the rescue made by Firefighter A. Adams:

Lieutenant B. Brown

Firefighter C. Charles

Should you need to contact me regarding this letter of recommendation I can be reached at anytime at 555-1234.

Sincerely

11.8 Decorations and Award Criteria

The following criteria are established: (member of the Company means any member: active, associate, support, Recruit, explorer, or probationary). Under special circumstance, mutual aid company firefighters, if under direction of the Whitehall Fire command system during an incident, those firefighters may be considered members, and be eligible for awards under the Firefighter Award & Uniform Guideline Manual.

11.9 Valor

Medal of Honor



Criteria: To receive the Medal of Honor, the firefighter must be a member of the fire company, who, in the performance of duty while on a call, under extreme hazardous conditions, in which the member is confronted with imminent personal risk, and has full knowledge of that risk, performs an act of conspicuous heroism which furthers the highest traditions of the fire service.

Presentation: By reviewing the criteria for this honor, you will become aware of the fact that the recipient of this honor deserves the utmost respect and recognition in the highest tradition of the fire service. Therefore the presentation of the Medal of Honor will be

made at a separate ceremony with an appropriate reception to follow. The cost of the ceremony and reception shall be the responsibility of the fire company. Those invited to the ceremony shall include the recipient, the recipients family, very close friends, local dignitaries, members of the fire company and members of the press. All those invited to the ceremony should be invited to the reception. Members of the press may be excluded from the reception at the discretion of the chief. The Chief of the fire company should make the presentation with the other fire officers at his side.

However the inclusion of local dignitaries and the actual presentation will be left up to the discretion of the Chief or his designee.

Medal of Valor



Criteria: To receive the Medal of Valor, the firefighter must be a member of the fire company who, in the performance of duty while on a call, under hazardous conditions, in which the member is confronted with imminent personal risk, but had no prior knowledge of that risk, performs an act of conspicuous heroism which furthers the highest traditions of the fire service.

Presentation: As with the Medal of Valor the recipient of this honor deserves the respect and recognition that is due for receiving such an honor. Therefore the presentation of the Medal of Valor will be made at a separate ceremony with an appropriate reception to follow. The cost of the ceremony and reception shall be the responsibility of the fire company. Those invited to the ceremony shall include the recipient, the recipient's family, very close friends, local dignitaries, members of the fire company and members of the press. All those invited to the

ceremony should be invited to the reception. Members of the press may be excluded from the reception at the discretion of the chief. The Chief or his designee of the Company should make the presentation with the other fire officers at his side. However, the inclusion of local dignitaries and the actual presentation will be left up to the discretion of the Chief or his designee.

Firefighter Cross



Criteria: To receive the Firefighter Cross, the firefighter must be a member of the fire company who, in the performance of duty while on a call, performs an act of distinguished bravery and stamina in the face of extreme fire conditions.

Presentation: The presentation of the Firefighter Cross will be made at a separate ceremony with an appropriate reception to follow. The cost of the ceremony and reception shall be the responsibility of the fire company. Those invited to the ceremony shall include the recipient, the recipient's family, very close friends, local dignitaries, members of the Company and members of the press. All those invited to the ceremony should be invited to the reception. Members of the press may be excluded from the reception at the discretion of the Chief or his designee. The Chief of the fire company should

make the presentation with the other fire officers at his side. However, the inclusion of local dignitaries and the actual presentation will be left up to the discretion of the Chief or his designee.

Bravery Medal



Criteria: To receive the Bravery Medal, the firefighter must be a member of the fire company who, in the performance of duty while on a call, performs an act of distinguished bravery and stamina in adverse conditions of fire, environment, weather, or materials.

Presentation: The presentation of the Bravery Medal shall be made at the fire company's annual banquet. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief or his designee.

Gold Lifesaving Medal



Criteria: To receive the Gold Lifesaving Medal, the firefighter must be a member of the fire company who, in the face of personal hazard, saves the life of another person with disregard to personal safety, without his actions creating an additional hazard, or compromising the mission.

Presentation: The presentation of the Gold Lifesaving Medal shall be made at the fire company's annual banquet. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief or his designee.

Silver Lifesaving Medal



Criteria: To receive the Silver Lifesaving Medal, the firefighter must be a member of the fire company who is principally involved in saving the life of another person and whose personal actions were directly responsible for the lifesaving act.

Presentation: The presentation of the Silver Lifesaving Medal shall be made at the company's annual banquet. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief or his designee.

Distinguished Service Medal



Criteria: To receive the Distinguished Service Medal, the firefighter must be a member of the fire company who performs a highly unusual act of distinction under adverse conditions in the performance of duty.

Presentation: The presentation of the Distinguished Service Medal shall be made at the fire company's annual banquet. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief or his designee.

11.10 Operations



Meritorious Service Medal

Criteria: To receive the Meritorious Service Medal, the firefighter must be a member of the fire company who performs a notable act of distinction in the performance of duty.

Presentation: The presentation of the Meritorious Service Medal shall be made at the fire company's annual banquet. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief or his designee.

Purple Heart



Criteria: The Purple Heart is awarded to a member of the fire company for a wound received in the line of duty while observing all reasonable safety procedures that required transportation to a medical facility and subsequent treatment for severe puncture wounds, lacerations, fractures, concussions, burns or other substantial injury.

Presentation: The presentation of the Purple Heart shall be made at the fire company's annual banquet. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief or his designee.

Firefighter Commendation Medal



Criteria: The Firefighter Commendation Medal is awarded to a member of the fire company for a credible act in the line of duty, which is commendable in nature, and displays admirable initiative and accomplishment.

Presentation: The presentation of the Firefighter Commendation Medal shall be made at the Company's annual banquet. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief or his designee.

Exceptional Duty Ribbon



Criteria: The Exceptional Duty Ribbon is awarded to a member of the fire company for a highly credible accomplishment bringing public acclaim to the Fire Company or fire service as a result of devotion to duty or service to the public.

Presentation: The presentation of the Exceptional Duty Ribbon was made at the fire company's annual banquet awards ceremony. The presentation and the handling of invitations to the ceremony are at the discretion of the Chief or his designee.

Firefighter Service Commendation Ribbon



Criteria: The Firefighter Service Commendation Ribbon is awarded to any member of the fire company who has performed service to the fire company in a highly commendable manner.

Presentation: The presentation of the Firefighter Service Commendation Ribbon shall be made at the fire company's annual banquet. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief or his designee.

11.11 Administrative

Administration Commendation Ribbon



Criteria: The Administration Commendation Ribbon is awarded to a member of the fire company who has contributed considerable time to an effort that increases the operational efficiency of the fire company.

Presentation: The presentation of the Administration Commendation Ribbon shall be made at the fire company's annual banquet. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief or his designee.

Firefighter of the Year Ribbon



Criteria: The Firefighter of the Year Ribbon is an annual award given to a non-chief, active member, who has made the most significant contribution to the fire company during the course of that year.

Nominations for this award should be submitted to the Award Evaluation Board by January 15th. Special consideration should be given to firefighters nominated for contributions on the fire ground. The firefighter's name will be inscribed on the appropriate wall plaque in the firehouse. The ribbon will have the year the ribbon was awarded centered on the ribbon.

Presentation: The presentation of the Firefighter of the Year Ribbon shall be made at the fire company's annual banquet. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief or his designee.

Firefighter Longevity Service Ribbon



Criteria: The Firefighter Longevity Service Ribbon is awarded to any regular member of the fire company starting at 20 years of service. A number representing the number of years of service will be added for each five-year increment. This award is in addition to special gold name badges, which are also being awarded in accordance with fire company tradition.

Presentation: The presentation of the Firefighter Longevity Service Ribbon shall be made at the fire company's annual banquet. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief or his designee.

Firefighter Attendance Ribbon



Criteria: The Firefighter Attendance Ribbon is awarded annually to the five members who responded to the highest accumulated calls during the year. In the event that there is a tie for in the number of members that make the same amount of calls for the fifth position, all members with that number of calls will receive the award.

Presentation: The presentation of the Firefighter Attendance Ribbon shall be made at the fire company's annual banquet. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief or his designee.

Advanced Educational Achievement Ribbon



CRITERIA: The Advanced Educational Achievement Ribbon is awarded to a member of the fire company who has completed an advanced phase of the state certified series of firefighter training courses, specifically Fire Service Instructor 1 or 2 or Fire Officer 1 or 2. Gold Numbers will be attached to the ribbon in accordance with the Educational Achievement Ribbon Flow Chart.

PRESENTATION: The presentation of the Advanced Educational Achievement Ribbon will be made at a regular monthly meeting of the fire company. The presentation shall be made as soon as practical after the certification certificate is on file, and shall be presented at the discretion of the Chief or his designee.

Educational Achievement Ribbon



CRITERIA: The Educational Achievement Ribbon is awarded to a member of the fire company who has completed a phase of the state certified series of firefighter training courses, by attaining Firefighter 1 or Firefighter 2 certification. Silver Numbers and Letters will be attached to the ribbon in accordance with the Educational Achievement Ribbon Flow Chart.

PRESENTATION: The presentation of the Educational Achievement Ribbon will be made at a regular monthly meeting of the fire company. The presentation shall be made as soon as practical after the certification certificate is on file, and shall be presented at the discretion of the Chief or his designee.

Hazardous Materials Educational Achievement Ribbon



CRITERIA: The Hazardous Materials Educational Achievement Ribbon is awarded to a member of the fire company who has completed state certified Hazardous Materials Awareness, First Responder Operations or Technician Level Training. Gold Letters, A=Awareness, O=Operations, T=Technician, will be attached to the ribbon in accordance with the Educational Achievement Ribbon Flow Chart.

PRESENTATION: The presentation of the Hazardous Materials Educational Achievement Ribbon will be made at a regular monthly meeting of the fire company. The presentation shall be made as soon as practical after the certification certificate is on file, and shall be presented at the discretion of the Chief or his designee.

Emergency Medical Services Educational Achievement Ribbon



CRITERIA: The Emergency Medical Service Educational Achievement Ribbon is awarded to a member of the fire company who has completed a state certified Emergency Medical Service training course. Medical Response Technician (MRT), Emergency Medical Technician (EMT), Emergency Medical Technician Intermediate (EMT-I), Emergency Medical Technician Paramedic (EMT-P), and Emergency Medical Service Instructor (EMS-I). A silver letter in the center of the ribbon will denote a letter of the level of certification of M=MRT, E=EMT, and I=EMT-I. A gold letter P in the center of the ribbon will denote the level of certification for EMT-P Paramedic. A gold letter I will be just to the wearers left center to denote EMS-I Emergency Medical Service Instructor. To the wearers right center will denote their other certification level.

PRESENTATION: The presentation of the Emergency Medical Services Educational Achievement Ribbon will be made at a regular monthly meeting of the fire company. The presentation shall be made as soon as practical after the certification certificate is on file, and shall be presented at the discretion of the Chief or his designee.

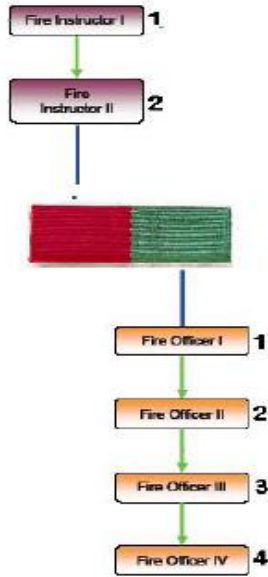
11.12 Civilian

Civilian Awards

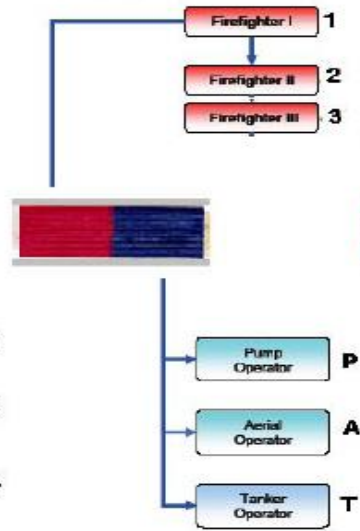
Civilian Lifesaving, Bravery, and Community Service awards will be presented as a plaque. The presentation and the handling of invitations to the ceremony will be at the discretion of the Chief or his designee.

Educational Achievement Ribbon Flow Chart

Gold Numbers & Letters



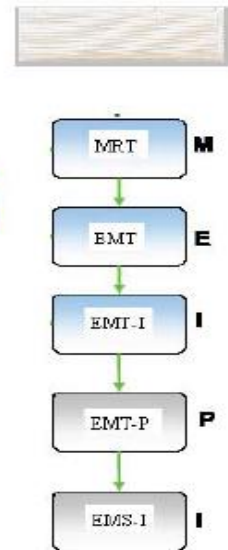
Silver Numbers & Letters



A & O Silver T Gold



M E I Silver P Gold I Gold and worn with Cert



Multiple Award Flow Chart

				
Small Bronze Star The small bronze star represents an additional award to any of the various ribbons on which it is authorized.	Small Silver Star The small silver star is worn in the same manner as the bronze star, but is worn in lieu of five bronze service stars.	Large Bronze Star The large bronze star is worn in the same manner as the bronze star, but is worn in lieu of twenty bronze service stars.	Large Silver Star The large silver star is worn in the same manner as the bronze star, but is worn in lieu of thirty bronze service stars.	Large Gold Star The large gold star is worn in the same manner as the bronze star, but is worn in lieu of forty bronze service stars.

	1st		11th		21st		31st		41st
	2nd		12th		22nd		32nd		42nd
	3rd		13th		23rd		33rd		43th
	4th		14th		24th		34th		44th
	5th		15th		25th		35th		45th
	6th		16th		26th		36th		46th
	7th		17th		27th		37th		47th
	8th		18th		28th		38th		48th
	9th		19th		29th		39th		49th
	10th		20th		30th		40th		50th

DECORATIONS AND AWARDS BY ORDER OF PRECEDENCE



MEDAL OF HONOR



MEDAL OF VALOR



FIREFIGHTER CROSS



BRAVERY MEDAL



GOLD LIFESAVING
MEDAL



SILVER LIFESAVING
MEDAL



DISTINGUISHED
SERVICE MEDAL



MERITORIOUS
SERVICE MEDAL



PURPLE HEART



FIREFIGHTER
COMMENDATION
MEDAL



EXCEPTIONAL
DUTY RIBBON



FIREFIGHTER SERVICE
COMMENDATION
RIBBON



ADMINISTRATION
COMMENDATION
RIBBON



FIREFIGHTER OF
THE YEAR AWARD



FIREFIGHTER
LONGEVITY SERVICE
RIBBON



FIREFIGHTER
ATTENDANCE
RIBBON



ADVANCED
EDUCATIONAL
ACHIEVEMENT RIBBON



EDUCATIONAL
ACHIEVEMENT
RIBBON



HAZARDOUS MATERIALS
EDUCATIONAL ACHIEVEMENT
RIBBON



EMERGENCY MEDICAL
SERVICES EDUCATIONAL
ACHIEVEMENT RIBBON

Section 12.0 Recruit Firefighters / Fire Explorer Post

12.1 Program - Exploring is a program through the Boy Scouts of America aimed at high school students ages 12 - 21 to acquaint them with local fire service. The Explorer program stresses the importance of teamwork to achieve goals and strives to develop positive self-esteem. Youth members are separated into three different levels of training.

- A. Explorer** - Level I is an entry level explorer with no training. Level II is an explorer trained on basic OSHA safety training and basic firefighting/scene support.
- B. Recruit Firefighters** - are active members between the ages of 16 and 17. Explorers may apply for Recruit Membership at age sixteen. They will start a one year probation period once voted in as a Recruit Firefighter. Recruit Firefighters pursuant to New York State Law and are considered active firefighters entitled to Volunteer Firefighter Benefit Law (VFBL) coverage.

12.2 Activities - Recruit Firefighters shall be permitted to participate in all emergency operations, drills, trainings, parades, and educational programs provided here. They shall be permitted to attend meetings and participate in committees. They shall be permitted to have a voice in all meetings and committees. Such members shall not be permitted to vote at meetings or committee meetings. They may not operate emergency vehicles. They shall not be permitted to serve as line officers, directors, executive officers, or committee chairpersons. Operations Manual or General Orders may dictate additional duties, prohibitions, obligations and privileges of Recruit Firefighters. Explorers and Recruit Firefighters may participate in activities detailed below, with the following restrictions:

- A. Firefighting** - No explorer post members will be allowed to participate on the fire ground in any capacity until they reach the age of sixteen and are approved by the fire company membership as Recruit Firefighters pursuant to New York State Law.
- B. Recruit Firefighters** will be properly trained for scene support duties such as, but not limited to, changing air bottles or extending hose etc. They will be added to all fireground accountability lists (see Section 9.0), issued an on-scene accountability tag color coded **BLUE**, and must have OSHA approved gear while on the fireground.
- C. Recruit Firefighters** are not to ride along, assist or otherwise participate in the First Response EMS program, unless an officer designates them to assist in patient lifting or other support role. **At no time will a Recruit Firefighter or Explorer provide patient medical care.**
- D. A Recruit Firefighter** will be issued a Blue light authorization card only upon satisfactory completion of approved training, specifically one (1) of the following courses: Scene Support Operations, Firefighter I, or the fire company's in-service driver training classroom program. Violation of NYS Vehicle and Traffic laws will result in disciplinary action set forth in section 2.2.
- E. Additional activities:**
 - a.** Explorers cannot work with hose lines larger than 2 ½". No live fire exposure includes brush fires. Level I and Level II explorers may observe fire suppression activity behind fire lines established by law enforcement or fire police.

- b. Recruit Firefighters may not be substituted for trained personnel for interior firefighting, even if they have completed Firefighter I.
 - c. Explorers and Recruit Firefighters must be equipped with personal protective equipment that is appropriate for the activity being done.
 - d. Explorers may be mobilized only as a post, with required leadership. Explorers are not on call as individuals.
 - e. Explorers may not attend state fire training courses.
 - f. Explorers and Recruit Firefighters who ride on apparatus or other department vehicles must be seated and must wear a seat belt.
 - g. Explorers and Recruit Firefighters may not drive department vehicles.
 - h. Explorers may not climb aerial ladders.
 - i. Explorers may not climb ground ladders that exceed 35 feet in length, or any ground ladders not properly supported and footed against a structure.
 - j. Explorers and Recruit Firefighters may not enter or perform ventilation procedures on a burning structure.
 - k. Explorers may not use any tools or gloves on energized electrical equipment.
 - l. Explorers and Recruit Firefighters may not operate cutting torches
 - m. Explorers may not operate hydraulic or pneumatic rescue tools or equipment.
 - n. Tobacco use is prohibited by Explorers and Recruit Firefighters.
 - o. Explorers may not participate in any emergency operation or any hazardous activity.
 - p. Explorers are not entitled to Volunteer Firefighter Benefit Law (VFBL) coverage.
 - q. No youth may participate in any live fire training exercise with the exception of Recruit Firefighters at an official training facility, entering a controlled burn building.
- F. Drills - Explorers may participate in drills and non state schools of instruction including any outside evolutions, provided they have OSHA compliant turn-out gear including helmet, coat, boots and gloves.
- G. Social Functions - Explorers may participate in parties and banquets only upon the invitation of the fire company membership voted on at any regular monthly meeting. Fire company membership may place any restriction deemed reasonable with regard to attendance at such functions by post members.
- H. Parades - Explorers may participate in parades only in approved uniforms voted on by youth organization membership. Explorer post will fall in separate line of march from the fire company members. Explorers and will dress in explorer post uniform for parades and events. Explorers may not ride on any fire apparatus or other apparatus unless approved by the Fire Chief or his designee.
- I. No minors are allowed to be alone on the premises except Recruit Firefighters during an active alarm.

12.3 Insurance - Shall be provided by the Boy Scouts of America for Explorers and will include coverage for any accidents or injuries including death that may result from activities associated with the fire explorer post. Recruit Firefighters are considered active firefighters entitled to coverage under Volunteer Firefighter Benefit Law (VFBL).

12.4 PPE / Alarm Communication –

- A. Turn out gear shall be provided by the fire company as available. PPE will remain at the station unless otherwise approved by the Fire Chief.

- B. Recruit Members will receive texting notification and a phone app in lieu of a pager, unless otherwise approved by the Fire Chief. (*I am Responding* or similar service).
- C. Explorers can receive texting notification and/or a phone app with approval from the fire Chief with written parental approval.
- D. If a Recruit member has an approved pager from the chief they are not allowed to wear the pager to school or college classes.

12.5 Special Events - These may include field trips and outings to other fire departments around the area including parades. It is expected that post members provide for their own meals and necessities while on these outings unless other arrangements have been made in advance by the explorer post or fire company.

12.6 Advisors - Fire Company members will be the Advisors for Fire Explorer Post #48. Participants should be over twenty-one (21) and interested in working with youth and are willing to make a personal commitment to participate in the program and provide interesting activities related to the fire service. Adult leaders must receive BSA leadership training as soon as possible.

12.7 Local Government - In accordance with General Municipal Law § 204-b, the Whitehall Village Board of Trustees should be notified and grant approval of this organization associated with Whitehall Volunteer Fire Company Inc. when active.

12.8 Participation, Suspension, or Removal/Expulsion - Participants shall submit to the fire company a written consent form from their parent or guardian for participation in the program, for any field trips and serving as a Recruit Firefighter. Should a parent wish to withdraw permission, it must be done in writing to the fire company. Explorers may resign at anytime with out their parent's permission. Explorers may be suspended or expelled from the program for serious violation of the rules and or company by-laws that apply to youth members. Written charges against any youth member must be presented to the fire company Board of Directors and a hearing must take place within thirty (30) days after a violation. Recruit members are subject to disciplinary procedures as detailed in the fire company constitution and by laws.

12.9 References

- A. Boy Scouts of America- Health and Safety Committee - (approved 10/13/76)
- B. National Explorer Committee- (approved 12/4/76)
- C. Orange County (Calif.) Fire, Forestry and Rescue Department - (development)
- D. International Fire Chiefs Association - (endorsement)
- E. NYS Executive Law and General Municipal Law Section 204-b
- F. By-Laws of the Whitehall Volunteer Fire Company Inc. as adopted August 1995
- G. Learning For Life - Explorer Safety Issues - <http://www.learning-for-life.org/exploring/fire/>
- H. Fire Department Law and Resource Manual by Brad Pinsky, Chapter 14 Youth Programs.

Whitehall Volunteer Fire Company Inc.

March 2009

Section 13 Incident Rehab

Chief Signed _____

Section 13.0 Incident Rehabilitation

13.1 Purpose - To insure that the physical and mental condition of firefighters operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety of each member or that jeopardizes the safety and integrity of the operation.

13.2 Scope - This procedure shall apply to all emergency operations and training exercises where

strenuous physical activity or exposure to extreme heat or cold exist.

13.3 Responsibilities

- A. Incident Commander - The incident commander shall consider the circumstance of each incident and make adequate provisions early in the incident for the rest and rehabilitation for all members operating at the scene. These provisions shall include: medical evaluation, treatment and monitoring; food and fluid replenishment; mental rest; and relief from extreme climatic conditions and the other environmental parameters of the incident. The rehabilitation shall include the provision of Emergency Medical Services (EMS) at the Basic Life Support (BLS) level or higher.
- B. Fire Officers - All fire officers shall maintain an awareness of the condition of each firefighter operating within the span of their control and ensure that adequate steps are taken to provide for each member's safety and health. The command structure shall be utilized to request relief and the reassignment of fatigued crews.
- C. Firefighters - During periods of hot weather, firefighters shall be encouraged to drink water and activity beverages throughout the work period. During any emergency incident or training evolution all firefighters shall advise their respective fire officer(s) when their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew or the operation in which they are involved. Firefighters shall also remain aware of the health and safety of other members of their crew.

13.4 Establishment of Rehabilitation Sector

- A. **Responsibility** - The incident commander will establish a Rehabilitation Sector or Group when conditions indicate that rest and rehabilitation is needed for personnel operating at an incident scene or training evolution. A firefighter will be placed in charge of the sector/group and shall be known as the Rehab Officer. The Rehab Officer will typically report to the Logistics Officer in the framework of the incident command system.
- B. **Location** - The location for the Rehabilitation Area will normally be designated by the Incident Commander. If a specific location has not been designated, the Rehab officer shall select an appropriate location based on the site characteristics and designations listed below in 13.4 paragraph C.
- C. **Site Characteristics**
 - a. It should be in a location that will provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency operation or training evolution.
 - b. It should be far enough away from the scene that members may safely remove their turnout gear and SCBA, affording mental rest from the stress and pressure of the emergency operation or training evolution.
 - c. It should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be in a cool place, shaded area. During cold weather, it should be in a warm, dry area.
 - d. It should be free of exhaust fumes from apparatus, vehicles or equipment including those involved in the rehabilitation operations
 - e. This area should be large enough to accommodate multiple crew, based on the size of the incident
 - f. Area should be easily accessible by EMS units.
 - g. It should allow prompt reentry back into the emergency operations upon complete recuperation.

D. Site Designations

- a. Operations Trailer.
- b. A nearby garage, building lobby or other structure.
- c. A school bus, municipal bus or bookmobile.
- d. Fire apparatus, ambulance or other emergency vehicles.
- e. Retired fire apparatus or other vehicle that has been renovated as a rehabilitation unit.
- f. An open area in which a rehab area can be created using tarps, fans etc.

E. Resources - The Rehab Officer shall secure all necessary resources required to adequately staff and supply the rehabilitation area. The supplies should include the items listed below:

- a. Fluids - water, activity beverage, oral electrolyte solutions and ice.
- b. Food - soup, broth or stew in hot/cold cups.
- c. Medical - blood pressure cuffs, stethoscopes, oxygen administration devices, cardiac monitors, intravenous solution and thermometers.
- d. Other – portable seating and awnings, fans, tarps, smoke ejectors, heaters, dry clothing, extra equipment, floodlights, blankets and towels, traffic cones and fire line tape to mark off and identify rehab area.

F. Reference

- a. Emergency Incident Rehabilitation Standard Operating Procedure - United States Fire Administration.
- b. NFPA 1500 - Standard on Firefighter Health and Safety.

Whitehall Volunteer Fire Company Inc.

March 2009

Section 14 Live Fire Training

Chief Signed _____

Section 14.0 Live Fire Training in Structures

14.1 Purpose

These procedures deal with the training of structural firefighters under live fire conditions and focuses on training for coordinated interior fire suppression operations with a minimum exposure to risk for the participants.

14.2 Scope

This procedure details steps to affect a safe live fire training evolution in training center burn buildings. While this type of training provides high levels of realism, it obviously carries with it most of the hazards of interior firefighting at an actual emergency. Live fire training must be planned with great care and supervised closely by instructional personnel. The intent of this procedure is to ensure adequate levels of safety while conducting live fire training evolutions.

14.3 Structures

Strict safety practices shall be applied to all structures selected for live fire training evolutions. Burn buildings have been designed specifically for the purpose of repeated live fire training and include safeguards that may become unsafe due to misuse or disrepair. Acquired buildings were never designed or intended for burn applications and through disrepair or design may lack even the fundamental elements of fire resistance. **No interior fire training in an acquired structure.**

14.4 Preparation of Training Center Burn Buildings

Training center burn building shall be visually inspected prior to any live fire training. Damage shall be documented. Structural integrity should be evaluated at least annually. Pre-fire inspection

should include proper operation of all doors, windows, roof scuttles, ventilators lighting, standpipe and sprinklers. Debris should be removed at the end of each training evolution.

14.5 Procurement of Acquired Buildings

- A. Any acquired building that is considered for a structural fire training exercise shall be properly prepared for the live fire training evolution. Preparation can include application of proper permits and permission relinquishing the acquired building after the training evolution is completed. Permits may be required for air quality, water run-off, water usage, burning and traffic.
- B. **Ownership** -shall be determined prior to any pre-fire inspections. Evidence of clear title shall be required for all structures acquired for live fire training evolutions.
- C. **Written Permission** - shall be secured from the owner of the structure to the Whitehall Volunteer Fire Company Inc. to conduct live fire training. The condition of the building after the drill should be indicated in writing and acknowledged by the structure owner.
- D. **Insurance Cancellation** - proof of which should be provided by the owner of the structure prior to acceptance of the acquired building. A signed statement of nonexistence of insurance is adequate if the building has never been insured.
- E. **Permits** - appropriate permits shall be obtained from authority having jurisdiction.

14.6 Preparation of Acquired Buildings

- A. In preparation for live fire training, an inspection of the structure shall be made to determine that the floors, walls, stairs and other structural components are capable of withstanding the weight of contents, participants and accumulated water.
- B. **Acquired Buildings cannot be made safe and will not be utilized for interior live fire training.**
- C. **Removal of hazards** - all hazardous materials shall be removed from the structure. Closed containers and highly combustible materials shall also be removed. Oil tanks and similar closed vessels that cannot easily be removed shall be vented to eliminate an explosion or over-pressure rupture. Hazardous or combustible atmosphere within the tank shall be rendered inert.
- D. **Removal of Structural Defects** - Floor openings or missing stair treads shall be repaired or made inaccessible. Potentially unsafe chimney hazards or other overhead hazards should be removed.
- E. **Roof Ventilation** - openings that are normally closed but can be opened in the event of an emergency must be functional. It may be necessary to cut an opening in the roof with a hinged cover that can be opened to effect rapid ventilation of the structure.

14.7 Exposures

- A. **All exposures shall be protected** or removed taking into consideration weather conditions such as wind velocity and direction.
- B. **Adjacent Buildings and Surrounding Vegetation** - that might become involved should be properly protected or removed.
- C. **Utilities** - services such as water, sewer or electrical that are adjacent to the building shall be removed or protected.
- D. **Public property** - such as sidewalks, streets, railroads, nursing homes, hospitals and other such facilities shall be identified and the person-in-charge informed about the date and time of the live fire training evolution.

14.8 Water Supply

Water supplies should be assessed based on the extent of the evolution, size and structure of the building and contents involved, method of attack to be employed, protection of exposures and reserves for unexpected problems.

- A. Fire flows may be calculated either by the National Fire Academy Formula, the Iowa Formula or NFPA 1231 Standards on Water Supplies for Suburban and Rural Firefighting.
- B. Separate Water Sources -should be maintained for supply of attack lines and backup lines in order to preclude the loss of both water supply sources at the same time.

14.9 Pre-burn Briefing

- A. Prior to any live fire training evolution a pre-burn briefing should be conducted for all participants. All facets of the evolution to be conducted shall be discussed and assignments shall be made for all crews participating in the training session. Pre-burn Plan - shall be prepared for the structure indicating interior rooms, hallways and exterior openings. All participants shall be aware of the building layout and be allowed a walk through before the start of the training evolution.

14.10 Fuel Materials

The fuels used in live fire training evolutions shall have known burning characteristics of such a nature to be as controllable as possible. Unidentified material such as debris found in or around the structure, which may burn in unanticipated ways, react violently or create environmental or health hazard shall not be used.

- A. Class A Material shall be used only in the amounts necessary to create the desired fire size. (Exceptions: Pressure-treated wood, rubber and plastic material shall not be used).
- B. Flammable or Combustible Liquids as defined in NFPA 30 Flammable and Combustible Liquids Code shall be prohibited for use in live fire training evolutions.

14.11 Safety Officer

A Safety Officer as described in Section 5.9 shall be appointed for all live fire evolutions. He shall have the authority, regardless of rank, to intervene and control any aspect of the operations when, in his judgment, a potential or real danger, accident or unsafe condition exists. He is responsible for the safety of all participants including instructors, students, visitors and spectators. He is not to be assigned any other duty.

14.12 Safety

- A. Backup Lines - Sufficient backup lines shall be provided to ensure adequate protection. A secondary water source as outlined in Section 14.8 of these procedures shall be implemented. Each hose line shall be capable of delivering a minimum of 95 GPM.
- B. Instructors shall determine how many attack lines and backup lines are needed. He also shall accompany each crew into the structure. No more than five (5) students with each instructor. Another instructor shall be provided for each backup. One instructor shall be appointed "ignition officer" to control the materials being burned, accompanied by a charged hoseline. He shall insure all unauthorized persons, animals or objects are out of the building.
- C. Incident Command System (NIMS) shall be utilized to allow coordination among the Incident commander, the interior and exterior sectors, the safety officer, EMS and law enforcement.
- D. Building Evacuation Plan as outlined in Section 14.9, of these procedures. The evacuation

procedure will include a pre-determined signal demonstrated to all participants prior to the evolution as described in Section 5.2 (F) Evacuation Call - When the need arises to account for all persons on the fireground or to evacuate an unsafe structure, the Incident Commander or any other fire officer will issue an evacuation order over the radio and all apparatus on the scene will sound air horns and sirens for no less than a thirty (30) second interval upon receiving such order. This order should be issued judiciously in extreme emergencies, which will include:

- a. Imminent structural collapse
- b. Rapidly deteriorating fire conditions, which may affect safety of interior fire teams.
- c. Any condition that warrants the accountability of firefighters.

- E. Victims - NO person(s) shall play the role of a victim during live fire training evolutions pursuant to New York State Law - *Executive Law Section 159-c-1*. (Bradley's Law).
- F. Fireground Accountability shall be maintained during live fire evolution in accordance with Section 9 of the Operations Manual.
- G. Fire Explorer Post members are not to be exposed to live fire practice or enter any structure involved in live fire evolution, but may assist on the fire ground for training purposes. See Section 12.2.

14.13 Reference

- A. NFPA 1403 Live Fire Training Evolutions in Structures - 1992 edition
- B. New York State Executive Law Section 159-c-1. (Bradley's Law in memory of Bradley Golden).
- C. NFPA 1521 Fire Department Safety Officer - 1997 Edition

Whitehall Volunteer Fire Company Inc.

March 2009 Section 15 Extrication & Rescue Chief Signed _____

Section 15.0 Extrication and Rescue Procedures

15.1 Equipment

- A. Air Bags
- B. Cutters
- C. Spreaders
- D. Rams
- E. Operations trailer can be utilized for triage, patient care or initial treatment area.

15.2 Personnel - all firefighters shall have been trained in the use of rescue equipment such as jaws, air bags, or other acquired extrication equipment before engaging in rescue operations.

15.3 Command – the Fire Chief or his designee will direct victim extrication. The most trained EMS person will direct treatment sector/triage and patient care per Section 22 of the Operations Manual.

15.4 Extrication Sector is utilized in multiple patient incidents that require physical disentanglement and/or the removal of trapped victims. Extrication is responsible for removing and delivering patients to a treatment area. Extrication will assist EMS/triage with any patient treatment that is necessary prior to disentanglement.

- A. Extrication and EMS/triage sectors should be assigned separately (see *Model Procedures Guide for Emergency Medical Incidents*, National Fire Service Incident

Management Systems Consortium, 1996). This clearly distinguishes between two important, though distinct functions:

- B. EMS/Triage - Identifying patient number and severity. Initial treatment area.
- C. Extrication - Victim disentanglement and removal to a treatment area.

15.5 Extrication Sector Responsibilities: The following items represent the standard operations that will normally be performed by the Extrication Sector:

- a. Determine the location; number and condition of all patients (coordinate with Triage).
- b. Determine if triage will be performed in place or at the entrance to the treatment area (see "Triage Sector" as determined by EMS).
- c. Determine resources.
- d. Assign and supervise extrication teams.
- e. Extricate and deliver patients to the treatment area(s) or to a casualty collection point.
- f. Provide frequent progress reports to Command.
- g. Ensure safety and accountability of all patients and assigned personnel.
- h. May appoint Safety Officer per Section 5.10.
- i. Coordinate activities with Treatment/Triage Sector.
- j. Notify command when all patients have been removed.
- k. The Extrication Sector officer shall wear a sector vest, when available, for identification purposes.
- l. The Extrication Sector officer should be positioned in a readily visible location that is accessible to arriving units and maintain a view of the scene. Face-to-face communications should be used within the Sector. The Sector officer shall provide frequent progress reports to Command.
- m. As a general rule, patients should be triaged and tagged in the impact area. EMS is to get vitals on all patients and make an assessment on each patient. However, depending on the safety of the site and the arrangement of the patients, there may be instances when triage is performed at the entrance to the treatment area. Regardless of where triage is performed, the triage process requires close coordination between triage, extrication and treatment sector officers.
- n. The first priority for removal to the treatment area will be IMMEDIATE patients followed by DELAYED patients. IMMEDIATE patients should be moved to a treatment area without delay. These patients can easily be spotted with night-reflective IMMEDIATE labels placed on or near their bodies by the triage team(s). In some cases of confined entrapment, removing "DELAYED" patients may occur before access can be gained to "IMMEDIATE" patients. These patients may need to be moved to the treatment sector ahead of "IMMEDIATE" patients.
- o. All non-ambulatory patients should be moved on backboards, with cervical spine precautions if indicated. Firefighters may be assigned as "litter bearers" to assist in this movement. Brush 486, pick-up trucks or similar conveyances may also be used. Full spine immobilization may not be possible during the early stages of an incident.
- p. The Extrication Officer should assign trained personnel to help size-up the situation. An evaluation of the number of patients involved and the complexity of extrication

- requirements is an immediate priority. A reasonable guideline is an initial commitment of one extrication unit per five (5) victims.
- q. This is reasonable for extending initial and immediate care when numerous patients are involved in a major incident. The goal, as resources and priorities permit, is to provide all resources necessary to extricate and move patients to the Treatment Sector.
 - r. If the patients are spread over a large area, command should assign mutual aid companies (if required) to a specific area or group of patients.
 - s. If the incident site involves a large area, it may be necessary to create more than one Extrication Sector. Responsibility should be divided geographically with appropriate sector designations. (e.g. "North Extrication"). Branch operations may be required to coordinate this effort.
 - t. Most ALS personnel should be assigned to the Treatment Sector. However, some ALS personnel may also need to be assigned to the Extrication Sector to provide ALS treatment for critical patients undergoing extended extrication efforts.
 - u. When victims require forcible extrication, Engine Rescue 481 apparatus should be brought in close to the scene while other apparatus is parked at a distance to avoid congestion. If the extrication requires specialized equipment (i.e., wreckers, cranes, cutting torches), these must be requested through Command.
 - v. The Extrication officer is responsible for assuring the safety of the area where patients are being extricated. This will require the commitment of personnel with 1½" or 1¾" protective hand lines and/or extinguishing equipment where a fire risk exists. If fire is involved, coordination with firefighting sectors will be required. The safety of patients and fire department personnel must be a primary concern.
 - w. To reduce confusion and congestion, Triage will initially direct all MINOR (ambulatory) patients using the *S.T.A.R.T.* criteria (Simple Triage And Rapid Treatment) to a specific area. Extrication Sector is later responsible to further assess these patients once more critical activities have taken place. Extrication may decide to remove these patients to an "Assembly Area." Green salvage covers can be used to identify this area. A school bus or other vehicle can be used to transport these people to a suitable location.
 - x. As patients are moved from the extrication area, fewer resources may be required. The Extrication Sector should advise Command when companies or personnel are available for reassignment.

15.6 Confined Space Rescue

- A. The Whitehall Volunteer Fire Company Inc. does not operate a confined space rescue service as it does not have the necessary equipment and is not sufficiently trained to safely affect a rescue. This notwithstanding, the fire company may be called to assist at such an incident.
- B. Fire control should be directed to notify the nearest trained confined space rescue team.
 - a. Great Meadow Correctional Facility.
 - b. City of Glens Falls Fire Department.
 - c. Finch Pruyn Company.

15.7 References

- A. *Model Procedures Guide for Emergency Medical Incidents*, National Fire Service Incident Management Systems Consortium, 1996
- B. NFPA 1521 Fire Department Safety Officer - 1997 Edition
- C. OSHA Permit-Required Confined Space standard, 29 CFR § 1910.146

Whitehall Volunteer Fire Company Inc.

March 2009

Section 16 Carbon Monoxide

Chief Signed _____

Section 16.0 Carbon Monoxide Procedures

16.1 Definitions

- A. Carbon Monoxide - a colorless, odorless non-irritating gas.
- B. Down Drafting - Outside air pressure becomes greater than the pressure inside, causing flue gases to reverse direction through a combustion appliance allowing emissions to build up in the home.
- C. Reverse Stacking - In poorly ventilated utility rooms or confined spaces, combustion appliances often compete for available oxygen. Reverse stacking takes place when one appliance creates a negative pressure, pulling oxygen down the exhaust flue of another nearby appliance reversing its natural draft spewing its own exhaust into the space.
- D. EPA - Environmental Protection Agency.
- E. PPM - Parts per million.
- F. OSHA- Occupational Safety and Health Administration.
- G. NIOSH - National Institute for Occupational Safety and Health
- H. ACGIH - American Conference of Governmental Industrial Hygienists
- I. PEL - Permissible Exposure Limit (OSHA)
- J. REL - Recommended Exposure Limit (NIOSH)
- K. TWA - Time Weighted Average (OSHA)
- L. TLV - Threshold Limit Value (ACGIH)

16.2 Physical Effects

- A. Symptoms at low level (100-800 PPM) include: Headache, Nausea, Fatigue and Dizziness.
- B. Symptoms at high levels (800-12,800 PPM): Convulsions, Death and unconsciousness.
- C. Most likely to affect: Elderly, Young and Unborn Children, People with Heart and Lung Disorders
- D. First Aid - Provide Fresh Air and Oxygen.
- E. OSHA standards for safe work environment should not exceed 50 PPM as an eight (8) hour Time Weighted Average (TWA).
- F. EPA has established residential levels should not exceed 9 PPM over an eight (8) hour period.
- G. NIOSH has established a Recommended Exposure Limit (REL) of 40 PPM as an eight (8) hour Time Weighted Average (TWA)
- H.

16.2.8 ACGIH has assigned Threshold Value Limit (TLV) of 25 PPM as a Time Weighted Average (TWA) for a normal eight (8) workday and forty (40) hour workweek.

16.3 Interview Occupants

- A. Ensure it is a Carbon Monoxide alarm and not a smoke detector. Determine how long has

alarm gone off.

- B. Are they speaking clearly? Do they feel any of the symptoms listed above? Are all **members of the home awake and accounted for? Do occupants feel better when outside of house?** If yes, advise occupants to contact a doctor or ambulance.
- C. If no one exhibits symptoms, ventilate if a level of more than 9 PPM is found. Turn off all combustion appliances.
- D. If symptoms exist, evacuate the home and attempt to pinpoint the source of Carbon Monoxide.

16.4 Investigation Procedure

- A. Zero the CO meter outside in fresh air before entering the home.
- B. Take initial reading inside front door.
- C. Self Contained Breathing Apparatus (SCBA) should be donned if level exceeds 100 PPM. Limit unprotected exposure during operations to fifteen (15) minute intervals if CO levels fall between 9 PPM to 100 PPM.
- D. Close all windows and turn on combustion appliances to recreate environment at time of contamination. Allow appliances to warm up for five to seven minutes prior to testing, as initial testing will result in false higher Carbon Monoxide readings.

16.5 Identify possible sources of Carbon Monoxide:

- A. Fire places
 - a. Insure that windows and doors are closed.
 - b. Visually inspect flue for cracks. Check to insure that damper is open.
 - c. Check for obstructions in flue.
 - d. Take readings around appliance.
- B. Gas Water Heaters
 - a. Insure that windows and doors are closed.
 - b. Warm up unit.
 - c. Check Pilot Light (no white or yellow flame). Check heat exchanger for cracks.
 - d. Check flue pipe visually for rust/holes.
 - e. Check flue pipe with meter.
 - f. Use match to be sure draft is pulling up.
 - g. Check for reverse stacking.
- C. Gas Dryers
 - a. Insure that windows and doors are closed.
 - b. Warm up unit.
 - c. Check Pilot Light (no white or yellow flame). Check flue pipe visually for rust/holes.
 - d. Check flue pipe with meter.
 - e. Check flexible flue pipe for kinks.
- D. Gas Oven/Range
 - a. Insure that windows and doors are closed.
 - b. Warm up unit. Check Pilot Light (no white or yellow flame).
- E. Furnace/Boiler
 - a. Insure that windows and doors are closed.
 - b. Warm up unit.
 - c. Check Pilot Light (no white or yellow flame). Check heat exchanger for cracks.
 - d. Check flue pipe visually for rust/holes.
 - e. Check flue pipe with meter.

- f. Use match to be sure draft is pulling up.
- g. Check for reverse stacking.
- F. Attached Garage
 - a. Insure that windows and doors are closed. Check around door.
 - b. Has vehicle been running?
 - c. Is the furnace in garage?
- G. Barbeque Grill
 - a. Insure that windows and doors are closed.
 - b. Is grill in an enclosed area?
- H. Unvented Space Heaters
 - a. Insure that windows and doors are closed.

16.6 Carbon Monoxide Levels

- A. Levels less than 9 PPM. Inform occupants that an elevated CO level was not detected at the time of testing.
- B. Levels exceeding 9 PPM. Inform occupants that potentially dangerous levels of CO exist and not to enter premises. Investigate source of CO as outlined in 16.4. If a malfunctioning appliance or other source is determined, shut it off. Recommend that it not be started until qualified service personnel have inspected and/or repaired it. Ventilate as necessary.
- C. The Incident Commander and the owner or occupant shall sign two copies of the “*Notice of Finding*” (See Addendum). One copy will be issued to the occupant and the other retained with the incident report.

16.7 Carbon Monoxide Detectors

Underwriters Laboratory (UL) Standard 2034 require that detectors serve as an alarm before hazardous conditions exist. There are two (2) types of Carbon Monoxide detectors available.

- A. **Biomimetic** - Will recover with exposure to clean air. Silence alarm by pulling out sensor drawer, reinstall after a few hours. Could take two (2) to forty-eight (48) hours to reset. Detectors manufactured after October 1995 require a reset button.
- B. **Plug-In Tin Oxide Type** - Plugs into AC wall socket. Measures electrical resistance. Calibrated to activate alarms at preset levels.
- C. Both types of detectors have two stage alarms. Warning - Three (3) - five (5) second alarm every five (5) minutes. Full Alarm - Continuous Alarm indicates unhealthy Carbon Monoxide levels exist.
- D. Proper Placement:
 - a. Avoid high Temperature.
 - b. Avoid high Humidity.
 - c. In-door use only, do not use in garage.

16.8 Carbon Monoxide Test Meters

- A. Single Gas - Reads only one type of gas. Carbon Monoxide gas.
- B. Multi-Gas - Reads multiple gases and percent oxygen, used mainly in confined space.
- C. Digital readout in PPM, in the 1-300 PPM range minimum.

16.9 References

- A. First Alert/ International Association of Fire Chiefs - Firefighters Guide to CO Response
- B. International Fire Service Training Association - Essentials third edition
- C. OSHA CFR 29 1910

- D. NIOSH (1992)
- E. ACGIH (1994, p. 15)

Whitehall Volunteer Fire Company Inc.

March 2009

Section 17 Air Ambulance

Chief Signed _____

Section 17.0 Air Ambulance Services

17.1 Request for Air Ambulance - Requests may be made by any Law Enforcement, Fire or EMS Command Officer through Washington County Fire Control. The following information is required:

- A. Nature of the situation.
- B. Exact location of the incident; include crossroads and major landmarks and global positioning latitude and longitude if possible with a Global Positioning System (GPS).
- C. Exact location of a safe Landing Zone (LZ). (ex. *Great Meadow C. F.*)
- D. Command Frequency will be 155.715 MHz (EMS channel 3) and Landing Zone will be fire service 46.38 MHz (F2).

17.2 Service Providers

LifeNet of New York – provided by *Air Methods* out of Albany Medical Center

- A. One (1) Nurse (RN) and One (1) Paramedic on board.
- B. Can transport one patient loaded from the rear of the aircraft
- C. Available 24 hours a day, 365 days a year.
- D. DOES NOT participate in search and rescue.
- E. No hoist capabilities.
- F. Not available during inclement weather where pilot cannot see ground.

LIFEGUARD Air Rescue – provided by New York State Police

- A. Two (2) Paramedics on board.
- B. Can transport one (1) patient loaded from the side of the aircraft
- C. May not be available twenty four (24) hours a day. (generally 8 am – 10 pm)
- D. Does participate in search and rescue.
- E. Has a hoist capability for rescue and extrications from remote areas.

DHART – provided by Dartmouth-Hitchcock Medical Center

- A. One (1) Nurse and One (1) Paramedic on board.
- B. Can transport one (1) patients loaded from the rear of the aircraft
- C. Available 24 hours a day, 365 days a year.
- D. DOES NOT participate in search and rescue.
- E. No hoist capabilities.

17.3 Aircraft Approaching Landing Zone (LZ)

- A. EMS Command will:
 - a. Contact aircraft on 155.715 MHz (EMS channel 3) giving a brief patient report.
 - b. Confirm Landing Zone location and Landing Zone Officer's assigned frequency of 46.38 MHz (fire channel F2).
 - c. Report number of patients, types of injuries.
 - d. Specify if rescue is required or only transport.
- B. Landing Zone Officer will contact the aircraft on 46.38 MHz (fire channel F2) and describe the:

- a. Terrain of the landing zone. (ex. LZ is on a hill. LZ is in a valley.)
- b. Condition of the touchdown area. (No tall grass, weeds over 24")
- c. Major landmarks. (Highways, river, factories, water towers.)
- d. Location of obstructions.
- e. General wind conditions and direction.

17.4 Setting up Landing Zone (LZ)

- A. Select an area away from wires, towers, vehicles, people and loose objects.
- B. Rotor wash will blow objects around. Remove or secure loose items on the ground. Wear eye protection.
- C. Establish an area of 100' x 100' which can be paced off with 30 large steps. Using vehicle ground lighting, hand lanterns, or chemical light sticks mark LZ area. Do not use flares.
- D. Ground should be firm with a slope less than 8° degrees. Mark the upwind position with a light. (Caution: flares can create a fire hazard).
- E. Use simple radio commands such as “stop”, “wires”.
- F. DO NOT use flares, white lights, or spotlights directed at the helicopter. Keep apparatus red lights on.
- G. NO Smoking within 100' of aircraft.
- H. Do Not approach helicopter unless escorted by crew or waved closer by pilot. Maintain minimal personnel near the LZ.
- I. Stay clear of tail rotor at all times.
- J. No traffic or vehicles within 100' of the aircraft.
- K. Maintain LZ for 3 minutes after departure, in case unit needs to return to LZ.
- L. Refer to reference materials listed below and stored on apparatus and in chief's office.

17.5 References

- A. Washington County Fire and EMS memo on Automatic Dispatch of Air Medical Service dated 6/18/1999.
- B. LifeNet of NY Response Manual.
- C. LIFEGUARD Air Rescue New York State Police.

Whitehall Volunteer Fire Company Inc.

March 2005 Section 18 Rope Rescue

Chief Signed _____

Section 18.0 Rope Rescue Incidents

18.1 Purpose and Scope.

- A. To provide guidelines for the safe and effective use of technical rope rescue equipment during emergency operations.
- B. These guidelines are designed to provide guidance to fire personnel and other personnel who may be involved in a rope rescue operation or other technical rescue operation.

18.2. Definitions.

- A. Rope Rescue - a situation where a victim is elevated above ground greater than 10 feet or below ground and must be moved and/or rescued by the use of rope and/or mechanical advantage systems and rigging.
- B. Confined Space - any space not intended for continual occupancy, has limited means of egress, and has the potential for physical, chemical or atmospheric engulfment.

18.3 General Guidelines.

- A. It must be understood that rope rescue operations are to be attempted only as a last option.

All other means of access and egress must be considered first. It should also be understood that this Operations Manual is not intended to be all-inclusive. During rope rescue operations judgment, experience, training and coordination among team members is an absolute necessity.

- B. While often times it is much simpler and easier to use power equipment found on the scene such as cranes, derricks, forklifts, etc., the use of such equipment for patient transfer is a violation of OSHA regulations. Only as a last resort should such equipment be used.

18.4 Activation.

- A. Upon notification of a Rope Rescue situation, Fire Control will immediately dispatch the following:
 - a. An ambulance.
 - b. Engine-Rescue 481, FR 487, Utility 485, Operations trailer.
 - c. The Whitehall Volunteer Fire Company's technical rescue team.
- B. If the incident requires more technical assistance, specialized rescue equipment, or is considered a confined space, Great Meadow/Washington Confined Space Rescue Team (by contacting the State Emergency Management Office - SEMO), or the Glens Falls Fire Department - Confined Space Rescue Team, are available.

18.5 Size Up

- A. During the initial stages of a potential incident in which rope rescue may be used it is necessary for first-due personnel to obtain certain key information. The following information needs to be gathered and relayed to the incident commander.
 - a. What is the victim's location?
 - b. How is he/she suspended or supported?
 - c. Is the patient injured?
- B. Is the victim "hanging" or is he simply "stranded"?
- C. Can the victim be reached by any other method?
- D. Is there an on-going rescue attempt by untrained personnel or bystanders?
- E. If the information that is gathered suggests that rescue by rope is the only method usable to rescue the victim, the following shall be completed:
 - a. Is this a rescue or recovery?
 - b. Verify Technical Rescue Team response and full assignment.
 - c. Advise the Incident Commander of the situation.
 - d. Establish a visible command and control access to area.

18.6 Command

- A. The Technical Rescue Team will take over the incident and develop an action plan.
- B. The Incident Commander of the rescue operation shall assign sectors as required.
- C. On-going rescue efforts by untrained personnel are to be stopped immediately.

18.7 Rescue Operations

- A. NFPA 1983 Standard on Fire Service Life Safety Rope and System Components will be followed as conditions warrant whenever possible.
- B. All victim loads will be on at least two separate lines of at least 1/2 inch in diameter. Both lines will be attached to separate bombproof anchors.
- C. All victim transport systems (i.e.: Stoke basket, Class II harness etc.) must be securely attached to the victim. No free, short, non-secured transports will be permissible. Tag lines must be used where necessary.
- D. Any point where the rope passes over a stationary object, padding must be added or the

- direction of the rope altered to prevent rope chaffing.
- E. All single line rappels will be bottom belayed. If a bottom belay is not possible a top belay will be used.
 - F. Helmets will be worn at all times when on an emergency scene, and gloves will be worn whenever actually on rope.
 - G. All non-essential personnel shall be removed from the rigging and operations area.
 - H. A clearly established "RIG MASTER" and "SAFETY OFFICER" (see Section 5.10) will be established.
 - I. The victim to be accessed and packaged must be attended by non-team members/EMS personnel, at least one EMS/First Response trained team member will coordinate packaging and will be responsible for safely transporting the patient and stretcher tending. In all cases, technical rescue team, ALS personnel shall be considered first in place of other EMS providers.
 - J. All stages of rescue operations shall be communicated to Command for logging of times and coordination.
 - K. Fireground tactical channel five (5) shall be the low band radio channel for use during technical rescue incidents.

18.8 Termination

- A. Upon completion of the incident, Command will verify all personnel are accounted for and that all equipment has been returned to its proper place.
- B. All documentation of the incident is to be turned over to the technical rescue team for review and critique.
- C. Any rope used in the rescue must be tagged out-of-service until the technical rescue team has determined its serviceability and status.
- D. Any equipment damaged in the rescue must be tagged out-of-service and placed in a secure area for servicing.

18.9 References

- A. NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition
- B. OSHA 29 CFR 1910.146 Appendix F - Rescue Team or Rescue Service Evaluation
- C. NFPA 1500 - Standard on Firefighter Health and Safety.
- D. NFPA 1521 Fire Department Safety Officer -1997 Edition

Whitehall Volunteer Fire Company Inc.

September 2017 Section 19 Stand-Back/ Confidential Incidents

Chief Signed : _____

Section 19.0 Stand Back Policy

- 19.1 Definition –Stand-Back policy is used where immediate physical harm can result to responders. Confidential Incidents are those, which, if their nature is divulged on police or fire radios, may cause spectators to come to the scene of a hazardous incident.
- 19.2 Scope - These may include bomb scares, shooting incidents, reports of explosives found in buildings, or other events requiring a “stand back” policy to be placed in effect by law enforcement.
- 19.3 Response - It is to be expected that we will be called to stand by in close proximity to the incident where people may be injured or equipment may be damaged by detonation. Whitehall Volunteer Fire Company will serve as part of a single resource, task force, or

strike team in accordance with National Incident Management System (NIMS).

- 19.4 Procedure - Upon being notified to this type of incident, respond first alarm units to the nearest intersection (preferably one not on a main traffic street). Upon arriving at the scene, **DO NOT USE THE RADIO FOR ANY TRANSMISSIONS.** The officer in charge shall check with the law enforcement officer in charge to determine if the scene is secure, what materials are involved that may be sensitive to 2-way radio transmissions and what steps the fire company should take to further secure the area from spectators.
- 19.5 Evacuations - Insure that all occupants of the building/area are evacuated, and remove all personnel and equipment to a safe location.
- 19.6 Exclusions - Confidential/ Stand-Back incidents will not include buildings suspected to be filled with natural gas, gasoline fumes or buildings of imminent danger of combustion. These will be handled in normal fashion. Incidents of confidential nature shall remain a police function, our function being to stand by in the event of an explosion or fire.

Whitehall Volunteer Fire Company Inc.

March 2009 Section 20 L.P. Gas

Chief Signed _____

Section 20.0 Operational Procedures at Natural and Liquefied Petroleum (LP) Gas Leaks

20.1 Information/Initial Response

- A. As much information as possible should be obtained from the person reporting the leak; information such as:
 - a. the type of product – LP or Natural Gas, incidents in our area most likely to be LP.
 - b. amount or size of the container,
 - c. how long has it been leaking,
 - d. are there any known ignition sources in the vicinity.
- B. Size-up (gathering of information) should start as soon as the alarm is received and continue while responding to determine the extent and details of the leak.
- C. Once size-up has been completed, apparatus should be staged so that only the minimum amount of equipment and personnel become exposed to the potential of an explosion.

20.2 Operational Procedures

- A. If the strategy is to enter the affected area or structure, a briefing of personnel should occur with the pertinent details covered such as the type of gas, source of leak, ventilation in place, use of SCBA, and explosive metering device.
- B. The tactics should involve the minimum number (at least 2) of personnel needed to accomplish them, and all remaining personnel shall be staged in a safe and secure area. All operations that can be completed outside of the structure should be done outside. Every reported gas leak must be treated seriously and the risk to the firefighters managed as safely as possible.

20.3 Use of Equipment

- A. SCBA must be worn in contaminated or suspected areas of gas vapors. Should there be a leak, it is possible that the gas may displace the air in the area such as a basement. The area would be oxygen deficient, and you could suffocate. Should an explosion occur, you will need to not only survive the explosive effect but also the burning gases. While the fire may only be a momentary flash, should you be inhaling a breath at that moment you could

severely damage your respiratory system.

- B. Each firefighter should become familiar with the operation of explosive gas meters carried by gas utilities and L.P. gas distributors. It is the measuring device of any concentration of flammable vapors that may be present.

20.4 General Considerations

- A. Characteristics of Gases:
 - a. Natural gas (methane) is colorless, treated with an odor detector, lighter than air -- rises and may be more predominant in the upper levels of a structure.
 - b. LP gas (propane or butane) is colorless, treated with an odor detector, heavier than air -- settles and may be more predominant in the lower levels of a structure. Caution if the structure has strong air currents. As an example, up open stairways or stud channels as may happen in a wood frame balloon constructed building. The vapors may also be found in the upper levels as well as the lower.
- B. Ignition Sources - While it is impossible to identify every potential ignition source, some of the more common ones to be considered are as follows:
 - a. Pilot lights of appliances.
 - b. Motors that may start.
 - c. Arcing from electrical switches opening or closing -- could be as small as a flashlight to as large as a knife switch on an electrical cut off.
 - d. Static electricity arc.
- C. While it is impossible to outline every problem that may be encountered or anticipated dealing with gas leaks or solutions to resolve them, they should be treated with the utmost care. Personnel exposed to the consequences of an explosion should be limited to only the number required to perform the tactical assignments. It is essential that a good size-up be done, the real problems identified, a sound strategy developed, and tactical assignments made to support the strategy.

Whitehall Volunteer Fire Company Inc.

March 2009

Section 21 Wildland Search

Chief Signed _____

Section 21.0 Wildland Search and Rescue

21.1 Purpose and Scope.

Intent of this section is to provide guidelines for the safe and effective use of Wildland Search and Rescue equipment during emergency operations. These guidelines are designed to provide guidance to fire personnel and other personnel who may be involved in a Wildland Search and Rescue operation or other technical rescue under Special Services.

21.2. General Guidelines.

- A. It must be understood that Wildland Search and Rescue operations are to be attempted only as a last option. All other means of accessing the location of lost persons must be considered first. It should also be understood that this Operations Manual is not intended to be all-inclusive. During Wildland Search and Rescue operations judgment, experience, training and coordination among team members is an absolute necessity.
- B. The Whitehall Volunteer Fire Company Wildland Search and Rescue team will be activated at the request and at the direction of the New York State Department of

Environmental Conservation Rangers. The Rangers will coordinate all searches.

21.2 Activation

- A. Upon notification of a Wildland Search and Rescue situation by NYS Encon Rangers, Fire Control will immediately dispatch the Whitehall Volunteer Fire Company's Wildland Search and Rescue team once requested by the Rangers.

21.3 Size Up

- A. During the initial stages of a potential incident in which Wildland Search and Rescue may be used it is necessary for first-due personnel to obtain certain key information. The following information needs to be gathered and relayed to the incident commander.
 - a. What is the victim's last known location?
 - b. What time and where did he/she enter the woods?
 - c. Does he/she have any disabilities? (Heart trouble, asthma, etc.)
 - d. What time and where was he/she expected to come out?

21.4 Command

- A. The New York State Department of Environmental Conservation Rangers will assume command of the incident upon arrival.
- B. Whitehall Volunteer Fire Company Special Services unit will serve as part of a single resource, task force, or strike team in accordance with National Incident Management System (NIMS).

21.5 Rescue Operations

- A. FR 487 & Utility 485 will be used to transport all personnel to the scene. Operations trailer to provide backpacks as necessary to team members.
- B. Wildland Search and Rescue Team will stage in an area near Utility – 485/Operations trailer or as designated by the Rangers.
- C. All team members will be trained in Wildland Search and Rescue by NYS Encon Rangers.
- D. Helmets will be worn at all times when on an emergency scene, and gloves may be worn as an option. No structural type turnout gear is recommended. No sneakers allowed as footwear.
- E. All non-essential personnel shall be removed from the operations area.
- F. All stages of rescue operations shall be communicated to Command for logging of times and coordination.
- G. A fireground tactical channel shall be designated by command for use during Wildland Search and Rescue incidents.

21.6 Termination

- A. Upon completion of the incident, Command will verify all personnel are accounted for and that all equipment has been returned to its proper place.
- B. All documentation of the incident is to be turned over to the NYS Encon Rangers.
- C. Any equipment used in the rescue must be tagged out-of-service until its serviceability and status have been determined by the Wildland Search and Rescue team.
- D. Any equipment damaged in the rescue must be tagged out-of-service and placed in a secure area for servicing.

21.7 References

- A. OSHA 29 CFR 1910.146 Appendix F - Rescue Team or Rescue Service Evaluation
- B. NFPA 1500 - Standard on Firefighter Health and Safety.

C. National Incident Management System (NIMS)

Whitehall Volunteer Fire Company Inc.

November 2011 Section 22 Emergency Medical Protocol

Chief Signed _____

Section 22.0 Emergency Medical Protocol

22.1 Response

- A. Lift Assists –
 - a. Procedure – Dispatched as “*Whitehall Fire*” on high band alert frequency (154.160 MHz) on fire alert tones when requested by the squad or *Whitehall First Responders* if assistance is needed on the scene by medical personnel.
 - b. Response – open to response to all members. If more than one person is needed, apparatus (chief’s car) may be used to transport firefighters. Generally, these will be a Priority 2 response. Do not call out U-489 (chief’s car) to fire control. (Operations Manual 5.6 C, f.)
- B. First Response Team –
 - a. Dispatched as “*Whitehall First Responders*” on high band alert frequency (154.160 MHz) on first responder tones.
 - b. Members must have minimum qualifications to respond.
 - c. The team will strive to send a minimum of two trained personnel to all medical incidents.
 - d. Non-trained firefighters may respond, but must be staged away from scene until called in by fire response team member. Staging may be outside a residence or at the fire station.

22.2 Apparatus Response

- A. Designated Response Vehicle will be FR 487, U-485 or U-489 (Chief’s Car) if needed.
 - a. Fire Control will usually designate response level needed (ex. *Priority 1-ALS response*, or *Priority 2-BLS response*).
- B. At least one firefighter, minimally trained in first aid must respond on FR 487, or U-485, unless called for by on-scene supervisory personnel to respond.
- C. Any apparatus can respond if needed see Operations Manual Section 2.5 Apparatus Response Guide.

22.3 EMS Certifications and minimal training requirements:

- A. Minimum training consists of current First Aid, CPR, and AED training.
- B. CFR – Certified First Responder
- C. EMT– Emergency Medical Technician.
- D. CCT – Critical Care Technician.

22.4 EMS Command

- A. Highest trained medical staff will be in charge of patient care.
- B. EMS Captain (Car 4881) will be the immediate supervisor of the team and will arrange scheduling, maintain supplies, and insure readiness of First Response Team.
- C. EMS Lieutenant (Car 4882) will assist the Captain.
- D. The Deputy Chief of Special Services (Car 4803) will administer the *First Response*

program.

22.5 Exposure Control Plan

- A. A plan to control exposure to blood borne pathogens is located in the Fire Chiefs office.
- B. These procedures comply with OSHA's blood borne pathogens standard.
- C. The Blood Borne Pathogens (BBP) Compliance Program for members of Whitehall Volunteer Fire Company Inc. is administered by the Deputy Chief of Special Services appointed annually by the Fire Chief.
- D. The Program is offered to members that perform tasks with a moderate to high exposure risk to blood borne pathogens and other potentially infectious materials. The policy for the vaccination of these individuals was developed by using, but not limited to, the Center for Disease Control (CDC) and the Occupational Health and Safety Administration (OSHA) regulations.
- E. The Exposure Control Plan serves as the master plan for the Blood borne Pathogens Compliance Program.
- F. Each fire company member that meet the tasks for which a moderate to high risk of exposure exists will utilize this Plan.
- G. The Plan will be reviewed with fire company member upon election to the fire company, before performing active duty, and made available for future review in a location, which is accessible to the member. Currently it is in the Chief's office.
- H. Questions regarding the implementation of the Plan and vaccination program should be directed to the Exposure Control Officer as designated in the Plan.
- I. Reporting and compliance requirements are included in the Plan's content.
- J. Standardized forms for recordkeeping will be printed and distributed by the Safety Officer and/or EMS Liaison, as required.
- K. The Blood borne Pathogens Compliance Program and the Exposure Control Plan is adopted and utilized by all members that are actively engaged in providing these services as of February 13, 2007.

22.6 Job Description EMS Officers

The EMS Captain and EMS Lieutenant are responsible for maintaining the EMS equipment and supply stock for proper operation of EMS First Response program. The EMS officers may have first responders assigned to help complete workload as needed. Duties shall include, but not be limited to:

- A. Creates purchase orders for EMS consumable supplies; this includes medications, but not controlled substances.
- B. Creates purchase orders for EMS equipment (one-time-buys) and submit to the Director for approval.
- C. Orders and receives EMS equipment and supplies.
- D. Maintains the EMS supply room cleanliness, order, and content to support proper restocking of EMS vehicles following each call.
- E. Develops and maintains an inventory control program for EMS supplies.
- F. Obtains annual quote agreements from vendors for supplies.
- G. Ensures appropriate quantities of supplies on EMS vehicles via periodic inspections.

22.7 Reports – Patient Care Reports (PCR's)

- A. All EMS Patient Care Reports (PCR's) must be completed immediately upon returning to the station.
- B. The PCR form shall be color coded, in triplicate, consisting of *Agency Form* (color coded *white*), *Research* (color coded *yellow*), *Hospital* (color coded *Pink*).
- C. The Agency copy will be attached to the sign-in sheet.
- D. The Research copy will be deposited in the Administrative Mail box located in the foyer.
- E. The patient Hospital copy will accompany the patient and will be passed to the transporting agency.

22.8 References:

- A. OSHA 29 CFR 1910.1030
- B. Whitehall Volunteer Fire Company Exposure Control Plan

Whitehall Volunteer Fire Company Inc.

March 2009

Section 23 Marine Unit Operations

Chief Signed _____

Section 23 Marine Unit Operations: Marine-Rescue 488 ^(AirBoat) / Marine-Rescue 489

23.1 Boating Safety – all fire company owned boats.

- A. **Do not get near the propeller.** As an operator, be aware of anyone or anything that can contact the propeller. On the airboat, some examples of items that have passed through propellers have included gloves, animals, push poles, jackets, limbs, ropes, wire, aluminum cans, nails, small tools and various engine parts. Any of these can result in serious vessel damage and possible bodily harm. Air currents can lift items from the bottom of the boat and the propeller can eject them with terrific force through the bottom of the boat. Safety and prevention of propeller damage requires that all equipment remain secured when underway. Large waterproof containers should be used to enclose all loose items. It is the responsibility of the operator to secure all equipment; rescue crews should all be aware of safety precautions.
- B. **Prop-wash.** Operators of the airboat should be aware of the column of propeller driven air (prop-wash) behind them that can lift and tumble canoes, turn over trash cans, soak equipment, throw debris, blow fledgling birds from nests and irritate bystanders. If you get caught behind the airboat, face away and duck your head, close your eyes and wait for its departure. However, it is always best to position your airboat away from others and not behind their propeller.
- C. **Securing the Propeller.** Secure the airboat propeller to the protective cage when transporting, avoid handling an unsecured propeller. The engine is an aircraft engine with a centrifugal clutch, spun fast enough the propeller could spin under compression. Aircraft engines can run with the magnetos on and the ignition device turned off. Therefore, when the magnetos are not grounded, the engine could start if the propeller is moved. There are a few circumstances where propellers must be moved for inspection, engine work, travel, or storage. In these cases precautions include:

- a. Ensure that magnetos/ignition is in the OFF position.
- b. Allow the engine to cool down.
- c. Use a loop of rope or use a boat paddle to position the airboat propeller. Do Not use hands to position propeller.
- d. Individuals entering the airboat cage for repairs should take the keys out of the ignition, remove the battery terminal, turn the battery selector switch to OFF position, and tie the propeller off to a strong cage support.
- e. Be aware that exposed exhaust manifolds and pipes are hot and pose a burn or fire hazard.

23.2 Safety Equipment

- A. The following safety gear must be worn or be on board at all times while operating the airboat.
 - a. U.S. Coast Guard-approved personal flotation devices (PFDs) and all U.S. Coast Guard-required equipment.
 - b. Ear muff style hearing protection that meets or exceeds OSHA standards.
 - c. Appropriate eye protection that meets or exceeds OSHA standards.
 - d. Ice rescue suits to be worn year round for floatation
 - e. Helmet
 - f. First-aid kit.
 - g. B-1 type Marine Type USCG approved fire extinguisher.
 - h. Cell Phone in water-proof buoyant case
 - i. Two way fire ground radios.
 - j. Two oars.

23.3 Airboat Preoperative Checklist

- 1) **Inspection.** The pre-operation check on the airboat must be conducted monthly during routine apparatus inspection. This enables the fire company to find possible deficiencies or shortcomings that will otherwise go unnoticed. All too often, accidents occur due to neglecting to conduct pre-operation checks. Accidents, injuries and mechanical breakdowns can often be avoided by simply performing maintenance and general inspections of the airboat before operation. The following checklist alone does not provide sufficient information to operate an airboat safely. Safe operation requires demonstration and practice as well. This is a reminder checklist for trained and experienced operators.
- 2) **Preoperative Checklist – complete these checks at the firehouse on truck check night**
- 3) **Trailer hookup**
 - a. Boat and trailer safety chains
 - b. Trailer lock
 - c. Boat to trailer tie downs
 - d. Do not exceed the speed limit while towing; 55 mph maximum speed.
 - e. Refer to state and federal boating safety guidelines for more details
- 4) **Airboat**
 - a. First, make sure magneto switches and battery switch are in the OFF Position
- 5) **With Engine Off, Check**
 - a. Fuel level, fuel leaks
 - b. Propeller for cracks, dents, bolts for tightness

- c. Rudders and fittings
 - d. Hull for any loose equipment or foreign matter
 - e. Hull rivets
 - f. Keep hull perimeter rope tight remove slack after each use. If necessary, work excess rope to bow and retie knots.
 - g. Engine and engine compartment for any loose fittings, nuts, bolts, etc
 - h. Engine mounts
 - i. Cage, engine stand and seat stand for cracks and breaks
 - j. Communications equipment
- 6) **Start engine and run for about two minutes, (Do not start engine indoors)**
- a. Check for:
 - b. Firing of both magnetos
 - c. Oil and fuel line leaks
 - d. Check all gauges while boat is running
- 7) **Shut engine down**
- a. Check navigation and emergency lights
 - b. Insure all safety and rescue gear is stowed, (PFD's, hearing protection, etc)
 - c. Make sure bilge pump is operational.
 - d. Insert drain plugs
- 8) **Airboat Operations Checklist – complete these check prior to operation**
- a. Unhook straps from trailer to boat.
 - b. Install drain plug in boat.
 - c. Check and secure loose obstacles in boat.
 - d. Check that your PFD's, hearing and eye protection are in boat and used.
 - e. Check fuel levels.
 - f. Check that propeller is unobstructed, straps off and that there are no loose items in the cage / motor / propeller area.
 - g. Turn on the master disconnect switch, the fuel pump will run for approximately 3 seconds, then shut off.
 - h. If you are cold starting the engine, pull throttle to full and you will hear a "beep" as the engine primes itself. Return the throttle to near idle position and turn the ignition key.
 - i. Cold or hot, little or no throttle is required to start the motor. There is no need to prime a warm engine. Excess throttle opening or priming will flood the engine. Should you flood the engine, crank at idle setting to clear it.
 - j. Do not crank starter more than 30 seconds.
 - k. Allow cooling between attempts or damage to starter may occur.
 - l. Check operation of bilge pumps, electrical accessories and lights.
 - m. Assertively yell "**CLEAR**", count to 5 and look to be sure no one is in the propeller area before starting the motor. If ground personnel are available let them return your "**CLEAR**" signal before cranking engine.
 - n. It is good practice when possible to start the unit before leaving trailer. After motor starts, set the throttle at approximately 2500 RPM's for warm up.
 - o. Allow the cylinder head temperature (CHT) gauges to reach 150 degrees (if possible) before advancing the throttle and commencing normal operation.

- p. Reduce motor RPM's and (if possible) allow the cylinder head temperature (CHT) gauges to drop below 300 degrees before shutting off motor.
- q. Hirth engine features dual redundant ignition. Switching the ignition(s) on and off individually can test each independent ignition. Unit should continue to run with either switch off and should be carefully returned to "both" on position for normal operation. Unit can be run on only one ignition in an emergency without damage to the engine.
- r. Use the minimum speed necessary to accomplish the task. Avoid sharp maneuvers whenever possible.
- s. Avoid "*prop blasting*" bystanders and personnel.
- t. Always remember you are operating an airboat that requires at least 7'6" of overhead clearance above the water. Do not hit objects with the cage or propeller. Overhead obstructions can pose a greater danger to airboats than objects in the water. Floods and tides can rapidly reduce the clearance beneath bridges, tree branches and electrical wires. If the overhead clearance is uncertain, do not go under the overhead obstruction.
- u. Approach victims, docks and other objects slowly - speed on water can be deceiving. Always try to approach from downwind or down current.
- v. Never leave the ignition switch or Master disconnect on in an unattended boat.
- w. Inspect craft after each use for wear and loose components. Pay special attention to the engine and steering systems.
- x. Learn your engine's normal operation temperatures as displayed on the gauges. Deviations from the norm may indicate the need for adjustments or repairs.
- y. ALWAYS KEEP PROPELLER SECURED WHEN NOT IN USE. This is especially important when towing boat or on display.
- z. Check steering assembly after each use to make sure it is tight, check tightness of all fasteners and check throttle operation.
- aa. Check clutch operation after each use. Prop should not spin when engine is cranking to start, but should continue to spin freely after engine is shutdown.
- bb. Never exert excessive force on throttle handle or foot assembly. When the unit is wide open - that's it; more force on throttle will only increase the chance of damage to the throttle assembly.
- cc. If icing or weather conditions should start to adversely affect any controls or operation of the unit, discontinue use immediately.

23.4 Maneuvering and Navigation

- A. While operating the airboat or other rescue boat in the canal or on a lake, operators will be constantly maneuvering and navigating their way out of various tight spots and corners. Rough waters, stationary obstacles, and other boats will make maneuvering more difficult. Knowing proper maneuvering and navigation techniques is important due to the following:
 - a. Know where you are and where you are going.
 - b. Know the area and locations of possible trouble and blind spots.
 - c. Know how to give directions to your location in case of emergencies.
 - d. Know ways to avoid situations in which the boat may tip or undercurrent.
 - e. Know proper ways to avoid other boats and obstacles.
 - f. Avoid unnecessary or close maneuvers.

- g. Keep load center of gravity as low as possible.
 - h. NEVER stand up in a moving boat.
 - i. Be aware that your ice boat may revert to a water borne boat at any time.
- B. **Training.** To train new operators, start them with a minimum load, instructor and one trainee preferred, and then progressively add load (passengers) as proficiency is obtained. Keep new operators in wide-open water areas at low to moderate speeds until they get the feel of the boat. The two most hazardous situations are broad sliding at speed onto different surfaces or hitting objects while sliding in a turn. Ideally, initial training of airboat operators should be conducted in shallow water ranging from 6 inches to 2 feet deep and free of obstacles. In this depth of water, learning to operate the boat will be easier. If mistakes are made, a trainee will be less likely to get in trouble in shallow water. Instructors who are training personnel on airboat operations should train at a slow pace ensuring that all the safety steps and proper airboat operations are covered thoroughly.
- C. **Hazardous Water Conditions.** Due to the flat design of the bottom of the airboat, it is not recommended that the airboat be operated in extremely rough water or in waves over 1 to 2 feet. Waves at this height can easily ascend over the boat, resulting in submersion. Therefore, special care should be taken when turning corners or slowing where wake can easily capsize or sink the boat. In emergency situations where waves exceed 2 feet, the operator must continue, without stopping or turning (when appropriate), until the boat is out of the adverse conditions.
- D. **Avoiding Danger of Wake.** When traveling at higher speeds, an airboat creates a wake with waves exceeding 2 feet in height. When coming to a stop, the driver of the airboat must gradually slow down before coming to a stop ensuring that the wake does not ascend the top of the boat from the rear. While approaching the stopping point, the driver should keep the accelerator partially down to "out-run" the wake. It is important that operators plan a stop well in advance.
 - a. Stopping often requires a long distance and drivers need to consider this distance especially when in narrow canals or tight areas.
 - b. When turning the airboat, the driver must be sure to avoid the wake that is created.
 - c. Waves can easily ascend over the side of the boat. The waves can strike the airboat with enough force to flip the boat over if it is perpendicular to the wave.
 - d. The threat of waves ascending the top of an airboat is lessened if an operator turns the airboat at a 45 degree angle into the oncoming waves.
 - e. Wake from other boats is also a concern. Oncoming power boats (traveling at excessive speeds) will often not see other boats until they are within a close distance. When they see the boat they turn sharply creating wake which is often capable of swamping the airboat. Whenever possible, the airboat operator should turn the airboat so that it faces the oncoming wave. This will eliminate the possibility of the wave coming over the side of the airboat where it is more vulnerable. This should only be done however, when the oncoming boat has passed and the threat of colliding has passed.
- E. **Going Aground.** Airboat should not be taken from water or ice area. Extreme caution and care should be made when approaching dry area or areas that appear to be caked with mud. Operators should approach these areas at low speeds. If upon entering the trouble area you feel the airboat may get stuck, turn the airboat around and do not attempt to cross. Navigating in these muddy areas should be done carefully as the operator does not know

exactly how an airboat will operate under these conditions.

- F. **Operating on Ice.** The operator should be aware that the boat will gather speed faster on ice than on water. Turning the vessel will be precarious and may slide sideways while turning. Avoid broad sliding the boat on ice so as to minimize the chance of rollover from hitting pressure ridges, snow banks or ice breakup. When transitioning from water to ice or any other surface, do so only in a straight-line direction of travel.

23.5 Other Boats and Obstacles

- A. **Maintain Visual Contact.** Every airboat shall at all times maintain a proper look-out by sight and hearing as well as by all available means appropriate in the prevailing circumstances and conditions so as to make a full appraisal of the situation and the risk of collision.
- B. **Emergency Lighting** and or audio warning should be used to draw attention to the rescue boat performing as an emergency vessel in the area. Every boat operator must constantly be aware of approaching trouble areas and proceed at a safe speed so proper and effective action can be taken to avoid collision. To determine safe speed, an boat operator should consider such things as visibility; traffic density, including concentration of fishing vessels, etc.; direction/velocity of wind, water conditions, and the proximity of navigational hazards.
- C. **Obstacles and Obstructions.** When entering a new area with an airboat, an operator should carefully examine the area for possible trouble spots. Problem areas may be found by maneuvering through the area at low speeds. This also gives other boaters in the area an opportunity to see that you are present, avoiding potential collisions. Such obstacles as debris, fence posts, and blind spots should also be inspected. When water levels are low, rocks, branches and fence posts that were once under water, begin to emerge from the surface and are high enough to be an obstacle, but low enough to be unseen. The inspection of the work area should be done at a low speed. Obstacles that can be removed should be removed immediately. Beware of fence lines or below surface obstructions when operating on snow, especially at night or during limited light conditions.
- D. **Safe Navigation.** When traveling in the canal or other narrow waterways, operators should stay to the right of the waterway as much as possible. This is especially important around corners where there are blind spots. Corners should be taken slowly, wherever visibility is restricted to ensure no traffic is coming from other directions. While navigating the airboat, the operator should continually be looking in all directions for possible trouble areas that may be approaching and be prepared to maneuver in open areas, if necessary.

Boat should float level when leaving dock. Never overload bow area especially in swift water

23.6 Personnel

- A. **Operator.** Will be in command of the vessel at all times while on the water. Will take direction from IC, and keep IC aware of any operational problems.
- B. **Crew.** The crew shall be made up of the operator and a maximum of two rescuers. They will be equipped with ice water immersion suits with PFD's in the airboat. Emergency loading will be no more than three firefighters aboard the airboat. NEVER stand up in a moving boat.
- C. **Patient Care.** Any victims/patients taken aboard the fire company owned boats will not be secured to the vessel. All passengers will be placed in PFD's whenever possible.
- D. **Transporting the Injured.** It is recommended that only one victim/patient shall be transported at a time. When a second victim/patient is placed aboard, a firefighter will

disembark into the water and wait until the airboat transport the victims/patients ashore.

E. **Normal Airboat loading of the boat is:**

- a. Operator and 1 passenger, on center line seat.
- b. Operator and 2 passengers on 2 side seats.
- c. Operator and 3 passengers, side (2) and center line seat.
- d. Operator and 4 passengers, side (2), center line seat (1) bow area (1).

F. **NEVER STAND** up in a moving boat.

G. **Conduct of Crew**

- a. If you think you are showing off, then you are!
- b. If you feel the need to take one last spin around before bringing the boat into dock, **DON'T!**
- c. These are the times when you get careless and accidents happen.

H. **Trailer Response**

- a. **Tow Vehicle.** FR 487 will tow the trailer and boat. Once the combined unit (vehicle with trailer) is responding, the radio unit number will be **Marine-Rescue 488** when called out to fire control. There is no need to call vehicle out when responding as a combined unit (vehicle with trailer).
- b. **Safety.** The combined unit (vehicle with trailer) should not be operated beyond the speed limit (55 mph). Personnel driving combined unit (van with trailer) should be trained and cleared by the fire company for operation of trailered vehicles. Personnel should not don rescue suits while vehicle is in motion.
- c. **FR 487** will respond with related rescue equipment. An engine may respond within the district if needed.
- d. **Launching.** When doing a trailer fly off launch, pay special attention to the boat's angle of deployment verses water level; too steep a launch can mean water over the bow. Launch with driver only, minimum load, return for passengers if steep entry is anticipated. When operating the airboat on the trailer always have trailer attached to a vehicle and boat strapped securely to trailer. Chock blocks are NOT adequate to hold an unattached trailer with the boat motor operating.
- e. **Operations trailer** can respond to water rescue emergencies as a place of refuge in cold weather to change, or as a command post. Utility 485 will tow the Operations trailer

23.8 Rescue

- A. **Exhaust All Rescue Alternatives.** Use the "*REACH - THROW - GO*" method as described in the *Flat Ice Rescue* Lesson plan filed with the Training Officer.
- B. **Victim Location.** If victim is far from shore or in a remote area where tethered lines are too short or ineffective, the boat should be deployed to affect a rescue.
- C. **Pick Up Victims** only from the front or sides of the boat. If you miss your attempt, go around and try again, do not let anyone get behind the boat near the prop area. If someone or something does approach your rear "danger area" and you are unable to control the situation, shut the engine off immediately until circumstances are corrected.
- D. **Speed.** As a general rule speed is not a requirement for a good rescue and it adds risk to all parties concerned. Rather, accuracy of handling and being in the right spot the first time are most important.

23.9 Service – HIRTH ENGINE LUBRICATION REQUIREMENTS

- A. **Fuel Mixture.** If you are using *Blue Max* oil, mix one 8oz. bottle to 6 gallons (US) high octane automotive, or aviation 100 low lead gasoline. It is most advisable to put a gallon or two of gas into your container, add your oil and shake it well, then proceed to add the balance of required gasoline.
- B. **Recommended Oil.** Hirth recommends *Blue Max* oil. It is a very high performance, smokeless 2-stroke oil designed to be mixed at ratios up to 100 to 1. The maximum *Blue Max* oil to be used in our engines is a 70 to 1 ratio. Normal ratios should be between 80 to 1 and 100 to 1.
- C. **Other Oils.** Standard availability 2 stroke oils such as *Pennzoil*, *Sunoco*, *Castrol*, etc. are acceptable for operation, however, it is critical to remember that these oils are 50 to 1 oils and cannot be mixed at 100 to 1 without causing severe engine damage. If you are using these oils mix at the 40/50 to 1 ratio.
- D. **Excessively rich mixtures** will not burn completely and may eventually cause stuck piston rings. Hirth engines operate at high temperatures; a properly burning engine will produce a spark plug color which is a nice light brown, very similar to what an automobile 4 stroke engine plugs look like. They should not be black or oily.
- E. **Engine Clean-up.** Use *WD-40* or equivalent to remove any oil spots from engine, steering fins or stern area.

23.10 General Marine Operations

- A. Any additional vessels used in water rescue will be authorized by the IC. Members will get authorization before utilizing non-fire company owned equipment.
- B. Vessels will be outfitted with adequate lighting for night time operations.
- C. Vessels will be equipped with PFD's, fire ground communication and other equipment specified in this section.

23.11 References

- A. Rivercraft operating manual.

Whitehall Volunteer Fire Company Inc.

March 2009 Section 24 Fire Education Unit

Chief Signed _____

Section 24.0 Fire Education Unit

24.1 The Deputy Fire Chief of Special Services shall be appointed annually by the Fire Chief and will in charge of the fire education unit.

- A. He is responsible for the scheduling and preparation of fire training courses for firefighters.
- B. He is responsible for public fire education.
- C. He may appoint as many instructors as he deems necessary to fulfill a recommended one (1) training session per month for the company members.
- D. He shall maintain all lesson plans and training records of all active firefighters in conjunction with the Fire Chief. (See section 1.3 paragraph C.)

24.2 During drills it is the responsibility of the Deputy Fire Chief of Special Services to ensure the safety of the participants and equipment. He may appoint an experienced person to act as Safety Officer when necessary. (See Section 5.10 Safety Officer)

Whitehall Volunteer Fire Company Inc.

March 2009 Section 25 Thermal Imaging Camera

Chief Signed _____

Section 25.0 Thermal Imaging Camera

25.1 Purpose:

This guideline is used to facilitate the most effective method for deploying the thermal imaging camera in a way that provides the most protection to fire company personnel and the general public.

25.2 Policy:

It shall be the policy of the fire company to utilize the thermal image camera in every structure fire and any other situations as identified where it will enhance the safety of department personnel and the general public.

25.3 Guidelines:

- A. A thermal imaging camera (**TIC**) shall be carried on the first arriving fire company engine and ladder (Engine-Rescue 481, Ladder 482). Personnel shall become familiar with the location of the TIC on the apparatus. When the TIC is sent in with the attack crew the typical operator shall be the nozzle-man.
- B. It is the incident commander or sector officer to scan the fire structure using the TIC to facilitate deciding what type of fire attack is required.
- C. Exposures shall also be scanned to determine thermal load and probability of risk to adjacent exposures.
- D. Once the incident commander or officer of the engine has completed the above scans and a decision has been made for an aggressive interior attack the TIC shall be taken to the primary entrance for the fire attack crew.
- E. Any door with more than a 40% thermal load is an indicator of possible backdraft or flashover. This door shall not be entered until ventilation and an adequately sized hose line is in place.
- F. The TIC shall go in with the attack crew on all calls. The safest and most efficient operation of the TIC occurs when its operator's view is not obscured by other firefighters. Camera operators must be aware that they have a tendency to move faster than the rest of the team who are possibly operating in zero visibility. Search and suppression activities should occur in compliance with Fire Company Operations Manual and standard fire fighting practices. The thermal imaging camera should be viewed as a tool to assist in accomplishing the tactical priorities of the fire company.
- G. In moderate to heavy smoke conditions the TIC allows a crew to quickly check a smoke filled area to determine whether or not there is fire present. Firefighters should remember that they must stay low even if the majority of the heat is at the ceiling. The possibility of a flashover in the dynamic atmosphere of a structure fire is higher than ever before because of new materials, construction methods and rapid responses.
- H. The thermal imager has the potential to greatly speed the fire scene primary search operations. It is essential the primary search be carried out as quickly and thoroughly as possible.

- I. Firefighters inside the structure whether they are using the TIC to assist in fire attack or primary search must remember to not become overconfident because this tool allows them to see in virtual zero visibility.
- J. The fire company shall attempt to place TIC with the Rapid Intervention Team as early as possible in the incident. This may necessitate the call for mutual aid to accomplish this guideline.
- K. The TIC shall be used before and after knockdown to check for fire extension. The imager shall be taken throughout the complete structure to check for extension.
- L. The imager shall also be used on odor investigations inside a structure.

25.4 Thermal Image Camera Uses:

- A. Provides safer navigation in a space where there is zero visibility due to smoke.
- B. Allow personnel to “see” in a zero visibility environment, which is a very useful addition to traditional search and rescue techniques. The time necessary for completing a primary search can be cut significantly by utilizing the Thermal Imaging Camera.
- C. Enables suppression crews to execute a faster, more effective interior attack. The shortest route to the fire, holes in the floor and obstacles in the structure can be determined and located efficiently.
- D. Reduces fatigue of interior crews because efficiency in performing searches and suppression is increased.
- E. Allows Rapid Intervention Teams to quickly and efficiently locate downed firefighters.
- F. May be used to determine fluid level within a container or temperature differences in fluids, which may be useful during an incident involving hazardous material.
- G. May be used as a search tool to locate lost persons in open wilderness areas.

25.5 Thermal Imaging Camera Limitations:

- A. The thermal imaging camera allows a two dimensional view of a smoke filled environment. Depth perception is limited. Firefighters operating the camera should remain low to the ground/floor, scanning the entire area before them. When scanning an area with the TIC begin at the ceiling and conclude at the floor area immediately in front of them. Walking with the TIC is discouraged as trip hazards may be overlooked.
- B. Thermal energy does not travel directly through walls. A TIC does not allow an area to be viewed, which is behind a wall. If fire is present inside a wall, the camera will only be able to 'see' if the fire has increased the temperature of the wall itself. Fire inside wooden clad walls will be picked up much faster than fire on the other side of more significant barrier such as concrete.
- C. A human being will not provide sufficient thermal energy to penetrate most standard construction materials or solid items such as furniture. Therefore, it is essential that while conducting a search, rescuers must look under/around beds, sofas and other objects where victims may have hidden to escape fire.
- D. The Thermal Imaging Camera must be used with the understanding that it is only a mechanical device and it can fail. Firefighters must plan for this possibility by carrying flashlights, maintaining contact with the wall, a hose line, or other routine methods for remaining oriented to location and the position of exits in a zero visibility environment. Crews should continue to employ standard fire fighting practices.

Section 26.0 Protective Clothing Care

26.1 PPE Care: In caring for your protective clothing, you must always consider each individual layer when deciding how to clean. We encourage every member to keep their clothing clean and to routinely inspect and repair as needed. Clean protective gear is lighter in weight, lasts longer, and is more visible than dirty turnout gear. Having dirt, soot, and other debris clinging to your gear represents a true safety hazard. Clean protective clothing reduces the potential for health and safety risks.

26.2 Procedure: Although the label on every garment provides basic information for laundering, the following is a much more comprehensive set of instructions for cleaning gear.

- a. Detachable liners should be removed from the shell and laundered separately.
- b. All closures should be fastened: Velcro hooks, "D" ring fasteners: zippers zipped and snap's closed. It is imperative that you cover the hook portion of all hooks and loop to prevent snagging during laundering.
- c. The fire company will provide a laundry bag to protect the inside of the washing machine from the hardware.

26.3 Machine Washing: The special fabrics that make up protective clothing contain inherent flame and heat resistance properties, which cannot be washed off or worn out. Given the nature of the contaminants to which fire fighters are exposed, the fire company recommends that you never use your home washing machine.

- a. When using the fire company washing machines, always fasten all closure systems.
- b. Use warm water, a normal cycle, and a machine setting of 100 rpm's or less.
- c. Following each complete wash cycle, thoroughly rinse your garments; the fire company recommends a double rinse with clear water.
- d. Protective clothing should always be washed separately in a laundry bag; do not overload the washing machine, do not use softeners, and NEVER use chlorine bleach.
- e. It is important that the water temperature not exceed 105°F.
- f. Machine drying is not suggested; fire company recommends hanging gear in a shaded area that receives good cross ventilation or hanging on a line and using a fan to circulate the air, or a gear dryer manufactured for that purpose.

26.4 Cleaning Agents: The fire company will provide gear cleaner specially formulated for fire gear, but generally cleansers generally fall into two categories, detergents and soaps. Of the two, detergents make the best cleansers because they are formulated to contain special agents that help prevent re-deposition of soil. Soil re-deposition is soil which is first removed from a laundered article, but later in the same wash cycle is re-deposited as a thin soil film on the entire surface of the article.

- a. All cleaning agents are clearly labeled as being either detergents or soaps; the fire company recommends using liquid detergents, since they are less likely to leave any residue on the clothing. One example of a well-known liquid detergent would be

Tide™. Finally, it is important that the cleaning solution have a pH range of not less than 6.0 pH, and not greater than 10.5 pH.

Whitehall Volunteer Fire Company Inc.

March 2009 Section 27 Fuel Use and Fuel Key System Signed _____

Section 27.0 Washington County Fuel Key System

27.1 Fuel keys Locations

- a. Each vehicle will have a *ChipKey*® coded identifying the vehicle and fuel type.
- b. *ChipKey*® will be attached to key ring in most instances.

27.2 Procedure:

- a. Insert the *ChipKey*® into the control panel above the keypad.
- b. Type in your Personal Identification Number (PIN).
- c. Remove *ChipKey*® and follow instruction on screen.
- d. Select fuel type:
 - i. #1 pump for Gasoline
 - ii. #2 pump for Diesel.
- e. Press “enter” and appropriate fuel pump should turn on.
- f. Fuel may cut off after a set amount of gallons, usually based on vehicle’s tank size.
- g. Since each user, vehicle and amount dispensed is identified through the *ChipKey*®, system, there is no need to maintain a “fuel log”.

27.3 Fuel Policy:

- a. Fuel is for fire company vehicles and equipment only.
- b. No personal fuel use by fire company members for any reason.
- c. Members assigned a PIN number will maintain its security.
- d. Deputy Chief of Special Services will assign PIN numbers from the DPW
- e. Fuel Storage - See Section 6.10
 - i. All flammable and combustible storage will be limited to a maximum size of five gallons per container.
 - ii. No flammable or combustible material will be stored on apparatus.
 - iii. All containers will be kept in an appropriate flammable storage cabinet located in the fire station.
 - iv. No flammable or combustible liquids will be placed or stored inside a passenger compartment of any apparatus.

27.4 References

- a. NFPA 30 Flammable and Combustible Liquids Code - 2003 Edition
- b. Washington County Department of Public Works, Fort Edward, NY

Whitehall Volunteer Fire Company Inc.

July 2014

Section 28 Financial Procedures

Chief Signed _____

Section 28.0 Financial Procedures

28.1 Procedure: The following procedures are best practices, based on accepted loss control principles, in order to protect the *Whitehall Volunteer Fire Company*, and the *Volunteer &*

Exempt Firefighters Benevolent Association of Whitehall, from theft, fraud or other misappropriation through accident or intent.

- a. The *Whitehall Volunteer Fire Company* authorizes only two bank accounts as of the date of this policy.
 1. Fire Operations checking – All government contracts, fund raising or other donations, are to be deposited in this account. This account provides for all costs involved in fire protection, either directly or indirectly. Some examples are: maintenance of all equipment, building quarters, personal protection equipment, fire training, and any items not named here deemed to be used for fire protection.
 2. Capital Reserve Fund – This account provides for all debt service payments. A portion of the annual fire contract shall be deposited from the Fire Operations fund that is sufficient to cover all debt repayment for the upcoming fiscal year.
- b. The *Exempt Firefighters Benevolent Association* authorizes only one bank account as of the date of this policy.
 1. Member Benefit Fund checking – All 2% *Foreign Fire Tax* as set forth in New York State Insurance Law, all proceeds from coin operated equipment are to be deposited in this account. This account provides for items that benefit the membership. Some examples are tee shirts, parade uniforms, passenger vehicles for transportation to alarms/fire schools, kitchen facilities, meeting hall, lounge/day room area furnishings (ex. television, couch, and chairs), and any other items not listed that are intended for the enjoyment of the membership.
- c. No other bank accounts are to be created without a majority vote by the members present at any monthly meeting.
- d. At the annual organizational meeting, the fire company shall designate a depository consistent with state law.

28.2 Income

- a. Checking Account Deposits
 - i. All incoming funds for the month are to be recorded on a deposit report when received in a monthly ledger maintained by the Financial Secretary. The funds will be turned over to the Treasurer for deposit and a record made in the appropriate account register.
 - ii. This income ledger and the checkbook register will be reconciled monthly.
 - iii. All checks are to be stamped “*For Deposit Only*” and/or with the account name and number written on the check, and a deposit report generated.
 - iv. All monies received are to be deposited within ten (10) days of receipt.
 - v. All incoming funds, other than those designated for Member Benefit, are to be deposited in the “Fire Operations” checking account.
- b. Cash Income
 - i. Members should never accept cash donations except under special events such as a coin drop or a sale of product authorized by the fire company.
 - ii. Cash income must be counted and verified by signature as accurate by any two members on deposit report prior to being turned over to the Financial Secretary for recording. (Ex. coin drop revenue or other cash donations).

28.3 Disbursements

a. Checking Accounts

- i. All checks will be pre-printed with the fire company name and address; checks will be sequentially numbered and be imprinted “*void after sixty days*”.
- ii. The Treasurer must account for all unused checks.
- iii. At no time are checks to be made out to “*Cash*” or “*Bearer*”.
- iv. Voided checks are to be plainly marked “*VOID*” and will be retained by the Treasurer.
- v. All issued checks are void after sixty (60) days if not cashed.
- vi. No checks are to be pre-dated or post-dated.
- vii. All checks will require two signatures by “Authorized Members” who are listed on the bank account.
- viii. No replicated signatures, such as rubber stamps or electronic signatures will be permitted.
- ix. Pre-signing of checks is prohibited. Checks are to be filled out completely, with date, payee, and amount, before affirming signature. Memo area should indicate expense category and payment purpose.
- x. A state sales tax exempt form will be provided to each vendor.
- xi. Checkbooks are to be backed up regularly on a separate memory device (Ex. flash drive, remote hard drive, etc.) if utilizing a computer based register.
- xii. Checking accounts will be reconciled each month by the Treasurer. Savings accounts and certificates of deposit will be reconciled upon receipt of statements. A report will be filed with the Recording Secretary at the following monthly meeting. The report will indicate the result of the reconciliation, and note any discrepancies and remedies.

b. Credit/Debit Card Accounts

- i. Credit/Debit cards can be issued when necessary to the following members.
 1. Chief
 2. President
 3. Treasurer
 4. Any one of the “*Authorized Members*”, or a member authorized by the Board of Directors.
- ii. Purchase orders will be used with all credit/debit card purchases. They will include the following information:
 1. Vendor name and address.
 2. Date of transaction.
 3. Name of Member making purchase.
 4. List of items purchased
 5. Signature by two “Authorized Members” per Section 28.4, c, i.
 6. Indicate expense category.
- iii. A store sales receipt will be attached to the purchase order.
- iv. A state sales tax exempt form will be provided to each vendor.
- v. Purchase Orders will be forwarded to the Financial Secretary and then to the Treasurer to be compared to the account’s monthly statement.

- vi. Personal use of fire company credit/debit cards is forbidden under any circumstance.
 - vii. Credit card holders not abiding by these procedures will have their credit card revoked by any two authorized members per Section 28.4, c, i.
- c. Store Credit Accounts
- i. Purchase orders will be used with all store credit account purchases. They will include the following information:
 - 1. Vendor name and address.
 - 2. Date of transaction.
 - 3. Name of Member making purchase.
 - 4. List of items purchased
 - 5. Signature of two “Authorized Members” per Section 28.4, c, iii.
 - 6. Indicate expense category.
 - ii. A store sales receipt will be attached to the purchase order.
 - iii. A state sales tax exempt form will be provided to each vendor.
 - iv. Purchase Orders will be forwarded to the Financial Secretary and then to the Treasurer to be compared to the store’s monthly statement.
 - v. Personal use of a fire company store credit account is forbidden under any circumstance.
- d. Electronic Banking
- i. No funds will be disbursed through electronic means.
 - ii. Direct deposits may be made electronically and will be noted by the Financial Secretary and recorded in the check register by the Treasurer.
 - iii. Paypal® or other similar financial account services may be set up for deposit only.
- e. Cash Accounts
- i. Cash accounts are prohibited.
 - ii. No cash payments are to be disbursed at any time. All transactions will have a paper trail through checking account statements, store credit statements or credit card receipts. Purchase Order’s will document responsible purchases by members.
- f. Barter, Trade or other exchange of goods
- i. All fire company owned items used for barter will be assessed a fair market value and an invoice or statement created reflecting its monetary value.
 - ii. All items being bartered for will be appraised as to its fair market value and an invoice or statement created reflecting monetary value.
 - iii. Items used in barter shall be equal in value.
 - iv. Copies of the two invoices shall be attached together and placed on file with the Treasurer at the conclusion of such transaction, and maintained in files for that fiscal year.
- g. Payments or Reimbursement to Fire Company Members

- i. Any payment/reimbursement to fire company members must be approved at any monthly meeting by the majority vote of the members present, prior to the expenditure.
 - ii. Expenditures not approved in advance will not be reimbursed.
- h. Transaction Reports – to be filed with the Treasurer for every transaction. In addition to purchaser, two “authorized members” signatures are required per 28.4 paragraph c.
 - i. Purchase Order – documents all purchases.
 - ii. Deposit Report – documents funds received, bank deposit and source of revenue.
 - iii. Account Transfer Report – documents transfer of funds between accounts.
- i. New York State Exempt Organization Certificate
 - i. A state sales tax exemption form is provided for New York State and local taxes only.
 - ii. Certificate is identified as *NY State Department of Taxation and Finance – Sales Tax Bureau - form # ST-119.1*.
 - iii. The form contains a certificate number assigned to the fire company.
 - iv. A signed copy of this form will be provided to each vendor.
 - v. Personal use of a state sales tax exemption form is forbidden under any circumstance.

28.4 Financial Officers

- a. Treasurer
 - i. Chief Financial Officer is a member elected pursuant to the fire company by-laws.
 - ii. Provides written reports to the Board of Fire Commissioners and Recording Secretary at monthly meetings.
 - iii. Reports are to be read into the meeting minutes and will include:
 - 1. Income/disbursements since the previous meeting.
 - 2. Current account balances.
 - 3. Status of all accounts.
 - 4. Report of Monthly Reconciliation to Recording Secretary.
 - iv. Provide reports to complete state and/or federal tax preparation annually.
 - v. Provides an operating budget for the fire company with input from all the elected officers.
 - vi. Maintains a key to the post office box.
- b. Financial Secretary
 - i. Appointed by the president annually.
 - ii. Reviews all monthly bank statements against checks for irregularities.
 - iii. Records all incoming deposits in a ledger before turning monies over to the Treasurer for deposit.
 - iv. Position is separate from and subordinate to the Treasurer.
 - v. The Financial Secretary is not authorized to sign checks or be named on a credit/debit card, but can utilize a store credit account when authorized by a purchase order signed by “Authorized Members”.

- vi. Provides an operating budget for the fire company with input from all the elected officers.
 - vii. Maintains a key to the post office box.
- c. “Authorized Members” on Fire Company Accounts
- i. There will be no more than six persons authorized to sign and disburse funds from the fire company. Those persons are as follows:
 - 1. Treasurer
 - 2. President
 - 3. Fire Chief
 - 4. Recording Secretary
 - 5. Two select Members of the Board of Directors
 - ii. Any of the above officers may be replaced by another member only upon the majority vote of the membership at any monthly meeting.
 - iii. Any two of the above officers may endorse checks and orders for payment of money (purchase orders), or otherwise withdraw or transfer funds pursuant to Section 28.3, paragraph vii.
 - iv. Whenever possible, the Treasurer should sign all checks in addition to an “Authorized Member” as detailed above in this section.
 - v. All “Authorized Members” and the Financial Secretary will be bonded for the minimum amount of \$100,000 per person.
 - vi. Any two of the above officers may open any deposit or share account in the name of the Whitehall Volunteer Fire Company Inc. pursuant to Section 28.1, Paragraph b.
 - vii. Any two of the above officers may borrow money in the name of the Whitehall Volunteer Fire Company Inc., sign, execute and deliver promissory notes or other evidences of indebtedness pursuant to Section 28.1, Paragraph b.
 - viii. Two immediate family members, serving as “Authorized Members”, should not conduct any financial business together; which includes opening any accounts, incurring debt signing checks, purchase orders, deposit reports, or transfer funds.

28.5 Auditing Committee

- a. Internal Audits
 - i. Conducted quarterly by a separate Auditing Committee appointed annually by the president.
 - ii. Auditing Committee cannot include the Treasurer or Financial Secretary.
 - iii. Auditing Committee will be made up of three to six members.
- b. External Audits are necessary when:
 - i. Required by state statute.
 - ii. Called for by the majority a vote of the members present at any monthly meeting.
 - iii. Requested by the Auditing Committee.
- c. Audit Parameters will include:

- i. Review of all income and disbursements.
- ii. Review of all checks for signatures, payees and endorsements.
- iii. Inspection of bank records, statements and used checks, credit card receipts/purchase orders, invoices, registers and bank statement.
- iv. Audit records will demonstrate a chain of payables.

28.6 Enforcement

- a. Members will do their utmost to be diligent in their duty and to avoid conflicts of interests per Article 11, Section 6 - Code of Ethics, of the fire company bylaws.
- b. The Board of Directors will insure compliance with these procedures.
- c. The Board of Directors will administer punitive action against any member(s) if deemed necessary, in an effort to keep the organization solvent.
- d. Revelation of any possible violation of state statute through audit or review will require law enforcement involvement.

Whitehall Volunteer Fire Company Inc.

June 2010 **Rescinded**

Section 29.0 Commercial Transport

29.1 Policy

- ~~a. Primary function of fire company equipment and apparatus is fire protection.~~
- ~~b. Commercial transport is only to be used as a fundraising effort to support the goals of the organization.~~
- ~~c. Fire company equipment and apparatus may be available for commercial transport provided there is no alarm in the Village or Town of Whitehall.~~
 - ~~i. If an alarm is transmitted during any commercial transport operation, the equipment and apparatus will be placed in service to that alarm as soon as possible.~~
 - ~~ii. Apparatus is not available for commercial transport outside the Town of Whitehall.~~
- ~~d. No liquids, other than clean water, will be transported.~~

29.2 Contract and Waiver of Liability

- ~~a. Property owner receiving commercial transport services will sign a contract containing the following:~~
 - ~~i. The amount of water hauled in gallons.~~
 - ~~ii. The amount of trips necessary to fulfill the gallons requested.~~
 - ~~iii. Total cost of cartage fees and municipal water costs if applicable.~~
 - ~~iv. Contract is to be signed prior to delivery of water.~~
- ~~b. Waiver of Liability~~
 - ~~i. Property owner will sign a Waiver of Liability in which the Village and Town of Whitehall and the Whitehall Volunteer Fire Company will be held harmless for any damages due to transport services.~~
 - ~~ii. Contract/Waiver forms can be found in appendix of Operations Manual.~~

29.3 Payment for Services

- a. ~~Payment due at delivery.~~
 - i. ~~Commercial Transport fee will be \$60 per 1000 gallons transported.~~
 - 1. ~~Tanker 484 1800 gallons = \$108 per load~~
 - 2. ~~ETA 483 3000 gallons = \$180 per load~~
- b. ~~All payments will be in accordance with Operations Manual set forth in Section 28 Financial Procedures.~~
 - i. ~~No cash will be accepted by members at any time.~~
 - ii. ~~Checks are to be made out to the *Whitehall Volunteer Fire Company Inc.* for the cost of commercial transport fee only.~~
- c. ~~Any water payment will be made to the municipality directly by the property owner.~~
 - i. ~~Prevailing water rates will apply at village rates or town rates, dependent upon where the property is located.~~
- d. ~~Gifts or gratuities can be accepted by members with limitations pursuant to Article 11, Section 6 Code of Ethics, of the fire company bylaws.~~
- e. ~~Members can receive transport services at no cost, but must pay all municipal water fees if applicable.~~

29.4 Commercial Operations

- a. ~~Chief or his designee will:~~
 - i. ~~Appoint drivers for transport duty.~~
 - ii. ~~Designate apparatus to be used.~~
- b. ~~Chief or his designee will be notified prior to each occasion a pool is filled. Lack of proper authorization will be considered unauthorized use of fire apparatus.~~
- c. ~~A minimum of 2 members will be needed to transport water.~~
- d. ~~Due regard will be given to apparatus and equipment as well as private property when delivering water.~~
- e. ~~Apparatus will be called out of service, if conditions warrant, during transport duty.~~
- f. ~~Driver will insure that apparatus and equipment will be placed in service.~~
 - i. ~~Refueling of apparatus and pumps.~~
 - ii. ~~Return of all of hand tools and insure proper placement.~~

Whitehall Volunteer Fire Company Inc.

June 2010

Section 30 Surplus Property

Signed _____

Section 30.0 Purpose

The purpose of this Surplus Property Policy and Procedure is to provide a clear and concise guideline for the disbursement of all Whitehall Volunteer Fire Company Inc. surplus property. This policy provides a clear understanding that the fire company has used the property to its best advantage and has realized the maximum amount of value possible for any particular piece of equipment and/or other fire company owned property. Surplus Disposal Procedures, as followed, will insure that fire company property has provided a value beyond its worth to the fire company and its disposal will be conducted in an equitable and efficient manner.

30.1 Policy

It is the fire company's policy to receive the maximum amount of value from a piece of equipment or other fire company owned property. When it has been determined, through a defined process of agreement, that no further value is to be realized by the fire company through utilization of a particular piece of equipment and/or other fire company owned property, said item shall be declared surplus by the Procurement/Disbursement Committee appointed by the President at the annual meeting. Once declared, eligible items will be disposed of in a manner consistent with procedures as set forth below. In order to determine that disposal methods have been fair and equitable to all parties involved, the procedures outlined below are to be followed.

30.2 Surplus Declaration Procedure

When it is determined, by the Procurement/Disbursement Committee, that an item has served its original purpose and no longer provides any value to the fire company, this item shall be identified as surplus equipment. In most circumstances, an item would be declared surplus when the committee members have determined that a particular piece of equipment and/or other fire company owned property has met its useful life and, as such, offers no further value to the fire company beyond salvage worth.

30.3 Surplus Disbursement Process

Approximately once a year (or more often if circumstances demand) notification of the fire company's intent to sell surplus items will be advertised and available through public auction or other bid procedure as specified by the committee. This may be through an auction service or other formal bid proceeding. Appropriate dates, applicable terms and conditions, and a synopsis of the materials available for sale will be included in the notice. On the last day and time of the sale, the sealed bids will be opened, or winning auction bid will be awarded. Under all circumstances, the highest qualified bid received will be the awardee.

Whitehall Volunteer Fire Company Inc.

March 2010

Section 31

County Code Enforcement

Signed: _____

Section 31.0 Policy

The County Code Enforcement Office is available 24 hours a day for certain emergencies. Emergencies and shall include, but are not limited to:

31.1 Chimney / Heating Equipment Fires:

A county code enforcement officer will respond to a chimney or heating equipment fire at the request of the fire chief, providing that it is the owner's **"ONLY"** source of heat.

If it is not the only source of heat the homeowner is to contact the office during normal business hours to schedule an appointment.

31.2 Structure Fires / Hazardous Conditions:

At the request of the incident commander, a Code Enforcement officer will respond to the scene of a structure fire or a hazardous condition.

31.3 Carbon Monoxide Detector Activations:

A Code Enforcement Officer **will not** respond to a Carbon Monoxide Detector activation.

They do not have proper equipment or training to handle this type of call. See Carbon Monoxide Section 16 of these Operations Manual.

Whitehall Volunteer Fire Company Inc.

November 2010 Section 32

Social Media / Photography

Signed _____

Section 32.0 Purpose: This is the Whitehall Volunteer Fire Company's policy and procedure pertaining to posting on social media of comments regarding fire company operations; the possession, use and dissemination of digital, film and video recordings and photographs of emergency scenes where victims may or may not be depicted, as taken by firefighters.

32.1 Scope

This procedure applies to all officers and members of the Whitehall Volunteer Fire Company and is applicable to training, alarms and emergencies only.

32.2 Policy

It will be the policy of the Whitehall Volunteer Fire Company to protect the patients and victims of any alarm or emergencies by upholding their right to privacy, as well as protect the fire company from litigation arising from comments on social media and/or the misuse of photographic media by fire company members.

32.3 Procedure

- A. All questions on any commentary to be posted on social media by any member will be reviewed by the Fire Chief or his designee.
- B. Members posting comments or photos will be asked to remove material from social media if deemed inappropriate by the Fire Chief or his designee.
- C. The only cameras to be used for training or on an emergency scene will be Fire Company owned unless authorized by the Incident Commander on the scene.
- D. There will be no intentional photography or videotape of the facial area of any patients or victims, unless absolutely necessary for educational purposes only. All facial photos will be digitally obscured to protect the identity of the victims when used for educational purposes.
- E. It will be the responsibility of the Fire Chief of the Whitehall Volunteer Fire Company or his or her designee to down load the digital images and determine which will be kept and what will be deleted.
- F. These photos are the property of the Whitehall Volunteer Fire Company Inc., and may be used for training, firefighter safety and to improve patient care.
- G. Photos released to social media or other media outlets will not depict victims at any time.

- H. Photos or videos of training, alarms or emergencies taken by firefighters will not be released, in whole or part to anyone, including posting on the internet, without the express written permission of the Fire Chief of the Whitehall Volunteer Fire Company Inc.

Whitehall Volunteer Fire Company Inc.

November 2011 Section 33

Violence in the Workplace

Signed _____

SECTION 33 PURPOSE

Whitehall Volunteer Fire Company maintains a zero tolerance policy of violence in the workplace. The purpose of this policy is to provide Fire Company members guidance that will maintain an environment at and within Fire Company property and events that is free of violence and the threat of violence.

33.1 POLICY

Violent behavior of any kind or threats of violence either implied or direct, are prohibited at Whitehall Volunteer Fire Company, in properties and at Fire Company functions. Such conduct by a Fire Company member will not be tolerated. A member who exhibits violent behavior may be subject to criminal prosecution and shall be subject to disciplinary action, pursuant to the bylaws, up to and including dismissal. Violent threats or actions by a non-member may result in criminal prosecution. Any fire officer including the Fire Company Board of Directors will investigate all complaints filed and will investigate any possible violation of this policy. Retaliation against a person who makes a complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

33.2 DEFINITIONS

1. Workplace Violence: Behavior in which a member, former member or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the workplace.
2. Threat: The implication or expression of intent to inflict physical harm or actions that a reasonable person would interpret as a threat to physical safety or property.
3. Intimidation: Making others afraid or fearful through threatening behavior.
4. Zero-tolerance: A standard that establishes that any behavior, implied or actual, that violates the policy will not be tolerated.
5. Court Order: An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including Temporary Restraining Orders.

33.4 PROHIBITED BEHAVIOR

Violence in the workplace may include, but is not limited to the following list of prohibited behaviors directed at or by a member, or the general public:

1. Direct threats or physical intimidation.
2. Implications or suggestions of violence.
3. Stalking.
4. Possession of weapons of any kind on Fire Company property, including the training center, parking lots, other exterior premises or while engaged in activities for Whitehall Volunteer Fire Company in other locations, or at Fire Company-sponsored events, unless such

possession or use is a requirement of the job.

5. Assault of any form.
6. Physical restraint, confinement.
7. Dangerous or threatening horseplay.
8. Loud, disruptive or angry behavior or language that is clearly not part of the typical work environment.
9. Blatant or intentional disregard for the safety or well-being of others.
10. Commission of a violent felony or misdemeanor on Whitehall Volunteer Fire Company property.
11. Any other act that a reasonable person would perceive as constituting a threat of violence.

33.5 DOMESTIC VIOLENCE

While often originating in the home, domestic violence can significantly impact workplace safety and the participation of victims as well as other members. For the purposes of this document, “domestic violence” is defined as abuse committed against an adult or fully emancipated minor. Abuse is the intentional reckless attempt to cause bodily injury, sexual assault, threatening behavior, harassment, or stalking, or making annoying phone calls to a person who is in any of the following relationships:

1. Spouse or former spouse;
2. Domestic partner or former domestic partner;
3. Cohabitant or former cohabitant and or other household members;
4. A person with whom the victim is having, or has had, a dating or engagement relationship;
5. A person with whom the victim has a child.

Whitehall Volunteer Fire Company recognizes that domestic violence may occur in relationships regardless of the marital status, age, race, or sexual orientation of the parties.

33.6 REPORTING ACTS OR THREATS OF VIOLENCE

A member who:

1. is the victim of violence, or
2. believes they have been threatened with violence, or
3. witnesses an act or threat of violence towards anyone else shall take the following steps:
 - a) If an emergency exists and the situation is one of immediate danger, the member may take whatever emergency steps are available and appropriate to protect himself/herself from immediate harm, such as leaving the area. The member shall contact the local police officials by dialing 9-1-1.
 - b). If the situation is not one of immediate danger, the employee shall report the incident to an officer as soon as possible and complete the *Workplace Violence Incident Report Form*.

33.7 PROCEDURES - FUTURE VIOLENCE

Members who have reason to believe they, or others, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their membership with Whitehall Volunteer Fire Company, shall inform any officer by immediately completing a *Workplace Violence Incident Report Form* so appropriate action may be taken. The officer shall inform local law enforcement officials.

Members who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, may immediately supply a copy of the signed order to the Fire Chief and he shall file any copies to the member's personnel file.

33.8 INCIDENT INVESTIGATION

Acts of violence or threats will be investigated immediately in order to protect members from danger, unnecessary anxiety concerning their welfare, and the loss of participation in the organization. Any officer can initiate an investigation into potential violation of work rules/policies. Simultaneously, the officer will notify the board of directors; then will refer the matter to local police for their review of potential violation of civil and/or criminal law.

1. Procedures for investigating incidents of workplace violence include:
2. Visiting the scene of an incident as soon as possible.
3. Interviewing injured and threatened members and witnesses.
4. Examining the workplace for security risk factors associated with the incident, including any reports of inappropriate behavior by the perpetrator.
5. Determining the cause of the incident.
6. Taking mitigating action to prevent the incident from recurring.
7. Recording the findings and mitigating actions taken.

In appropriate circumstances, the Board of Directors will inform the reporting individual of the results of the investigation. To the extent possible, the board will maintain the confidentiality of the reporting employee and the investigation but may need to disclose results in appropriate circumstances; for example, in order to protect individual safety. The Fire Company will not tolerate retaliation against any employee who reports workplace violence.

33.9 MITIGATING MEASURES

Incidents which threaten the security of members shall be mitigated as soon as possible following their discovery. Mitigating actions include:

- Notification of law enforcement authorities when a potential criminal act has occurred.
- Provision of emergency medical care in the event of any violent act upon an employee.
- Post-event trauma counseling for those members desiring such assistance.
- Assurance that incidents are handled in accordance with the Violence in the Workplace policy.
- Requesting the Fire Company's attorney file a restraining order as appropriate.

33.10 TRAINING AND INSTRUCTION

Whitehall Volunteer Fire Company Fire Education Unit shall be responsible for ensuring that all members are provided training and instruction on general workplace violence. The Deputy Fire Chief shall be responsible for ensuring that all members are provided training and instructions on all Fire Company policies, including workplace violence. Training and instruction shall be provided as follows:

1. To all current members when the policy is first implemented.
2. To all new members as part of the 60 day orientation.
3. To affected members whenever management is made aware of a new or previously unrecognized hazard.

Workplace security training and instruction includes, but is not limited to, the following:-

1. Preventive measures to reduce the threat of workplace violence, including procedures for reporting workplace security hazards.
2. Methods to diffuse hostile or threatening situations.
3. Explanation of this Workplace Violence Prevention Policy.

Whitehall Volunteer Fire Company Inc.

March 2012 Section 34 Procurement Policy Chief Signed: _____

SECTION 34 PURPOSE

Whitehall Volunteer Fire Company's procurement practices conform to the requirements of General Municipal Law, Section 104-b, Procurement Policies and Procedures.

34.1 POLICY

This will insure that goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of fire company moneys, in the best interests of the municipality, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Whitehall Volunteer Fire Company Inc. is adopting internal policies and procedures governing all procurement of goods and services which are not required to be procured pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law, as follows:

34.2 Procedure

1. Procedures for determining whether procurement is subject to bidding. The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:
 - a. Procedure: All procurement must be examined and categorized as follows:
 - i. GML Section 104-b Non-competitive Bidding:
 1. Purchase under \$10,000.00.
 2. Contract for public work below \$20,000.00.
 3. Articles manufactured in a New York State correctional facility (Corrections Law Section 184, 186).
 4. Purchases from agencies for the blind or severely handicapped (see State Finance Law Section 175-b).
 5. Purchases under a County contract (GML Section 103(3)).).
 6. Purchases under a State contract (GML Section 104).
 7. Emergency purchases (GML Section 103(4)).
 8. Sole source purchases (GML Section 104-b).
 9. Professional Services (GML Section 104-b).
 10. True leases (GML Section 104-b).
 11. Insurance (GML Section 104-b).
 12. Second-hand equipment from another government (GML Section 103(6)).

- ii. GML Section 104-b - Competitive Bidding:
 - 1. Purchase contract of \$10,000.00 or more.
 - 2. Contracts for public work of \$20,000.00 or more.
 - b. Other Analysis:
 - i. Purchases should be evaluated to determine whether, over the course of the fiscal year, the Fire Company would spend in excess of the competitive bidding thresholds for the same or similar items or services. Prior year's budgetary appropriations should be referred to for this information and compared with current projections.
 - ii. Reference to the statute (GML Section 104) should be made for all purchases cited in II-A-1 above, (except II-A-1(a, b) in which a non- bidding determination is made).
- 2. Documentation - Determination that a purchase is not subject to competitive bidding requirements shall be documented as follows, and kept with the records of the purchase:
 - a. Copies or notations of all written indicia of dollar amounts.
 - b. Notation of all verbal indicia of dollar amounts.
 - c. Where appropriate, reference to prior years budgetary purchase amount information.
 - d. For all items determined not to be subject to competitive bidding for reasons other than dollar amount, a written notation of the facts justifying the particular category of exception must be made.
 - e. If full compliance with these documentation requirements is not practical, a note of explanation shall be made and placed with the purchase records.
- 3. Statutory Exceptions From These Policies and Procedures: Except for procurement made pursuant to General Municipal Law, Section 103(3) (through county contracts), or section 104 (through state contract), State Finance Law, Section 175-b (from agencies for the blind or severely handicapped), Correction Law, Section 186 (articles manufactured in correctional institutions), or the items excepted herein (see below), alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method or procurement which furthers the purposes of General Municipal Law, Section 104-b.
- 4. Except for procurement made pursuant to General Municipal Law, Section 103(3) (through county contracts), or section 104 (through state contract), State Finance Law, Section 175-b (from agencies for the blind or severely handicapped), Correction Law, Section 186 (articles manufactured in correctional institutions), or the items excepted herein (see below), alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method or procurement which furthers the purposes of General Municipal Law, Section 104-b.
- 5. Methods of Competition to be used for Non-Bid Procurement:
 - a. The methods of procurement to be used are as follows:

	Verbal Quotes			Written Quotes		RFP	Other
	0	2 or more	3 or more	2	3 or more		See Corresponding Paragraph Indicated
Purchase Contracts Below \$10,000							
Under \$250	X						
\$251 - \$1,000		X					
\$1,001 - \$2,000				X			
\$2,001 - \$9,999						X	
Contracts for Equipment Repair Below \$20,000							
Under \$1,000	X						
\$1,000 - \$5,000		X					
\$5,000 - \$10,000				X			
\$10,000 - \$19,999					X		
EMERGENCIES							Paragraph b, c
INSURANCE						X	
PROFESSIONAL SERVICES						X	
LEASES				X			
SECOND HAND EQUIPMENT							Paragraph b
Sole Source (for example, patented or monopoly)							Paragraph b

- b. All available verbal and written quotes shall be presented to the Board OF Directors, which shall determine whether the proposed procurement is cost effective and in the best interest of the fire company. Note, the number of verbal or written quotes are suggestions. It is acknowledged that, though the suggested number of quotes should be diligently sought, they may not always be practically available.
 - c. Where by virtue of nature of the emergency option, a review by the Board of Directors is not available; approval may be given by the Fire Chief or his designee.
5. Adequate Documentation: Documentation of actions taken in connection with each such method of procurement is required as follows:
 - a. Attached to the purchase documents (i.e. invoices, voucher, bill, etc.) shall be notes of any verbal quotes and notations of or copies of any written quotes, any requests for proposals responses, or other proposals, contracts, or other documentation of the non-bid procurement process. If full compliance with this provision is not practical, a written note of explanation shall be made and placed with the purchase records.
 - b. It is the purpose of this policy to assist fire company officials in obtaining the best value for the Whitehall Volunteer Fire, consistent with the stated purpose of this Standard Operating Procedure. It is acknowledged that perfect compliance is not always practical. In such cases, consistent with the requirement of GML Section 104, the reasons for any deviations shall be noted with the purchase files.
6. Awards to Other Than Lowest Responsible Dollar Offered:
 - a. Whenever any contract is awarded to other than the lowest responsible dollar offered, the reasons such an award furthers the purpose of General Municipal Law, Section 104-b as set forth herein above shall be documented as follows:
 - b. Notations and/or copies of all documents, and notations of verbal or other data

justifying why any purchase is made from other than the lowest responsible vendor or contractor submitting a complying quotation or proposal, as being in the best interest of the government unit, shall be included with the purchase records. If full compliance with this provision is not practical, a written note of explanation shall be made and placed with the purchase records.

7. Annual Review.

- a. The fire officers and the Board of Directors shall annually review these policies and procedures. The President and Treasurer shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy. It is contemplated that the annual review will be made during annual budget preparation, or such other time as the Fire Chief, Treasurer or President may designate.

8. Unintentional Failure to Comply:

- a. The unintentional failure to fully comply with the provisions of this General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Whitehall Volunteer Fire Company Inc. or any officer or member thereof.

Whitehall Volunteer Fire Company Inc.

March 2012 Section 35 Driver Qualification Policy Chief Signed: _____

Section 35 Driver and Driver-Operator Qualification

35.1 Policy – This procedure establishes a method to approve drivers and reduce the liability on the fire company if a member becomes involved in an accident. Pump Operation and related duties will be left to another level of instruction.

35.2 Qualifiers –

1. Any qualified driver can take a member out for practice on a vehicle, for which they are qualified on.
2. At a minimum of two apparatus qualifiers will be appointed annually by the fire Chief. Their duties are to accompany a driver candidate on their final test drive.

35.3 Definitions

1. Drivers are defined as those that are qualified to drive a vehicle.
 - a. After completion of the procedures set forth here.
2. Driver-Operators are those members that are qualified to drive and operate the pump.
 - a. Driver-Operators will complete a Pump Operators course as soon as available.
 - b. Driver-Operators will receive Pump Operator practical training on the fire company apparatus by fire company instructors.
 - c. Once the fire company instructor is certain that the candidate can operate the pump and is familiar with all aspects of the apparatus, then he will be designated a Driver-Operator.

35.4 Procedure – Every driver will have completed an in-house or outside Emergency Vehicle Operations Course (EVOC) before driving any company vehicles. Once a member has practiced sufficiently with a particular piece of apparatus and feels that he would like final approval as a driver,

the following will be the procedure for qualifying candidates on fire apparatus.

1. The candidate will choose the apparatus to be checked out on. Generally, the smaller apparatus to start out on first and then move up to the larger pumping apparatus.
2. Allow the candidate to operate the vehicle over an established road course.
3. Use the form provided by *Volunteer Firefighter Insurances Services* (VFIS) to evaluate the driving skill of the candidate.
4. If no VFIS form is used, then it is considered that no evaluation has been completed.
5. At the completion of the course, the qualifier will tabulate the score on the bottom of the VFIS form.
6. If given a passing grade, the candidate has successfully passed and is approved to drive the apparatus upon final approval of the Fire Chief.
7. The fire chief's signature on the VFIS form will affirm that the candidate is allowed to drive that particular vehicle to fire alarms. The form will be placed in the member's training file. All copies will be filed whether passed or failed
8. If the candidate did not pass, they will be given the opportunity to schedule an evaluation at another time with another qualifier.
9. If the candidate fails with two qualifiers, the Fire Chief will be informed and he will determine if the candidate gets a third try at qualifying with that apparatus.
10. All Drivers, Driver-Operators will complete an annual refresher course provided by the fire company and may include classroom and practical lessons.

Whitehall Volunteer Fire Company Inc.

January 2015 Section 36 REPORTING INJURIES

Chief Signed: _____

Section 35 REPORTING INJURIES – Accidents and Exposures

36.1 Policy – This procedure establishes a method to report any injuries from accidents and exposures related to your role as a volunteer firefighter. If your injury requires medical attention then you must follow the fire company procedures. **YOU HAVE TEN DAYS TO FILE A CLAIM.**

36.2 All active volunteer members of the fire company of the Village of Whitehall are eligible for weekly cash payments, medical, podiatry, chiropractic, rehabilitative and hospital care furnished during periods of disability resulting from injury "in the line of duty" as volunteer firefighters, and in the case of death from such injury, weekly cash payments to surviving statutory dependents.

36.3 The Village of Whitehall pays for this insurance, and cannot require the volunteer member to contribute to the cost of coverage. Weekly cash benefits and medical care are paid by the insurance carrier, Benetech, in accordance Volunteer Firefighters Benefit Law. The Workers' Compensation Board is a state agency that administers these laws, and if disputes arise, adjudicates them through a quasi-judicial proceeding.

36.4 In a volunteer firefighters' benefits case, no one party is determined to be at fault. The amount that a claimant receives is not decreased by his/her carelessness, nor increased by the company's fault. A volunteer member loses his/her right to benefits if the injury results solely from his/her intoxication from alcohol or drugs, or from the intent to injure him/herself or someone else.

36.5 The Deputy Chief of Special Services will administer this program within the fire company in accordance with these procedures, and in conjunction with the village clerk.

- a) Complete the following “Volunteer Firefighters Claim for Benefits” (Form VF-3) – 1 page.
- b) Complete the following “Limited Release of Health Information” (Form C-3.3) – 1 page.
- c) Complete the following “Authorization to Obtain Information” (WC Form 5) -1 page.
- d) Provide these copies to the Deputy Chief, or if not available the President, the Chief or his designee. These will be forwarded to the village clerk by the officers. Copies will be retained and secured in each member’s personnel file.

36.6 "In the Line of Duty" covers volunteer firefighters in various emergency situations and many activities compensable under the law, when authorized by the proper authority. These include:

- a) Participation at a fire, alarm of fire, hazardous material incident, or other emergency situation that triggers response by the fire company or its units;
- b) Travel to, from and during fires or other calls to which the company responds; travel in connection with other authorized activities;
- c) Some duties in the firehouse, such as construction, repair, maintenance and inspection;
- d) Inspection of property for fire hazards or other dangerous conditions;
- e) Fire prevention activities;
- f) Attendance at fire instructions or fire school; instruction at training;
- g) Participation in authorized drills, parades, funerals, inspections/reviews, tournaments, contests or public exhibitions conducted for firefighters;
- h) Attendance at a convention or conference as an authorized delegate;
- i) Work on or testing of fire apparatus/equipment, fire alarm systems and fire cisterns;
- j) Meetings of the fire company;
- k) Pumping water or other substances from a basement or building;
- l) Inspection of fire apparatus prior to delivery;
- m) Response to a call for general ambulance service by a member of an authorized emergency rescue and first aid squad;
- n) Participation in a supervised physical fitness class; or
- o) Fundraising activities (non-competitive events).

36.7 Whenever volunteer firefighters offer their services on an individual basis to another fire company or fire department within New York State, but outside the Town and Village of Whitehall, and after such services are accepted by the officer in command, the responsibility for benefits resulting from an injury in the line of duty will be that of the fire company or fire department (and its "home" political subdivision) which has accepted such voluntary services.

Whitehall Volunteer Fire Company Inc.

March 2018

Section 37 RIT Qualification Policy

Chief Signed: _____

37.1 Rationale

RIT operations are extremely dangerous and present themselves when even seasoned firefighters are in danger of losing their lives. Whitehall Fire participates in several fire departments' structure fires each year as the designated RIT Team. The fire company has the moral and actual obligation to ensure that all of its RIT Team members possess the skills and knowledge required to operate efficiently in these hazardous activities and rescues.

37.2 Procedure

In order to participate on Whitehall Fire's RIT Team, all candidates must complete the requirements as stated in this policy. All candidates must prove proficiency each year in the skills and knowledge required by this policy. Driver Operators who perform in the operator role are exempt from these requirements, but are encouraged to have competency in the RIT Policy. Crews assigned to Engine Support Teams for the RIT Team are also exempt.

37.3 QUALIFICATIONS:

1. Firefighter 1, or equivalent (with survival)
2. FAST
3. Truck Company Operations
4. Building Construction, combustible

37.4 Skills Required

In order to join the RIT Team and remain qualified each year, the firefighter shall physically demonstrate proficiency in performing the following advanced skills:

1. Connection of RIK pack to downed firefighter, in the dark, utilizing at least the RIK connection, buddy breather attachment and attaching a regulator to mask
2. Denver Drill
3. Harnessing a firefighter with webbing or sling link
4. Performing drags of firefighters
5. Carrying of firefighter up stair case, with and without use of mechanical advantages
6. Use of Large Area Search rope bag and tag lines
7. Lowering firefighter from second floor utilizing pulley

37.5 Knowledge Required

In order to join the RIT Team and remain qualified each year, the firefighter shall demonstrate knowledge of the following:

1. Building construction, including the types and general dangers of each type;
2. Signs of collapse of structures
3. Whitehall Volunteer Fire Company RIT Policy

A written exam may be provided to each firefighter upon application to the RIT Team and each year.

37.6 The Deputy Fire Chief of Special Services shall ensure that every RIT Team applicant and

member demonstrates successful completion of each of the skills no less than once per year, and if available, completes a written exam of no less than twenty (20) and no more than forty (40) questions each year.

37.6 No person shall identify themselves as part of a RIT Team unless they have been admitted to the RIT Team in accordance with this Policy.

37.7 The Deputy Fire Chief of Special Services shall maintain a list, posted publicly, of all RIT Team Members.

37.8 The Deputy Fire Chief of Special Services shall ensure that at least three entrance and proficiency exams are provided each year, with one held on a week night, one held on a week day and one held on a Saturday.

Whitehall Volunteer Fire Company Inc.

March 2018 Section 38 Personal Protective Equipment Inspection Chief Signed: _____

Section 38 Personal Protective Equipment Inspection

38.1 Introduction

- A. This policy provides for the Inspection and Repair of Fire Company personal protective equipment.
- B. Any gear found to be deficient during the Annual Inspection shall be identified with a tag and immediately removed from service, or repaired immediately if possible.

38.2 Definitions

- A. **Crazing** – Small cracks on the surface of the helmet
- B. **Contamination** –the presence of extraneous, especially infectious material that renders a substance harmful
- C. **Drag Rescue Device (DRD)** – A strap incorporated with the Turnout gear which enables the rescuer to drag a downed firefighter in the horizontal position
- D. **Hazardous Material** – Any item or agent (Biological, Chemical, Physical) which has the potential to cause harm to humans, animals or the environment
- E. **Independent Service Provider (ISP)** – An expert or professional in their field of service
- F. **Interface Component(s)** – Coat/Pant interface, front closure on the jacket, sleeve/glove interface, pant/boot interface
- G. **Personal Safety System** – A reliable means of egress from a burning multi-story structure when using a conventional exit is no longer possible. The Personal Safety System is comprised of an integrated harness and emergency escape rope assembly
- H. **Soiling** – unclean, dirty on the surface
- I. **Universal Precautions** – A set of precautions designed to prevent the transmission of blood borne pathogens

38.3 Annual Inspection

Annual Inspection and associated testing shall be managed and performed by the fire line officers or one or more appointees of the Chief. Annual inspections of all protective gear shall be conducted at a minimum of every 12 months or whenever non-annual inspections indicate that a problem with the gear.

The findings of the Annual inspections shall be documented on an inspection form (See Appendix A).

- A. All separable layers of the Turnout Gear shall be individually inspected for the following:
 - 1. Soiling
 - 2. Contamination
 - 3. Rips, tears, cuts and abrasions
 - 4. Damaged or missing hardware and closure systems
 - 5. Thermal damage such as charring, burn holes, melting, discoloration of any layer
 - 6. Loss of moisture barrier integrity indicated by rips, cuts, tears, abrasions, discoloration or thermal damage
 - 7. Evaluation of system fit and coat/trouser overlap
 - 8. Damaged or missing reflective trim
 - 9. Loss of seam integrity and size compatibility of shell, liner, Drag Rescue Device and Personal Safety System
 - 10. Loss of material physical integrity as evidences by discoloration, significant changes in material texture, loss of material strength, loss of liner material and shifting of liner material
 - 11. Loss of wristlet elasticity, stretching, runs, cuts or burn holes
 - 12. Manufacturer label integrity and legibility
 - 13. Hoop and loop functionality
 - 14. Liner attachment systems
 - 15. Closure system functionality
 - 16. Correct assembly and size compatibility of shell, liner and drag rescue device (DRD)
- B. Hood:
 - 1. Soiling
 - 2. Contamination
 - 3. Rips, tears and cuts
 - 4. Thermal damage such as charring, burn holes, melting and discoloration
 - 5. Loss of face opening adjustment
 - 6. Loss of seam integrity and broken or missing stitches
- C. Helmet Elements:
 - 1. Outer shell – Soiling, contamination, cracks, crazing, dents and heavy abrasions. Thermal damage such as bubbling, soft spots, warping or discoloration.
 - 2. Ear flaps – Rips, tears, cuts
 - 3. Internal suspension – broken or missing components
 - 4. Face Shield/goggles – Discoloration, major abrasions, cracks

- 5. Reflective trim
- D. Gloves:
 - 1. Soiling
 - 2. Contamination
 - 3. Rips, tears and cuts
 - 4. Inverted liner
 - 5. Thermal damage such as charring, burn holes, melting, discoloration of any layer
 - 6. Shrinkage
 - 7. Loss of elasticity or flexibility
 - 8. Loss of elasticity and shape of wristlets
 - 9. Loss of seam integrity and broken or missing stitches
- E. Footwear:
 - 1. Soiling
 - 2. Contamination
 - 3. Cuts, tears and punctures, leaks
 - 4. Thermal damage such as charring, burn holes, melting and discoloration
 - 5. Exposed or deformed steel toe, steel midsole or shank
 - 6. Loss of water resistance
 - 7. Excessive tread wear
 - 8. Closure system component damage and functionality
 - 9. Loss of seam integrity and broken or missing stitches
 - 10. Condition of lining such as tears, excessive wear and separation from the outer layer
 - 11. Heel counter failure – the heel counter is a rigid piece embedded within the heel of the boot to improve the support provided to the wearer's foot
- F. Drag Rescue Device (DRD):
 - 1. Installation in the garment
 - 2. Soiling
 - 3. Contamination
 - 4. Cuts, tears, punctures, cracking or splitting
 - 5. Thermal damage such as charring, burn holes, melting and discoloration
- G. Personal Safety System (Self Rescue Device): Integrated Harness and Rope Assembly
 - 1. Soiling
 - 2. Contamination
 - 3. Cuts, tears, punctures, cracking or splitting
 - 4. Thermal damage such as charring, burn holes, melting and discoloration
- H. Interface Component (jacket front closure, coat/pan, sleeve/glove, pant/boot interface):
 - 1. Soiling
 - 2. Contamination
 - 3. Physical damage such as charring, burn holes, melting and discoloration

4. Loss of reduction of properties that allow the component to continue as effective interface such as loss of shape or inability to remain attached to the respective elements, if attachment is required
5. Loss of seam integrity and broken or missing stitches

38.4 Advanced Inspections

Turnout Coat Liner:

- A. Complete liner inspection of all garment elements shall be conducted at a minimum after 5 years in service or whenever advanced inspections indicate that problem with the liner could exist. The liner system shall be opened to expose all layers for inspection and testing. This may require undoing the stitching of the liner.
- B. The moisture barrier and the thermal barrier shall be inspected for the following:
 1. Physical damage to all layers and sides of each layer such as rips, cuts, abrasions
 2. Thermal damage such as charring, burn holes, melting or discoloration of any layer
 3. Loss of seam integrity, broken or missing stitches, and loose or missing moisture barrier seam tape
 4. Material physical integrity; UV or chemical degradation as evidenced by discoloration, significant changes in material texture, loss of material strength, loss of liner material or shifting of liner material
 5. Delamination as evidenced by separation of film from substrate fabric, flaking or powdering

The moisture barrier shall be tested using the hydrostatic test to evaluate the water penetration barrier and shall show no leakage. The hydrostatic test is called the “Cup Test” where the moisture barrier is placed in a leak proof, clamped, horizontal position with a cup of water applied for 15 seconds. This test provides inspection without opening the liner.

The result of each water penetration barrier evaluation (Cup Test) shall be recorded.

38.5 Repair of Ensemble Elements

All ensemble repairs shall be performed by the original manufacturer or an approved specialty vendor. Ensemble elements include: turnout coat, liner, trousers, helmet, footwear, gloves and hoods.

38.6 Storage of Turnout Gear Ensembles

Turnout gear ensembles and ensemble elements must be stored in clean, dry and well ventilated areas.

Turnout gear ensembles and ensemble elements must not be exposed to direct sunlight or fluorescent light when not be worn.

Turnout gear ensembles and ensemble elements will be stored in the turnout gear racks located in the rear of the engine bay when not in use, the exception being the Chief Officers who carry their turnout gear in their personal vehicle. Spare turnout gear ensembles will be maintained in the secure locker located in Skenesborough Station #2.

38.7 Retirement of Turnout Gear Ensembles

Turnout gear ensembles and ensemble elements used for **Interior** Firefighting shall be retired from **Interior** service 10 years after date of manufacturer. However, if the gear is in such condition that it passes inspection from a qualified company, the gear may be used as backup gear for that period of time which the inspection company deems acceptable, or downgraded to **Exterior** service.

Whitehall Volunteer Fire Company Inc.

February 2020 Section 39.0 Hazard Communication Program

Chief Signed _____

391. Hazard Communication Program - Introduction

The management of Whitehall Volunteer Fire Company Inc. is committed to preventing accidents and ensuring the safety and health of our employees. We will comply with all applicable federal and state health and safety rules. Under this program employees are informed of the contents of the OSHA Hazard Communications Standard, the hazardous properties of chemicals with which they work, safe handling procedures and measures to take to protect themselves from these chemicals. These chemicals may be physical or health-related. This written hazard communication plan is available in the Operations Manual on the fire company website at www.WhitehallFire.org or the Fire Chiefs Office on the second floor of the old station.

392. Identifying Hazardous Chemicals

A list is attached to this plan that identifies all hazardous chemicals with a potential for employee exposure at this workplace. A list of approved products is kept in the storage room on the second floor of the old firehouse. Detailed information about the physical, health, and other hazards of each chemical is included in a Safety Data Sheet (SDS); the product identifier for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label and on its Safety Data Sheet.

393. Identifying Containers of Hazardous Chemicals

The labeling system to be used by Whitehall Volunteer Fire Company Inc. will follow the requirements in the 2012 revision of the OSHA Hazard Communication Standard to be consistent with the United Nations Globally Harmonized System (GHS) of Classification of Labeling of Chemicals. The label on the chemical is intended to convey information about the hazards posed by the chemical through standardized label elements, including symbols, signal words and hazard statements.

All hazardous chemical containers used at this workplace will have:

- a. The original manufacturer's label that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party
- b. A label with the appropriate label elements just described
- c. Workplace labeling that includes the product identifier and words, pictures, symbols, or combination that provides at least general information regarding the hazards of the chemicals.

Building Maintenance Person appointed by the president will ensure that all containers are appropriately labeled. No container will be released for use until this information is verified. Workplace labels must be legible and in English. Information in other languages is available at: (Identify the location if they are stored in a paper file. Describe how to access this information.) Small quantities intended for immediate use may be placed in a container without a label, provided that the individual keeps it in their possession at all times and the product is used up during the work shift or properly disposed of at the end of the work day. However, the container should be marked with its contents.

394. Keeping Safety Data Sheets (SDS) (previously known as Material Safety Data Sheets)

The manufacturer or importer of a chemical is required by OSHA to develop a Safety Data Sheet (SDS) that contains specific, detailed information about the chemical's hazard using a specified format. The distributor or supplier of the chemical is required to provide this SDS to the purchaser. SDS's are readily available to all employees during their work shifts. Employees can review SDS for all hazardous chemicals used at this workplace. The file will be maintained in the supply room in the second floor of the old firehouse. The SDS's are updated and managed by the Building Maintenance Person appointed by the president. If a SDS is not immediately available for a hazardous chemical, employees can obtain the required information by calling the Building Maintenance Person in an emergency).

395. Training Employees about Chemical Hazards

Before they start their jobs or are exposed to new hazardous chemicals, employees must attend a hazard communication training that covers the following topics:

- An overview of the requirements in OSHA's Hazard Communication Standard.
- Hazardous chemicals present in their workplace.
- Any operations in their work area where hazardous chemicals are used.
- The location of the written hazard communication plan and where it may be reviewed.
- How to understand and use the information on labels and in Safety Data Sheets.
- Physical and health hazards of the chemicals in their work areas.
- Methods used to detect the presence or release of hazardous chemicals in the work area.
- Steps we have taken to prevent or reduce exposure to these chemicals.
- How employees can protect themselves from exposure to these hazardous chemicals through use of engineering controls/work practices and personal protective equipment.
- An explanation of any special labeling present in the workplace.
 - o What are pictograms?

- o What are the signal words?
- o What are the hazard statements?
- o What are the precautionary statements?
- Emergency procedures to follow if an employee is exposed to these chemicals.

The Deputy Fire Chief of Special Services is responsible to ensure that employees receive this training. After attending the training, employees will sign a form verifying that they understand the above topics and how the topics are related to our hazard communication plan.

An OSHA Compliance Guide handbook is provided in the storage room in the second floor of the old firehouse.

Prior to introducing a new chemical hazard into any area, each employee in that area will be given information and training as outlined above for the new chemical hazard.

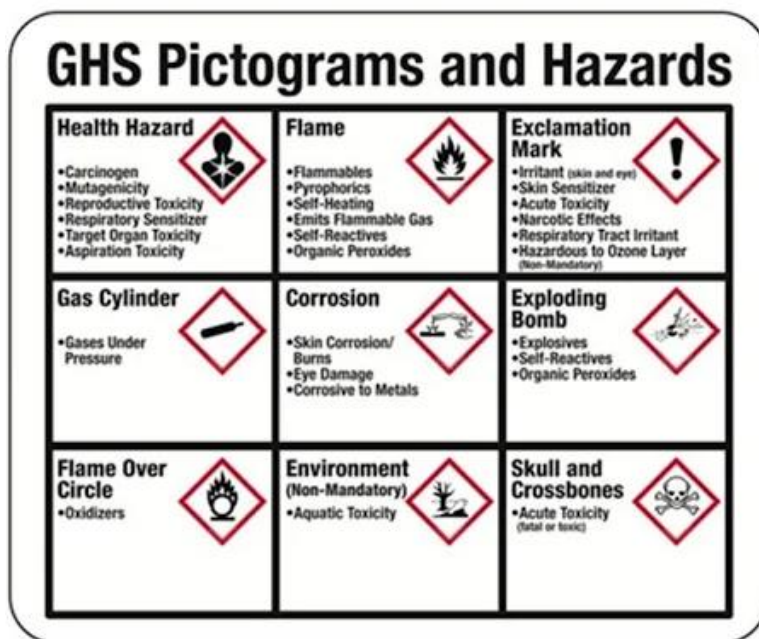
397. Informing Employees who may do special tasks

Before employees perform special (non-routine) tasks that may expose them to hazardous chemicals, their supervisors will inform them about the chemicals' hazards. Their supervisors also will inform them about how to control exposure and what to do in an emergency. The employer will evaluate the hazards of these tasks and provide appropriate controls including Personal Protective Equipment all additional training as required. Examples of special tasks that may expose employees to hazardous chemicals include the following: *None noted.*

398. Informing contractors and other employers about our hazardous chemicals

If employees of other employer(s) may be exposed to hazardous chemicals at our workplace (for example, employees of a construction contractor working on-site) It is the responsibility of Appointed Building Maintenance Person to provide contractors and their employees with the following information:

- The identity of the chemicals, how to review our Safety Data Sheets, and an explanation of the container labeling system.
- Safe work practices to prevent exposure. (name of person or job title) will also obtain a Safety Data Sheet for any hazardous chemical a contractor brings into the workplace. 5 HCS Pictograms and Haz



40.1 Purpose: This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment, or in emergency situations involving entanglement or fire. It is used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out prior to servicing or maintenance, or in cases of patient care or fire suppression, where the unexpected energization or start-up of the machine or equipment, or release of stored energy, could cause injury. This Guideline is in compliance with OSHA 29 CFR §1910. 147, Lock-out/Tag-out Requirements.

40.2 General Sequence of Lockout

Notify all affected employees that servicing, or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out as a matter of safety and in order to facilitate servicing or maintenance. The authorized employee shall refer to the company procedure to identify the type and magnitude of the energy that the machine or equipment utilizes, shall understand the hazards of the energy, and shall know the methods to control the energy.

- If the machine or equipment is operating, shut it down by the normal stopping procedure (depress the stop button, open switch, close valve, etc.).
- De-activate the energy isolating device(s) so that the machine or equipment is isolated from the energy source(s).
- Lock out the energy isolating device(s) with assigned individual lock(s).
- Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as grounding, repositioning, blocking, bleeding down, etc.
- Ensure that the equipment is disconnected from the energy source(s) by first checking that no personnel are exposed, then verify the isolation of the equipment by operating the push button or other normal operating control(s) or by testing to make certain the Equipment will not operate.

Caution: Return operating control(s) to neutral or “off” position after verifying the isolation of the equipment.

The machine or equipment is now locked out.

40.3 Restoring Equipment to Service

When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.

- Check the machine or equipment and the immediate area around the machine to ensure that nonessential items have been removed and that the machine or equipment components are operationally intact.

- Check the work area to ensure that all employees have been safely positioned or removed from the area.
- Verify that the controls are in neutral.
- Remove the lockout devices and reenergize the machine or equipment. Note: The removal of some forms of blocking may require re-energization of the machine before safe removal.
- Notify affected employees that the servicing or maintenance is completed, and the machine or equipment is ready for used.

40.4 Emergency Scenes

Lock Out/Tag Out is required for all personnel who may have to operate at an emergency scene if any procedure could involve either patient or employee exposure to live electrical parts or exposure to a stored energy source on any machinery or equipment, or incidents relating to fire operations.

Whenever a situation is encountered that meets the above criteria upon arrival at the scene, Whitehall Fire personnel shall check to see if building/plant personnel or company personnel have begun the Lock-out/Tag-out procedure. If they have begun the procedure, then Whitehall Fire locks or tags shall be added to those already present.

If Lock-out/Tag-out procedures have not been initiated, then Whitehall Fire personnel will initiate this guideline.

- Notify all affected personnel that a Lock-out/Tag-out procedure is required and the reason why this is necessary (i.e. emergency).
- With the assistance of the building/plant personnel shut down the equipment using the normal shut-down procedure if you can assure that the person entangled, if applicable, will not be harmed further.
- Operate the disconnect switch, valve, circuit breaker or other energy isolating device(s) so that the equipment is isolated from its energy source. **Toggle switches, push buttons and other types of control switches are not isolating devices.**
- Dissipate and isolate all stored energy, if applicable, such as that found in springs, elevated machine components, rotating parts, hydraulic systems and air, gas, steam or water pressure. All stored energy must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
- Lock out the energy isolation devices with energy lockout device(s), located on Vehicles 111, 113, and 135 for Lock-out/ Tag-out procedures. If one or more Crews are working at the same incident, then each Crew will put their individual lock(s) and or tag(s) on the energy lockout device.

If it is impossible to use a secure a lock on a machine or equipment, another positive means of disconnecting the circuit or equipment must be used. Other positive means may include:

- unplugging,
- disconnecting the conductors or
- removing fuses.

In this case, the tag must be placed on the plug, conductor, fuse brackets, etc. If no positive means can be used placing a radio-equipped firefighter stationed at the controls to keep the machine/equipment from being activated.

Only after the equipment has been properly Locked-out/Tagged-out shall emergency personnel begin to work to remove the victim. Always try and have a representative of the company where the incident is located to assist you with their expertise on the equipment.

Once the disentanglement of the victim has been completed, the equipment shall remain Locked-out/Tagged-out until proper notification is made, and a complete investigation has been completed. A photograph of the Lock-out/Tag-out equipment shall be taken for evidence purposes before removal.

40.5 Compliance with This Program

All employees and emergency providers are required to comply with the restrictions and limitations imposed upon them during the use of lockout. Authorized employees and emergency providers are required to perform the lockout in accordance with this procedure. All employees, upon observing a machine or piece of equipment which is locked out to perform servicing or maintenance shall not attempt to start, energize, or use that machine or equipment.

Whitehall Volunteer Fire Company Inc.

February 2020

Section 41.0 Emergency Escape/Rope System

Chief Signed _____

41.0 Emergency Escape and Self-Rescue Rope and System for Interior Firefighters.

41.1. Purpose

- Establishes best practices regarding the mandatory use of the Emergency Escape and Self-Rescue System.
- Defines the department and Interior qualified members in the use and training of the Emergency Escape and Self-Rescue System.
- Defines the department responsibility in the maintenance, repair and replacement of the Emergency Escape and Self-Rescue System and its components.

41.2 Policy

A. In the event an Interior Firefighter becomes trapped by an uncontrolled emergency situation such as a rapid fire advance, the use of the Emergency Escape and Self-Rescue System should enable the firefighter to utilize a non-conventional opening, such as a window to escape the emergency.

B. It is mandatory that all interior firefighters operating in a structure will be equipped with an

Emergency Escape and Self-Rescue System.

C. It is mandatory that all interior firefighters be trained by a qualified instructor on a semi-annual basis on the use of the Emergency Escape and Self-Rescue System.

D. In a structure with a maximum elevation of 3 stories or less the interior firefighters

Emergency Escape and Self-Rescue System will consist of:

1. Class I Life Safety Harness, 30 ft of Escape Rope,
2. General use carabiner (as defined by NFPA 1983), and
3. (1) Portable anchoring device meeting NFPA 1983 standards.

E. In a structure with an elevation of 4 stories or greater the interior firefighters Emergency

Escape and Self-Rescue System will consist of:

1. Class I Life Safety Harness, 50 ft of Escape Rope,
2. General use carabiner (as defined by NFPA 1983),
3. Portable anchoring device meeting NFPA 1983 standards, or a General Use manufactured system as defined by NFPA 1983.

F. The Emergency Escape and Self Rescue system will be affixed to the Class I Harness.

41.3 Purpose

A. All interior Fire Fighters will wear their Emergency Escape and Self Rescue system on all emergency responses. All components will meet NFPA standard 1983.

B. Emergency Escape and Self-Rescue system will consist of the following components:

1. Escape Harness
2. 50 ft of escape rope
3. (1) Escape carabineer
4. (1) anchoring device

C. When a Firefighter determines it necessary to evacuate a structure at an elevation higher than the first floor of a structure using the Emergency Escape and Self Rescue system, the firefighter will declare a Mayday (see Mayday Protocol Section 5.11) informing IC of their situation.

D. The Firefighter will escape the life-threatening situation by utilizing any convenient route of escape. In the case of a non-conventional route, such as a window, the firefighter will deploy the Emergency Escape and Self Rescue system issued and lower themselves in a controlled manner using the Emergency Escape and Self Rescue system as it was designed and as trained in its use. The firefighter will lower themselves to:

1. The ground if enough rope is available
2. A lower floor safe from the danger to be pulled in by responding rescuers (RIT/FAST)
3. To a safe position and stand-by to be rescued by ladder, or aerial device
4. To a safe position and stand-by to be rescued by high angle RIT/FAST deployed above the firefighter.

E. Incident Command/RIT/FAST Command will communicate the type of rescue that will be attempted to the firefighter needing rescue.

F. IC will declare end to Mayday situation when appropriate.

41.4 Testing and Maintenance

A. All components of the Emergency Escape and Self Rescue system will meet NFPA 1983 Standard on Life Safety Rope and Equipment for Emergency Services 2006 edition.

41.5 Responsibilities

A. Chief Officers and company officers will enter the receipt of all Emergency Escape and Self Rescue systems into inventory.

B. Chief Officers and company officers have the joint responsibility to ensure all personnel comply.

C. Deputy Fire Chief of Special Services is responsible to ensure all training and documentation is compliant with all applicable laws and regulations.

1. Blue Light Regulations per New York State Vehicle and Traffic Law

A. One blue light may be affixed to any motor vehicle owned by a volunteer member of a fire department or on a motor vehicle owned by a member of such person's family residing in the same household. A light may also be displayed on a vehicle owned by a business enterprise in which the member is employed or owns.

B. The volunteer fireman must be authorized in writing to so affix a blue light by the chief of the fire department or company of which he is a member, which authorization shall be subject to revocation at any time by the chief who issued the same or his successor in office. The blue light may be displayed by a volunteer fireman on a vehicle only when engaged in an emergency operation. Such written authority must be carried upon the person of the operator of the vehicle whenever such lights are displayed. The word "display" means to have turned on and lit up.

C. A blue light affixed to and displayed upon a vehicle shall comply with the following:

- a. Only one such light may be displayed which must be visible from in front of vehicle.
- b. Such light may not be part of the headlamp system.
- c. No inscription may appear across the face of the lens or dome.
- d. Such light may be a fixed, unidirectional light, either steady or flashing, mounted in front of or behind the grille or anywhere on the vehicle, or a revolving, rotating, oscillating or constantly moving light which must be mounted above the headlamps preferably on the roof to avoid reflected glare or distraction to the operator.
- e. If mounted upon the dashboard inside the vehicle, a suitable cover, which may consist of paint, must be used to prevent reflected glare or distraction to the operator.
- f. Such light must consist of a lamp with a blue lens and not an uncolored lens with a blue bulb, except that a roof-mounted dome unit that does not include a lens must consist of a blue dome and not an uncolored dome with a blue bulb.
- g. The lens of such a light must be not less than three inches or more than six inches in diameter, except that a roof-mounted dome unit which does not include a lens must be not more than nine inches in height.
- h. The affixing of more than one light or lighting device or fixture whereby the lights or lamps are made to flash alternately is prohibited.

D. One bar light may be used, provided that:

- a. it has a housing not more than nine inches high.
- b. it consists of a blue housing, and not an uncolored housing with blue bulbs.
- c. all bulbs inside the housing flash on and off simultaneously.
- d. the blue housing is continuous with no breaks, barriers or coverings which could give the appearance of two or more lights; and
- e. it is mounted on the roof of the vehicle and not on the hood, trunk or other part of the vehicle.

E. Examples of prohibited lights are:

- a. Lights that give off blinding flashes, such as strobe lights, are prohibited.
- b. a blue light on the front of the vehicle together with the same color light on the roof.
- c. a blue dome light and a bar light of the same color.

- d. a bar light divided into two or more parts by any section of another color, including white, or by any opaque material; or
 - e. Two blue dome lights.
 - f. A blue light may not be affixed to a vehicle which is entitled to have red lights affixed and one or more red lights are so affixed.
- F. It is a violation of the Vehicle & Traffic Law to abuse these provisions. More importantly, if these provisions are violated, it might be possible for an insurance company to refuse to pay for accidents or injuries that occur while a vehicle is displaying such light during an emergency operation. Moreover, a plaintiff might be able to prove that the driver violated the law and such violation could assist the plaintiff in a victory against the member. In any such case, the Whitehall Volunteer Fire Company Inc. will not indemnify members who do not follow state law.

2. Live Burn Release for Real Property

The undersigned building owner, _____ and its successors, heirs, assigns and personal representatives (the "Building Owner"), hereby authorize, grant, and convey unto the Whitehall Volunteer Fire Company Inc. (the "Fire Company") all rights and privileges to enter upon Building Owner's property and to burn a certain building or structure presently located at:

_____ Tax Map ID # _____ and owned by the Building
Owner (the “Building”), which has previously been identified and designated by the Building

Owner to _____, Chief of the Whitehall Volunteer Fire Company, as the building or structure to be razed by burning in connection with the Fire Company's Training Program.

In consideration for the services provided in razing the Building, the Building Owner hereby agrees to hold the Fire Company, its successors and assigns, officers, directors, members, including the Village and Town of Whitehall, (the “Indemnified Parties”) harmless from and against any and all claims, suits, losses, demands, or related causes of action for damages, including, but not limited to, any claims for any damage to the Building or any part thereof or any contents therein or claims that may result in injury or death, accidental or otherwise, during, or otherwise in any way arising out of, the razing of the Building by burning on Building Owners property. Building Owner hereby represents and warrants to Fire Company that Building Owner owns the Building.

Building Owner understands and acknowledges that Fire Company will raze the Building by burning as a part of the Fire Company Training Program and that the razing of the Building by burning will benefit Building Owner inasmuch as Building Owner originally contemplated the razing and demolition of the Building. Building Owner will be responsible for determining and obtaining all permits to authorities having jurisdiction.

Dated at _____, this _____ day of _____ 20____.

Signature of Building Owner: _____

Print Name: _____ Phone: _____

Building Owners address: _____

Building Owners Telephone: _____

Fire Chief or designee: _____

Witness signature: _____

3. Live Fire Training Check List

Operations Manual - Section 14, and NFPA 1403 provides more information on live fire training. Please review those requirements before conducting live fire training.

Date of Burn Training: _____

Owner of Building: _____

Location of Building: _____ Tax Map ID# _____

Description of Building: _____

Instructor In Charge: _____

Safety Officer: _____

- ☐ Proper permits obtained from authority having jurisdiction?
- ☐ Release (with hold harmless included) signed by both the property owner and the fire company.
- ☐ Verification that fire insurance on building has been canceled.

Has the fire department verified the completion of the following:

- ☐ Site verification
- ☐ Hazards removed
- ☐ Pre-burn planning
- ☐ Incident command utilized
- ☐ Adequate water supply
- ☐ Instructors/participants briefed
- ☐ Checked weather conditions
- ☐ Safety briefing
- ☐ Pre-burn building inspection Class A fire “sets” only
- ☐ Disconnection of utilities
- ☐ Back up crews in place
- ☐ Exposures removed/protected
- ☐ Post-burn inspection
- ☐ Have post-burn hazards been communicated to owner with his acknowledgment and sign off to eliminate hazards?

4. "Notice of Finding" for Carbon Monoxide Alarms

Resident Name: _____ Phone: _____

Address: _____

Owner's name: _____ Phone: _____

Date: ____/____/20____ Time: _____ AM / PM

Where the windows open upon arrival? Yes / No

Type of Heat: Oil / Gas / Kerosene other: _____

Kerosene heater present? Yes / No if yes, how many? _____

Cooking stove: Gas / Electric

Fireplace: Yes / No Woodstove: Yes / No

Hot Water Heater Gas / Electric / Oil

Garage Attached: Yes / No

Carbon Monoxide Levels:

Porch Level: _____ PPM

Bedroom #2 Level: _____ PPM

Kitchen Level: _____ PPM

Bedroom #3 Level: _____ PPM

Living Room Level: _____ PPM

Basement Level: _____ PPM

Bedroom #1 Level: _____ PPM

Other Rooms Level: _____ PPM

_____ **NO READING Call dispatch if problem re-occurs. Non Emergency # 747-3325**

_____ **UNACCEPTABLE READINGS, We recommend that no one should re-enter the building until the problem has been corrected.**

Officer in Charge: _____

Signature of Resident: _____

Unintentional Carbon Monoxide (CO) poisoning sends an estimated 10,000 people to hospital emergency rooms for treatment each year nationwide, and claims more than 200 lives. Heating appliances including water heaters and clothes dryers that are not working properly are the major cause of unintentional carbon monoxide poisoning in New York. Other common sources include emergency generators, temporary cooking appliances or space heaters, motor vehicles left running in attached garages or adjacent to a building.

It is very important to be aware of the early signs of CO poisoning. Exposure to CO can mimic flu systems – headaches, dizziness, disorientation, nausea and fatigue. Higher levels of exposure will result in disorientation and drowsiness, leading to unconsciousness and death. Often the symptoms will be less when the person exposed to carbon monoxide leaves the building, only to have the symptoms reoccur when the person re-enters the building.

A CO detector is not designed to detect smoke or heat. A CO detector is not a substitute for a properly installed smoke detector. Combination smoke detector and CO detectors are available and should also be installed in accordance with the manufacturer's instruction. Whitehall Volunteer Fire Company Inc. endorses the use of Ionization and Photoelectric type Smoke Detectors simultaneously to ensure the greatest degree of fire detection for our residents.

5. Contract for Commercial Transport by the Whitehall Volunteer Fire Company Inc. RECINDED BY MAJORITY VOTE OF THE FIRE COMPANY ON JULY, 2013 MEETING

The Whitehall Volunteer Fire Company Inc., hereinafter referred to as Seller, and

_____, hereinafter referred to as Buyer,

Hereby agree on this ____ day of _____, in the year _____, to the following terms.

A. Identities of the Parties

Whitehall Volunteer Fire Company, whose business address is 161 Main Street, in the Village of Whitehall, State of New York, is a Type B fire corporation under New York State Not for Profit Corporation Law.

Buyer, whose address is _____, in the Town of Whitehall, State of New York. By signing this agreement attests that he is the owner responsible of said property.

B. Description of the Goods

Seller agrees to transport and deliver to Buyer, on or before _____ [date], the below-described goods:

Transportation of _____ Gallons of Water, requiring _____ [amount] trips to complete delivery, at a cost of \$ _____.

This does not including water costs payable to the Village of Whitehall.

C. Buyer's Rights and Obligations

Buyer agrees to accept the goods and pay for them according to the terms further set out below.

Buyer agrees to pay for the goods in full upon receipt

Buyer is obligated to make payment, separate of this agreement, for the cost of water if provided by the village of Whitehall.

Goods are deemed received by Buyer upon final delivery to Buyer's address as set forth above.

RELEASE AND WAIVER OF LIABILITY, INDEMNITY AGREEMENT AND ASSUMPTION OF RISK

Read carefully before signing

I am aware that receiving services from the Whitehall Volunteer Fire Company Inc. may result in Hazardous activity, involving risk of injury, death, or personal property loss or damage. The risks include, but are not limited to, injury or fatality due to accidents while traveling to and from activity sites and other risks that may not be known. The dangers involved may arise from the negligent acts or failures to act on the part of officers and members of the Whitehall Volunteer Fire Company Inc.

In Consideration for receiving services provided by the Whitehall Volunteer Fire Company Inc.

I AGREE TO:

Be responsible for all water charges incurred as a result of this transport agreement. If water is provided by the Village of Whitehall Water Works, the buyer is responsible for all costs to the village at the appropriate rate based on where the water was delivered (village or town).

RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE WHITEHALL VOLUNTEER FIRE COMPANY INC.; THE VILLAGE OF WHITEHALL AND/OR THE TOWN OF WHITEHALL (collectively referred to as RELEASEES) for ALL CLAIMS OF LIABILITY for injury, death, property damage or other loss, now or in the future, as a result of my receiving services incidental thereto, EVEN IF CAUSED BY THE NEGLIGENCE OF THE RELEASEES.

TO INDEMNIFY AND HOLD HARMLESS THE RELEASEES from all claims of liability for any injury, death, property damage or other loss I incur EVEN IF CAUSED BY THE NEGLIGENCE OF THE RELEASEES.

ASSUMPTION OF RISK—I acknowledge the dangers in the activities and I voluntarily ASSUME ALL RISKS, BOTH KNOWN AND UNKNOWN, AND ACCEPT FULL RESPONSIBILITY for injury, death, property damage or other loss EVEN IF CAUSED BY THE NEGLIGENCE OF THE RELEASEES.

IT IS THE INTENTION OF THIS AGREEMENT TO EXEMPT AND RELIEVE FROM LIABILITY AND BAR ANY RIGHT TO SUE RELEASEES FOR PERSONAL INJURY, PROPERTY DAMAGE AND WRONGFUL DEATH CAUSED BY NEGLIGENCE. I expressly agree that this Release and Waiver of Liability, Indemnity Agreement and Assumption of Risk Agreement is intended to be as broad and inclusive as permitted by the laws of the STATE OF NEW YORK and that, if any portion of the agreement is held invalid, it is agreed that the balance shall continue in full legal force and effect.

I have carefully read this agreement and fully understand its contents. I AM AWARE THAT THIS IS A RELEASE AND WAIVER OF LIABILITY TO ALL RELEASEES AND THAT BY SIGNING THIS AGREEMENT I AM GIVING UP IMPORTANT LEGAL RIGHTS. I understand and freely sign this agreement and agree that no oral representations, statements or inducements have been made apart from the foregoing agreement. This AGREEMENT shall bind my heirs, executors, assigns, legal representative and family members.

Name (print): _____

Signed: _____ Date: _____

6. Release for use of Real Property

The undersigned building owner, _____ and its successors, heirs, assigns and personal representatives (the "Building Owner"), hereby authorize, grant, and convey unto the Whitehall Volunteer Fire Company Inc. (the "Fire Company") all rights and privileges to enter upon Building Owner's property and to use a certain building or structure presently located at:

_____ Tax Map ID # _____ and owned by the Building Owner (the "Building"), which has previously been identified and designated by the Building Owner to Bryan Brooks, Fire Chief of the Whitehall Volunteer Fire Company, as the building or structure to be exposed to limited demolition in connection with the Fire Company's Training Program.

In consideration for the services provided in limited demolition of the Building, the Building Owner hereby agrees to hold the Fire Company, its successors and assigns, officers, directors, members, including the Village and Town of Whitehall, (the "Indemnified Parties") harmless from and against any and all claims, suits, losses, demands, or related causes of action for damages, including, but not limited to, any claims for any damage to the Building or any part thereof or any contents therein or claims that may result in injury or death, accidental or otherwise, during, or otherwise in any way arising out of, the use of the Building, including limited demolition, on Building Owners property. Building Owner hereby represents and warrants to Fire Company that Building Owner owns the Building.

Building Owner understands and acknowledges that Fire Company will use the Building by as part of the Fire Company Training Program and that destruction of some or all of the building is likely and that this will benefit Building Owner inasmuch as Building Owner originally contemplated the razing and demolition of the Building. Building Owner will be responsible for removing any part of the structure left after the fire company use and determining and obtaining all permits to authorities having jurisdiction.

Dated at _____, this _____ day of _____ 20____.

Signature of Building Owner: _____

Print Name: _____ Phone: _____

Building Owners address: _____

Building Owners Telephone: _____

Fire Chief or designee: _____

Witness signature: _____

7. Deposit Report

RECEIPT OF INCOME - BANK DEPOSIT

ACCOUNT: Check one

- ☐ **Fire Operations - General Fund Checking**
- ☐ **Exempt Volunteer Firefighters Association Checking**
- ☐ **Capital Reserve Fund (money market)**

☐ Thank you card sent if DONATION

Date: ____ / ____ / **20**____

[illegible]

Internal Fire Company Use Only

Do Not Give this Income Report to Bank - Return to Treasurer with deposit slip attached.

Receiver sign:	Receiver sign:	<u>Depositor sign</u>
Print name:	Print name:	Print name:
Date:	Date:	Date:

8. Purchase Order

Purchase Order

Use this Purchase Order with all Credit/Debit Card and Store Charge Account Purchases

ACCOUNT: **Fire Operations Checking** ☐ **Exempt Assoc. Checking** ☐

PAYMENT TYPE: **Credit Card** ☐ **Check** ☐ **Charged to Store Account** ☐

Date: / /

Vendor: _____

Address: _____

City: _____

Phone: _____

Quantity	Description	Expense Category If known	Cost
	N.Y. State Sales Tax Exempt # EX-126-330		
	Total		

Internal Fire Company Use Only

Do Not Give this Purchase Order to Vendor - Return to Treasurer with receipt attached.

Purchaser sign:	Authorized by:	Authorized by:
Print name:	Print name:	Print name:
Date:	Date:	Date:

9. Account Transfer

Account Transfer

ACCOUNT: Check one

<input type="checkbox"/> Fire Operations	to:	<input type="checkbox"/> Capital Reserve	<input type="checkbox"/> Exempt Assoc.
<input type="checkbox"/> Exempt Assoc.	to:	<input type="checkbox"/> Fire Operations	<input type="checkbox"/> Capital Reserve
<input type="checkbox"/> Capital Reserve	to:	<input type="checkbox"/> Fire Operations	<input type="checkbox"/> Exempt Assoc.

Date: / /

Reason/ Description	income Category If known	Total
		\$
	Total	\$

Internal Fire Company Use Only

Do Not Give this Income Report to Bank - Return to Treasurer with deposit slip attached.

Authorized signature:	Authorized signature:
Print name:	Print name:
Date:	Date:

Name: _____

Accountability Number: _____

Date First Joined: _____

Request Date: _____

Blazer Items	Color	Rank	SIZE	NEED	ISSUED
Blazer	Navy				
Breast Buttons - 10	Silver, Gold				
Cuff Buttons - 4	Silver, Gold				
Lapel Pins – Indicate Rank	Silver, Gold				
Service Star - Left Sleeve Only	Gold	1 STAR for every 5 years of service			
Shirt Items					
Long Sleeves	White				
Short Sleeves	White				
Tie	Navy				
Lapel Pins	Silver, Gold w/Red				
Pants Items					
Pants	Navy				
Web Belt	Black				
Belt Buckle	Silver, Gold				
Accessory Items					
Bell Hat	Navy, White				
Hat Band	Black, Silver, Gold				
Gloves	White				
Badges					
Breast Badge- Indicate Rank	Silver, Gold				
Hat Badge – Indicate Rank	Silver, Gold				
Rank Bar - Rank	Silver, Gold				
Achievement Ribbons		Circle highest Level			
Educational Ribbon - Firefighter		1	2	3	
Educational Ribbon – Pump / Aerial / Tanker		P	A	T	
Advanced Educational Ribbon – Fire Instructor		1	2		
Advanced Educational Ribbon – Fire Officer		1	2		
Advanced Educational Ribbon – Fire Investigator		1	2		
Educational Ribbon – Haz- Mat	Awareness	Operations	Technician	Specialist	
Educational Ribbon - EMS	Indicate level:				
Service Ribbon	Total Active Years:				
Firefighter of the Year	Indicate year:				
Service					
Life Member	Yes	No			
Past Chief	Yes	No			
Separation from Service	Yes	Years:	Total Service years:		

Refer to "Section 11 - Protocol for Company Review" in Operations Manual

APPENDIX 11
TURNOUT GEAR ENSEMBLE AND ENSEMBLE ELEMENTS

ANNUAL INSPECTION CHECKLIST

Turnout Coat and Trouser Manufacturer Name _____

Turnout Coat Lot or Serial Number _____

Trouser Lot or Serial Number _____

Inspection instructions – place a checkmark next to the inspection criteria as the inspection of each ensemble element is completed.

FAILURE: Place an “F” next to any item that requires failure and an “R” that requires replacement.

Turnout Coat and Trouser

_____ Soiling

_____ Contamination

_____ Rips, tears and cuts

_____ Damaged or missing hardware and closure systems

_____ Thermal damage such as charring, burn holes, melting, discoloration of any layer

_____ Loss of moisture barrier integrity indicated by rips, cuts, tears, abrasions, discoloration or thermal damage

_____ Evaluation of system fit and coat/trouser overlap

_____ Damaged or missing reflective trim

_____ Loss of seam integrity and size compatibility of shell, liner and the Drag Rescue Device

_____ Loss of material physical integrity as evidenced by discoloration, significant changes in material texture, loss of material strength, loss of liner and material shifting of liner material

_____ Loss of wristlet elasticity, stretching, runs, cuts or burn holes

_____ Manufacturer label integrity and legibility

____Hoop and loop functionality

____Liner attachment systems

____Closure system functionality

____Correct assembly and size compatibility of shell, liner and Drag Rescue Device

Turnout Coat Linder and Moisture/Thermal Barrier

The liner may need to be opened to expose all layers for inspecting and testing based on the physical condition of the Liner/Barrier

____Physical damage to all layers and sides of each layer such as rips, cuts and abrasions

____Thermal damage such as charring, burn holes, melting or discoloration of any layer

____Loss of seam integrity, broken or missing stitches, and loose or missing moisture barrier seam tape

____Material physical integrity: UV or chemical degradation as evidenced by discoloration, significant changes in material texture, loss of material strength, loss of liner material or shifting of liner material

____Delamination as evidenced by separation of film from substrate fabric, flaking or powdering

____Water penetration barrier evaluation (Cup Test) completed; date required:

M____D____Y____

Hood

____Soiling

____Contamination

____Rips, tears and cuts

____Thermal damage such as charring, burn holes, melting and discoloration

____Loss of face opening adjustment

____Loss of seam integrity and broken or missing stitches

Helmet (Shell)

_____ Soiling

_____ Contamination

_____ Cracks, crazing, dents and abrasions

_____ Thermal damage such as charring, burn holes, melting and discoloration

Helmet (Earflaps)

_____ Rips, tears and cuts

_____ Thermal damage to the shell such as bubbling, soft spots, warping and discoloration

Helmet (Misc.)

_____ Damaged (charring, burn holes, discoloration, broken or missing seam stitches) or missing components of the helmet suspension or retention system

_____ Damaged or missing components of the face shield/goggle lens system including discoloration, crazing and scratches which are limiting lens visibility

_____ Damaged or missing reflective trim

Gloves

_____ Soiling

_____ Contamination

_____ Rips, tears and cuts

_____ Thermal damage such as charring, burn holes, melting and discoloration of any layer

_____ Shrinkage

_____ Loss of elasticity or flexibility

_____ Loss of seam integrity and broken or missing stitches

Footwear

_____ Soiling, Contamination

- ____ Cuts, tears and punctures
- ____ Thermal damage such as charring, burn holes, melting and discoloration
- ____ Exposed or deformed steel toe, steel midsole or shank
- ____ Excessive tread wear
- ____ Closure system component damage and functionality
- ____ Loss of seam integrity and broken or missing stitches
- ____ Condition of lining such as tears, excessive wear and separation from the outer layer
- ____ Heel counter failure

Drag Rescue Device

- ____ Installation in the garment
- ____ Soiling, Contamination
- ____ Cuts, tears, punctures, cracking or splitting
- ____ Thermal damage such as charring, burn holes, melting and discoloration

Personal Safety System (Self Rescue Device): Integrated Harness and Rope Assembly

- ____ Soiling, Contamination
- ____ Cuts, tears, punctures, cracking or splitting
- ____ Thermal damage such as charring, burn holes, melting and discoloration

Interface Components (jacket front closure, coat/pant, sleeve/glove, pant/boot interface)

- ____ Soiling, Contamination
- ____ Physical damage such as charring, burn holes, melting and discoloration
- ____ Loss or reduction of properties that allow the component to continue as effective interface such as loss of shape or inability to remain attached to the respective elements, if attachment is required
- ____ Loss of seam integrity and broken or missing stitches

Fire Gloves

- _____ Soiling
- _____ Contamination
- _____ Rips, tears and cuts
- _____ Inverted liner
- _____ Thermal damage such as charring, burn holes, melting, discoloration of any layer
- _____ Shrinkage
- _____ Loss of elasticity or flexibility
- _____ Loss of elasticity and shape of wristlets
- _____ Loss of seam integrity and broken or missing stitches

Rescue Gloves

- _____ Soiling
- _____ Contamination
- _____ Rips, tears and cuts
- _____ Inverted liner
- _____ Thermal damage such as charring, burn holes, melting, discoloration of any layer
- _____ Shrinkage
- _____ Loss of elasticity or flexibility
- _____ Loss of elasticity and shape of wristlets
- _____ Loss of seam integrity and broken or missing stitches

Safety Glasses

- _____ Permits clear vision (no significant scratches)
- _____ Cracking
- _____ Snug Fit

Name of Inspector (Print)_____

Date of Inspection M___D___Y___

Pass _____ Fail _____ (check mark)

Any item that fails, list here:

Any item that needs replacement, list here:

Reason(s) for failure:
