

# NORTH PROVIDENCE FIRE DEPARTMENT

## 2014



### OPERATIONS MANUAL

DEPARTMENT of PUBLIC SAFETY  
1951 Mineral Spring Ave  
North Providence, RI 02904

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Director of Public Safety

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# **NORTH PROVIDENCE FIRE DEPARTMENT OPS MANUAL 2014**

## **INTRODUCTION**

### ***I. Purpose and Force***

1. The North Providence Fire Department OPERATIONS MANUAL 2014 is a regulatory publication which includes the Organization, Rules and Regulations and Standard Operating Procedures and Guidelines as issued by the Chief of Department and approved by the Director of Public Safety. The contents of this document represent the final version of the 2014 review and update effective March 1, 2014.
2. The North Providence Fire Department OPERATIONS MANUAL 2014 is binding upon all members of the North Providence Fire Department.

### ***II. Scope***

1. The OPERATIONS MANUAL supplements the Town of North Providence Charter which establishes and controls the department in the following areas:
  - a) Standard Operating Procedures that encompass the Administrative, Operations and Safety portions of the Department including but not limited to organizational authority and structure, rules and regulations, disciplinary guidelines and department justice, job descriptions and pre-determined operational engagement instructions for emergency operations.

### ***III. Use***

1. The OPERATIONS MANUAL 2014 is designed for use by all members of the North Providence Fire Department of all ranks and civilian, in the performance of duty. All members are to carry out their assigned responsibilities within the structure, procedures and guidelines set forth herein.
2. An initial copy of this Manual will be issued to each company, each member via disc and on the department web site. The official binding document shall always be the version located on the Department Server accessible through the department network.
3. Changes and additions to the OPERATIONS MANUAL 2014 will be issued by General Order upon 48 hours notice to Local 2334 except in the case of emergencies which may be issued in an immediate fashion. All new additions will contain an effective date; and, all revisions will be designated with an effective date followed by (REV) to document an established SOP has been revised.

**North Providence Fire Department**  
**2014 OPERATIONS MANUAL**  
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# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 1 Organization

**SOP # ADM 1.0**

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### ORGANIZATIONAL STATEMENT

**Purpose:** To describe the establishment and legal authority of the North Providence Fire Department along with the organizational structure, mission and emergency service functions provided to the community.

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#### 1.0.1

#### Organizational Statement

The North Providence Fire Department is organized under the Town Charter of the Town of North Providence, Rhode Island.<sup>i</sup> The fire department began as five district volunteer fire departments in the 1800s and progressed to a full-time paid department operating town wide by the late 1980s.<sup>ii</sup> The responsibilities of the Fire Department is to provide adequate protection of life and property from fire and other hazards normally under the jurisdiction of a fire department and for the enforcement of all laws, ordinances and regulations relating to fire prevention and fire safety.<sup>i</sup>

The fire department operates as a division of the North Providence Department of Public safety, and is under the direction of the Fire Chief.<sup>i</sup> The Fire Chief is responsible for the daily operations of the Department and its EMS services. Assisting the Fire Chief with the management of the Department are; the Chief of Training & Safety, Director of EMS, Fire Prevention Officer and Battalion Chiefs, while individual companies are commanded by line officers (Captains and Lieutenants).

The department is structured with several divisions using a “Chain of Command” system. They are; the Operations Division, EMS Division, Training & Safety Division, Fire Prevention Division, Communications Division and Repair Division. (See 1.0.4 table of Organization) The North Providence Fire Department Operations Division consists of 19 firefighters and fire officers and 1 Battalion Chief on duty at all times from three fire stations.<sup>iii</sup>

The North Providence Fire Department is proud to be rated by the ISO (Insurance Services Office) as a Class 2 Department. This is the highest rating in Rhode Island; and, a level only achieved by two other departments' state wide.

**1.0.2****Mission Statement**

The North Providence Fire Department is committed to providing the highest level of Public Safety services to our community. We protect lives and property through Fire Suppression, Advanced Life Support Emergency Medical Services, Technical Rescue, Fire Prevention and Public Education. We will take pride in our service and work safely, professionally and courteously. We provide challenging and continuing training and education that is current and effective, enabling the department to accomplish its mission. Our goals and objectives are to operate in compliance with all NFPA Standards as well as the internationally recognized best practices of a progressive and professional fire and rescue department.

**1.0.3****Department Functions**

The North Providence Fire Department provides a wide range of Emergency Services. These services include:

**1. Fire Suppression**

- a) The Department's priorities for providing fire suppression include: life safety, limiting the propagation and spread of fire, extinguishment, incident stabilization and property conservation. Members of the Department are trained and equipped to perform aggressive interior and exterior fire attack; operating in the investigatory, fast attack and command modes. Fire suppression operations are delivered using personnel and apparatus that are strategically located throughout the community. When required or conditions exist that dictate the need for additional resources, automatic or mutual aid is supplied by neighboring communities
- b) The supervision of the fire suppression force is maintained via the Department's command structure that includes the Fire Chief and Battalion Chiefs. Each company is composed of 2 firefighters and 1 Company Officer with coordination achieved through the Company Officer.
- c) Members of the Department of Fire Service are expected to perform duties that include but are not limited to: operation, inspection and minor maintenance of fire apparatus and equipment, fire suppression activities such as search and rescue, ventilation, overhaul and salvage, directing hose streams, working from ladders, applying foam, administering pre-hospital emergency medical care, performing various rescue services, mitigating hazardous materials releases, using power tools and equipment, cleaning and light maintenance of stations and motor apparatus.

## 2. Emergency Medical Services

- a) The North Providence Fire Department is certified by the State of Rhode Island Department of Health to provide advanced life support to EMS incidents.
- b) All personnel are certified to the levels of Emergency Medical Technician Cardiac or Emergency Medical Technician Basic by the RI DOH.
- c) Each vehicle utilized as a first responder vehicle is equipped with the minimum level of equipment as required by RI DOH.
- d) Members assigned to the Emergency Medical Services Division are expected to perform all of the aforementioned fire service functions, as well as provide emergency care under the guidelines set forth in the Rhode Island Pre-Hospital Protocols.

## 3. Hazardous Materials Response

- a) Members of the Department have been trained to function to the "Operational" level of hazardous materials response (29 CFR 1919.120). In accordance with guidelines set forth by the State of Rhode Island Fire Education Board, personnel operate in a defensive fashion but can mitigate a limited number of minor spills/leaks in an offensive mode.<sup>1</sup>

## 4. Regional Decontamination Response

- a) The Department operates a Regional Decontamination Unit as part of the State of Rhode Island's Disaster Preparedness initiatives.
- b) All members of the department have been trained in Hazardous Materials Decontamination for Haz-Mat entry teams as well as Mass Decontamination of the public in the event of a terrorist event or Major hazardous materials release.
- c) The DECON Team responds to any incident in the Northern part of the State or when ever called upon through the Mutual Aid Agreement

## 5. Special Rescue Operations

- a) Multi-discipline rescue services are provided to cover a number of technical situations that include but are not limited to: vehicle and machinery extrication, water rescue, confined space, trench collapse, building collapse and rope

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<sup>1</sup> Any expanded mitigation of a Hazardous Materials incident will require the response of the state's regional hazmat response team.

rescue. When situations exist beyond the training level of on scene personnel<sup>2</sup>, or the capabilities and resources of the Department, mutual aid as well as state and federal resources can be requested.

## 6. Fire Prevention, Inspection, Investigation and Code enforcement

- a) Fire prevention activities that are provided by the Department are part of a comprehensive plan to protect life and property from fire and other hazards. Code enforcement, pre-construction plan review, public fire education and the investigation of fires are all components of the prevention plan. The Fire Prevention Division is responsible for implementing and managing activities in this section and is composed of a Fire Marshal and Assistant Fire Marshall; the State of Rhode Island Department of Public Safety – Office of State Fire Marshal, certifies staff serving in these positions. Inspections of commercial occupancies are conducted to monitor and rectify conditions that may cause fire situations or the spread of fire. The primary objective of these inspections is to ensure the safe egress of occupants who may be endangered by fire or its byproducts. Personnel from the Fire Marshal's office work in cooperation with building, planning and zoning and, potential commercial and residential property owners in order to facilitate proper certifications for occupancy. It is also the responsibility of the Fire Marshal to enforce all aspects of local, state and federal regulations/codes pertaining to fire and life safety compliance.
- b) The investigations of all fires are conducted to determine cause and origin of ignition. This information is required in order to prevent the occurrence of future fires or at the least, reduce the severity of such incidents. If a fire is determined to be of suspicious origin, a thorough investigation is intended to prosecute the guilty party. In this case, the investigation becomes a deterrent to the crime of arson. When necessary, the Fire Marshal may utilize the expertise of mutual aid fire investigators, members of the Connecticut State Fire Marshal's Office or agents from the Bureau of Alcohol, Tobacco and Firearms or Federal Bureau of Investigation.

## 7. Public Fire and Safety Education

- a) Fire safety awareness programs are conducted annually by members of the suppression force in cooperation with the Fire Marshal's office. The primary focus is on early childhood education and self-preservation training methods. This entails the delivery of programs to pre-K and grade school students located within the three fire districts. Age appropriate programs are provided

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<sup>2</sup> Training in the technical rescue discipline is at different levels for each individual. Members will not exceed their level of training in a technical rescue; assistance from mutual aid will be called in order to perform these rescues.

to middle and high school classes as well as senior citizens on an on-going basis.

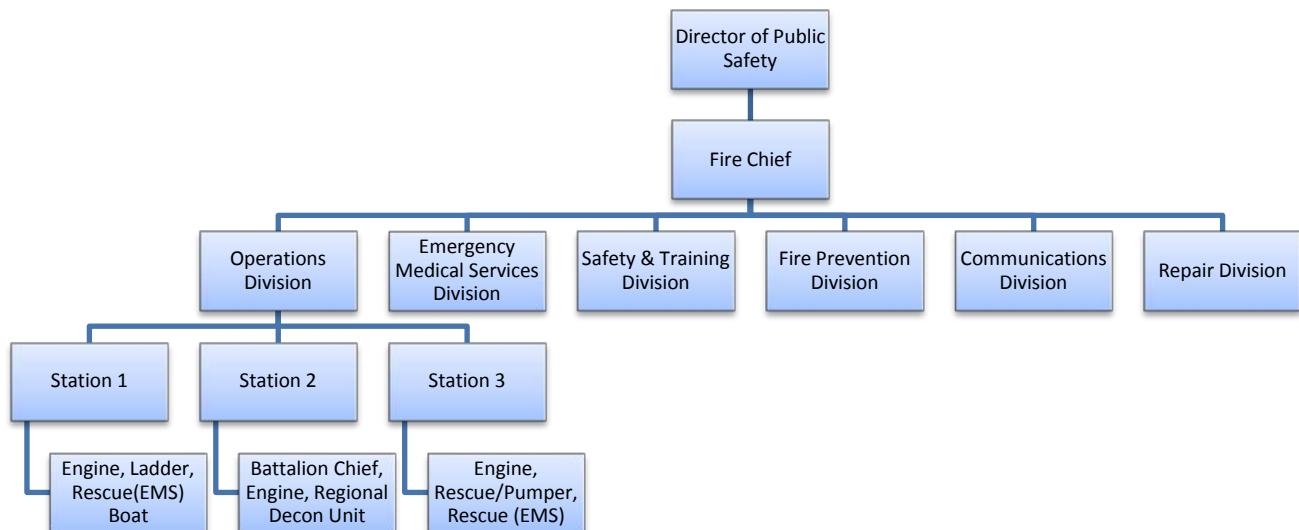
## 8. Training

- a) Each member of the department is trained in a recruit fire academy before being appointed to the department. In this academy each candidate is certified through the Rhode Island Fire Academy in Firefighter 1 &2, Driver Operations for Aerial and Pumper apparatus, Hazardous Materials Operations and Haz Mat Decontamination, vehicle extrication and an awareness of other technical rescues they may encounter.
- b) Continuing training is provided at least monthly through assigned Task Oriented Training (TOT) bulletins, Company drills and segments taught through the Division of Training.
- c) Training is completed on any new procedure or policy issued, any new equipment received and any new technique or trend that is introduced to the fire and EMS service.
- d) Any and all training is done following recommended standards of the NFPA and OSHA and any other regulating body.
- e) Additional training opportunities are also available for personnel to attend courses offered by the Rhode Island Fire Academy, National Fire Academy, Rhode Island EMA, and many other private, state and national venues.

## 9. Other customer services include:

- a) Fire Safety programs
- b) CPR refresher programs
- c) Hydrant inspections
- d) Civic detail support
- e) Blood pressure screening
- f) Educational tours
- g) Smoke and Carbon Monoxide give-away program
- h) Public Assistance in various fields

#### 1.0.4 Table of Organization



<sup>i</sup> Town of North Providence Town Charter

<sup>ii</sup> History of the Town of North Providence

<sup>iii</sup> Collective Bargaining Agreement



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 1 Organization

SOP # ADM 1.1

EFFECTIVE: 01 MAR 14 (REV)

## ADMINISTRATIVE DIVISION

**Purpose:** To establish guidelines for the operation and function of the Administrative Division of the Department.

### 1.1.1

#### General

1. **Hours-** The hours of operation of the Fire Department Administrative Offices shall be – Monday through Friday from 08:00 until 16:00 hrs, excluding holidays as per collective bargaining agreements.
2. **Appointments-** Any member requesting to see or meet with any administrative personnel should call ahead when possible for an appointment; or, check in at the front counter to request time to see the Chief, Assistant Chief or other Division.

### 1.1.2

#### Administrative Division

1. **Chief** – The Chief of Department shall be in overall command of department and manage both the Operations and Administrative Divisions of the Fire Department. He shall perform all of the duties assigned to that position by the Town of North Providence Charter, all applicable state and federal laws and shall endeavor to direct, control and guide the department in line with NFPA Standards and recommendations as well as internationally recognized best practices for the fire service.
2. **Assistant Chief (as appointed)** – The Assistant Chief of Department shall assist the Chief of Department in the overall command, management and supervision of the Department. He shall assume all of the aforementioned responsibilities of the Chief of Department solely in the Chief of Departments absence. He shall also command any other Division or perform any other duties as deemed necessary by the Chief of Department. He shall perform his duties consistent with all applicable state and federal laws and shall endeavor to direct, control and guide the department in line with NFPA Standards and recommendations as well as internationally recognized best practices for the fire service.
3. **Director of EMS, Fire Marshal, and Director of Training-** The Chief of Department shall appoint qualified Chiefs or Officers to head the Administrative Divisions of the

Department. The appointee's shall report directly to the Chief of Department on the direction, needs, status and overall functions of their respective divisions. They shall perform their duties in accordance with job descriptions as set forth within the Department Standard Operating Procedures.

- a) Assistant Fire Marshal or any other Assistant that may be assigned to any of the Administrative Divisions shall be qualified and appointed by the Chief of Department. They shall report directly to their division Officer in Charge.

## 4. Fire Department Secretary

- a) Duties – The duties and responsibilities of the Fire Department Secretary shall include but not be limited to the following:
  - i. Provide Executive Assistance to the Chief of the Department
  - ii. Assist in the processing of payroll
  - iii. Organize Personnel and Medical files
  - iv. Manage Purchase Orders
  - v. Manage Accounts Receivable,( i.e. Smoke detector inspection fees, fire alarm tie-in fees, plan review fees, fire reports, details, deposit all funds into appropriate accounts)
  - vi. Update personal information for all employees
  - vii. Answer phones as needed
  - viii. Assistance in the management of IOD claims by processing claims with the Blue Cross Municipal Work Related Unit.

## 5. Customer Service Clerk

- a) Duties – The duties and responsibilities of the Fire Department Customer Service Clerk shall include but not be limited to:
  - i. Assist the Fire Department Secretary, and assume those responsibilities in his/her absence
  - ii. Answer main administrative phone line
  - iii. Assist in the processing of payroll
  - iv. Schedule all residential smoke detector inspections for Fire Prevention
  - v. Schedule all Trade Name inspections for the Fire Prevention Bureau
  - vi. Manage files for the Fire Prevention Bureau
  - vii. Answer requests for EMS and Fire reports

- viii. Electronically transfer Structure Fire Reports to the Rhode Island State Fire Marshal's office
- ix. Manage the NFIRS reports for completion status



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 1 Organization

**SOP # ADM 1.2**

EFFECTIVE: 01 JAN 11

### CHAIN OF COMMAND

**Purpose:** To establish a clear and decisive leadership model for the execution of all Department orders, tasks and assignments.

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**1.2.1**

#### Chain of Command

1. The Chain of Command is as follows:

Director of Public Safety  
Assistant Director of Public Safety  
Chief of Department  
Assistant Chief of Department (as appointed)  
Battalion Chief  
Captain  
Lieutenant  
Firefighter 1<sup>st</sup> Class  
Firefighter 2<sup>nd</sup> Class  
Firefighter 3<sup>rd</sup> Class



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM Chapter 1 Organization

**SOP # ADM 1.3**

EFFECTIVE: 01 JAN 11

## ANTI- HARASSMENT POLICY

**Adopted by the Town of North Providence on December 2, 1996**

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A fundamental policy of the Town of North Providence (“Town”) is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters, which do not relate to the Town’s operations. In particular, an atmosphere of tension created by non-work related conduct, including ethnic, racial, sexual or religious remarks, animosity, unwelcome sexual advances or requests for sexual favors or other such conduct does not belong in our workplace.

Any form of harassment of employees or of applicants by other employees. Vendors or citizens are prohibited. Harassment includes, without limitation. Verbal harassment (epithets, derogatory statements, slurs, etc.), visual harassment (posters, cartoons, drawings, etc.) and innuendo.

Sexual harassment is a violation of state and federal law. It includes, un-welcomed sexual advances, requests for sexual favors, sexually motivated physical contact and other verbal or physical conduct, or visual forms of harassment of a sexual nature when submission to such conduct is either explicitly or implicitly made a term or condition of employment or is used as the basis for employment decisions or when such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

Behavior which constitutes sexual harassment includes, without limitation, the following:

Any unwelcome, purposeful touching or contact of any kind or manner;

Any unwelcome sexual proposition or advance of any kind or nature;

Sexually oriented or suggestive comments about an individual’s body or attire;

Sexually oriented or suggestive innuendo, derogatory remarks, gestures or obscenities;

Questioning or prodding about an individual’s sexual history or orientation;

Sexually oriented or suggestive jokes or kidding of a lewd or offensive nature;

Abusive remarks, oral or written, about an individual's gender;

Visual luring or ogling;

Displaying, distributing or disseminating, by any means, drawings, pictures, illustrations, audio or visual recordings or other objects of a sexual or offensive nature.

You cannot be forced to submit to such conduct as a basis for any employment decision and the Town will do its best to keep itself free of any conduct which creates an intimidating, hostile or offensive work environment for our employees.

## **What To Do If You Feel Our Policy Has Been Violated**

In the event that any sort of ethnic, racial, religious, or sexual harassment, or similarly abusive verbal or physical conduct occurs or interferes with any individual's work performance, or creates an intimidating, hostile or offensive work environment, you are urged to immediately contact your direct supervisor or the Mayor's Office. You are encouraged to report all incidents of what you perceive to be any form of harassment regardless of who the offender or other participants may be. You may report any such conduct of incident verbally and are requested to also submit a written report, which includes dates of events and names of everyone involved and everyone that saw or heard what happened.

If you feel uncomfortable reporting the matter to your direct supervisor, you may contact the Mayor, who, to the extent possible, will treat the matter with an appropriate degree of confidentiality. Charges of harassment will be promptly and thoroughly investigated and you will be advised of the results of the investigation. The investigation will be conducted in a discreet manner so as to protect the privacy of those persons involved to the extent practical. Since an investigation of this nature necessitates that defamatory statement be repeated, either an accused offender, victim, witness or other participant can be assured of absolute confidentiality. The Town understands that these matters can be extremely sensitive, and so far as possible will keep all employee complaints and all communications, such as interviews and witness statements in confidence to the extent appropriate.

If the Town determines that harassment has occurred, appropriate relief for the employee bringing the complaint and appropriate disciplinary action against the harasser and any other offender, up to and include discharge, will follow. A non-employee who subjects an

employee to harassment in the workplace will be informed of our policy and appropriate action will be taken. In all cases, the Town will make follow-up inquiries to ensure that the harassment has not resumed.

An employee who remains unsatisfied after investigation by his or her direct supervisor or the Mayor may seek review from the Town Council who may direct or conduct an independent investigation, including witness interviews and statements concerning the complaint. The Town Council may take such remedial action as is appropriate.

The Town will not tolerate retaliation against any employee who complains of harassment or provides information in connection with any such complaint. Retaliation is a serious violation of this policy and should be reported immediately. Any employee found to have retaliated against another employee for reporting any form of harassment described in this policy will be subject to appropriate discipline up to and including discharge. Any obstruction or attempt to obstruct a complaint or report of harassment, or interference with or failure to cooperate with an investigation of harassment will subject any employee to disciplinary action, up to and including discharge.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 1 Organization

**SOP # ADM 1.4**

EFFECTIVE: 10 FEB 14 (REV)

### DOCUMENT DISTRIBUTION

**Purpose:** To establish a process to insure all members receive and understand all Department Orders, Memo's and Standard Operating Procedures

#### 1.4.1

##### Procedure

1. The distribution for all General Orders, Memorandums, Announcement's, and Standard Operating Procedures will be by way of the Department e-mail system through a "General Distribution" blast. All communications distributed by way of department email shall be permanently stored on the Department Server in the "Public Share" Folder.
2. Company Officers on duty at the time of a General Distribution shall print a copy of the document, post it on the appropriate board and log it "received" in their Company Log Book.
3. Company Officers will review the contents of the received material with the members assigned to their company insuring that they have fully read, understand and are compliant to all distributed materials.
4. Oncoming Company Officers are responsible for insuring that all members assigned to their company have fully read, understand and are compliant to all General Orders, Memo's, SOP's and all other distributed Department materials.
5. Each firefighter is personally responsible for the content of all Standard Operating Procedures, General Orders, Memorandums, Announcements and all other items available on the Public Share Folder. Not knowing a policy is no excuse and shall not be used as a defense for non compliance to policy.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 1 Organization

**SOP # ADM 1.5**

EFFECTIVE: 01 JAN 11

## PERSONNEL FILES

**Purpose:** To establish of process for the review of Personnel Files and Medical Files.

### **1.5.1** Procedure

1. The Department shall keep a Personnel File for each member of the Department. Such files shall contain all information relative to each member's employment including credentials, education, classes attended, promotional information, injury/ illness information, disciplinary actions and all other relevant information.
2. The Department shall keep a Medical File for each member of the Department. Such file shall contain all information relative to each member's medical history relative to job related illnesses, injuries, and exposures.
3. All employees will have the right to the inspection of their personnel files.
4. This policy will comply with the RI General Laws, concerning inspection of personnel files. (RIGL 28-6.4-1)
5. Employees must make notice to the Chief of Department in writing, at least 7 days in advance. Then, an appointment will be made to review said file.
6. Inspection will be made in the presence of the Chief of Department or his designee, in an area appropriate for review.
7. Employee will not be permitted to make copies, or remove their personnel file from the immediate place of inspection located in the Chief of Departments Office. Employees are never granted permission to view their files alone.
8. Any attempt by any employee to alter the content of their personnel/ medical shall result in severe disciplinary action.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES

ADM Chapter 1 Organization

**SOP # ADM 1.6**

EFFECTIVE: 01 JAN 11

### **SUBPOENA POLICY**

**Purpose:** To establish guidelines for members involved in Subpoena's.

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#### **1.6.1**

##### **Procedure**

1. Employees who are served a subpoena involving a matter directly relating to the course of their employment will notify their Battalion Chief and submit a copy of the subpoena.
2. Employees who are served a subpoena as a private individual, which will require them to be absent from work in order to appear, will notify their Battalion Chief and submit a copy of the subpoena. Members will be allowed the use of vacation time for issues not related to Department business when court ordered to attend.
3. Employees will be entitled to a leave of absence with pay while serving as a subpoenaed witness for Department related issues.
4. Employees who are required to appear in court on Department related matters during periods, in which they would normally be off duty, will receive time and a half pay according to the amount of time involved.
5. Department employees appearing in court, where the Department is a party to a proceeding, will wear the full dress blue uniform, (Ref. SOP Uniform Regulations) and conduct themselves in a professional manner as representatives of the Department.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 1 Organization

**SOP # ADM 1.7**

EFFECTIVE: 01 MAR 14 (REV)

### DEPARTMENT STAFF MEETINGS

**Purpose:** To set general guidelines for departmental meetings to be utilized in the management of the Department.

#### 1.7.1

#### Meeting Guidelines

1. Command Staff meetings, (includes all Chief Officers) will be scheduled by the Chief of Department at least 4 times per year. Additional meetings will be held as needed to effectively manage the Department.
2. General Staff meetings (includes all Chief Officers and all Division Directors) will be scheduled by the Chief of Department twice annually; and, as needed to effectively manage the Department.
3. Battalion Chiefs shall conduct officer meetings at least 4 times per year. Additional meeting will be held as needed. Group meetings shall be held as needed at the discretion of the Battalion Chiefs.
4. The Chief of Department shall conduct company level meeting at his discretion as needed to address issues affecting the department on a need basis.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM Chapter 1 Organization

**SOP # ADM 1.8**

EFFECTIVE: 01 JAN 11

## REQUESTS FOR DEPARTMENT RECORDS

**Purpose:** To provide a standardized procedure for all personnel to follow with regard to fulfilling a records request of any nature.

### **1.8.1** Policy

All employees will strictly adhere to the guidelines set forth in Rhode Island General Law Title 38 Public Records et al, whenever a request is received by the Department for any record and/or report:

### **TITLE 38 Public Records CHAPTER 38-2 Access to Public Records**

#### **SECTION 38-2-3**

##### **§ 38-2-3 Right to inspect and copy records – Duty to maintain minutes of meetings – Procedures for access. –**

(a) Except as provided in § 38-2-2(4), all records maintained or kept on file by any public body, whether or not those records are required by any law or by any rule or regulation, shall be public records and every person or entity shall have the right to inspect and/or copy those records at such reasonable time as may be determined by the custodian thereof.

(b) Each public body shall make, keep, and maintain written or recorded minutes of all meetings.

(c) Each public body shall establish procedures regarding access to public records but shall not require written requests for public information available pursuant to R.I.G.L. § 42-35-2 or for other documents prepared for or readily available to the public.

(d) If a public record is in active use or in storage and, therefore, not available at the time a person requests access, the custodian shall so inform the person and make an appointment for the citizen to examine such records as expeditiously as they may be made available.

(e) Any person or entity requesting copies of public records may elect to obtain them in any and all media in which the public agency is capable of providing them. Any public body which maintains its records in a computer storage system shall provide any data properly identified in a printout or other reasonable format, as requested.

(f) Nothing in this section shall be construed as requiring a public body to reorganize, consolidate, or compile data not maintained by the public body in the form requested at the time the request to inspect the public records was made except to the extent that such records are in an electronic format and the public body would not be unduly burdened in providing such data.

(g) Nothing in this section is intended to affect the public record status of information merely because it is stored in a computer.

(h) No public records shall be withheld based on the purpose for which the records are sought.

**§ 38-2-4 Cost.** – (a) Subject to the provisions of § 38-2-3, a public body must allow copies to be made or provide copies of public records. The cost per copied page of written documents provided to the public shall not exceed fifteen cents (\$.15) per page for documents copyied on common business or legal size paper. A public body may not charge more than the reasonable actual cost for providing electronic records.

(b) A reasonable charge may be made for the search or retrieval of documents. Hourly costs for a search and retrieval shall not exceed fifteen dollars (\$15.00) per hour and no costs shall be charged for the first hour of a search or retrieval.

(c) Copies of documents shall be provided and the search and retrieval of documents accomplished within a reasonable time after a request. A public body shall provide an estimate of the costs of a request for documents prior to providing copies.

(d) Upon request, the public body shall provide a detailed itemization of the costs charged for search and retrieval.

(e) A court may reduce or waive the fees for costs charged for search or retrieval if it determines that the information requested is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government and is not primarily in the commercial interest of the requester.

### **1.8.2** **Procedure**

1. Whenever a request of records is received by any employee of the Department, a Request of Records Notice, Form FD- 1001 will be filled out by the employee in its entirety, stamped with the date the request was received, signed by the employee and forwarded to the appropriate Division.
2. Once received by the Division, the receiving employee will sign and date the Form FD- 1001

3. If a request is received for a medical record or rescue run report, as per the Health Insurance Portability and Accountability Act of 1996 (HIPPA) Title IV;
  - a) The report/record may be given directly to that individual whose name appears on the record/report, provided a picture ID is shown by that patient
  - b) If the request is made by telephone or mail, a Medical Records Release notarized and signed by the patient must be supplied.
4. All requests of records will be answered in writing within 10 days as per RIGL Title 38, even if the aforementioned record(s) is not available.
5. If more than ten days are required to accommodate a request, additional time, (not to exceed 30 days), may be requested in writing as per RIGL 38-2.
6. At the discretion of the Chief of the Department, a request requiring additional time to locate may be billed to the requester at no more than 15 cents per page, and \$15.00 per hour, with the first hour non-billable as per RIGL 38-2.
7. Once a request has been fulfilled, the Form FD- 1001 and the record and/or report requested, and any correspondence related to the request will be placed into the appropriate file by the Customer Service Clerk.

#### 1.8.3

#### **Records Retention**

1. All records and/or reports will be retained by the North Providence Fire Department in accordance with Rhode Island Records Retention Schedule LG9 for Fire Department Records.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 1 Organization

SOP # ADM 1.9

REVISED: 15 MAR 13 (REV)

### **941 FORM**

**Purpose:** To establish a general communications form designed to inform, request or otherwise report pertinent information to the Chief of Department, Assistant Chief, Battalion Chiefs, or Director of any other Administrative Division.

#### **1.9.1**

##### **General**

1. The Department 941 Form will be used in situations where written communication is necessary within the Department either to report information or to make a request. This form is for use when there is no report or form specifically designated for the intended purpose of the communication.
2. It is most commonly utilized to make requests or suggestions to the Chief of Department, Assistant Chief of Department, Battalion Chiefs or any other supervisor in charge of a division.
3. The Department 941 Form is also used as directed by policy for mandatory reporting of "Reportable Events and/or Incidents."

#### **1.9.2**

##### **PROCEDURE**

1. The Form 941 will be prepared by the sender and shall be e-mailed to the appropriate recipient(s).
2. All relevant Chiefs and/ or Directors whose divisions would have an interest in the content shall be "copied" as a recipient.
3. Any Chief and/or Director who is "copied" on a 941 Form will review and, if applicable, make appropriate comments relating to the issue and forward these comments to the Chief of Department to further assist in addressing the issue.
4. For items of a personal nature, members have the option of e-mailing the Chief of Department directly without "copies" to any other Chief or Director, and confidentiality will be observed in the handling of the request.

5. The Chief of Department or Chief and/or Director assigned to the request will respond to the sender as needed either by e-mail or signed copy; and, shall determine whether the issue is dispensed, needs further action, and whether the item is to be added to that employees personnel file.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM Chapter 1 Organization

**SOP # ADM 1.10**

EFFECTIVE: 01 JAN 11

### ENERGY CONSERVATION

**Purpose:** To establish general guidelines for energy usage so as to assist in the control of expenses and contribute to the overall benefits of a greener environment.

#### 1.10.1

##### General

1. All Department employees will strive to conserve gas, electricity and water. Employees shall also recycle in accordance with the state and local requirements and recommendations.
2. During the heating season, all thermostats within fire stations will be set and maintained at 65-70 degrees F.
3. Thermostats for controlling cooling equipment in fire stations will be set and maintained at 75 degrees F.
4. Lighting in stations should be reduced to a minimum, keeping the safety of employees and citizens in mind.
5. Lights should be turned off by 21:00 hrs in all apparatus bays, unless occupied. There should always be enough night lighting to insure safe travel within the firehouse.
6. Any un-occupied room should have the lights turned off.
7. Water should be conserved using common sense practices while engaged in cleaning, training etc.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM Chapter 1 Organization

**SOP # ADM 1.11**

EFFECTIVE: 01 MAR 14 (REV)

### PUBLIC RELATIONS

**Purpose:** To set a standard of professionalism within the Department regarding interaction with the general public.

#### 1.11.1

#### Requirements

1. Department employees will exert their best efforts at all times to promote fire safety awareness to members of the general public.
2. Department employees will exert their best efforts at all times to promote a positive and professional image of the Department to the general public.
3. Department employees shall fully participate in all public education and public relations assignments.
4. Public fire and safety education and public relations are both considered as priority areas of concern by the North Providence Fire Department.
5. Public relations, as defined in this policy, refer to both public fire and safety education and Department image.
6. Department employees will endeavor to answer questions and handle complaints from the public in the most professional, polite, courteous and expeditious manner possible.
7. Members will handle all requests for services including all service calls with the utmost professionalism and the highest level of customer service. It will be the mission of the department to treat all patients, residents and anyone in need as they would expect their family members to be treated.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 1 Organization

**SOP # ADM 1.12**

EFFECTIVE: 01 JAN 11

### NATIONAL FLAG

**Purpose:** To establish standards for display, care and respect of our National Flag.

#### 1.12.1

##### Policy

1. All Department employees will observe and display proper respect toward the National Flag. The United States Flag will be displayed on a twenty-four (24) hour basis regardless of weather conditions.
2. When a flag becomes unfit for service, it will be replaced with a new flag and the old flag shall be properly disposed of.
3. Flags will be displayed at half-staff on a national day of mourning or when directed to do so by the President of the United States or Governor of Rhode Island.
4. When in uniform, Department employees will salute the National Flag as it passes on all public occasions, ceremonies or parades. The procedure for properly saluting the flag is as follows:
  - a) Not in formation: With head covered or uncovered, render the hand salute.
  - b) In formation, at a halt: The formation will be brought to attention and turned to face the flag; the Commanding Officer of the formation will give the order to "present arms", at which time all employees in the formation will render the hand salute. To resume the position of attention, the Commanding Officer will give the order to "order arms" at which time all employees will drop their arms to their side.
  - c) In all cases, the salute will be rendered when the flag has arrived within a distance of six (6) paces and held until it passed six (6) paces beyond.

#### 1.12.2

##### Title 4 United States Code:

###### **§ 4. Pledge of Allegiance to the Flag; Manner of Delivery**

The Pledge of Allegiance to the Flag: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.", should be rendered by standing at

Attention, facing the flag with the right hand over the heart. When not in uniform men should remove any non-religious headdress with their right hand and hold it at the left shoulder, the hand being over the heart<sup>14</sup>. Persons in uniform should remain silent, face the flag, and render the military salute.

### **§ 5. Display and Use of Flag by Civilians; Codification of Rules and Customs; Definition**

The following codification of existing rules and customs pertaining to the display and use of the flag of the United States of America is established for the use of such civilians or civilian groups or organizations as may not be required to conform with regulations promulgated by one or more executive departments of the Government of the United States. The flag of the United States for the purpose of this chapter shall be defined according to Sections 1 and 2 of Title 4 and Executive Order 10834 issued pursuant thereto.

### **§ 6. Time and Occasions for Display.**

- (a) It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.
- (b) The flag should be hoisted briskly and lowered ceremoniously.
- (c) The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.
- (d) The flag should be displayed on all days, especially on New Year's Day, January 1; Inauguration Day, January 20; Martin Luther King Jr.'s birthday, the third Monday in January; Lincoln's Birthday, February 12; Washington's Birthday, third Monday in February; Easter Sunday (variable); Mother's Day, second Sunday in May; Armed Forces Day, third Saturday in May; Memorial Day (half-staff until noon), the last Monday in May; Flag Day, June 14; Independence Day, July 4; Labor Day, first Monday in September; Constitution Day, September 17; Columbus Day, second Monday in October; Navy Day, October 27; Veterans Day, November 11; Thanksgiving Day, fourth Thursday in November; Christmas Day, December 25; and such other days as may be proclaimed by the President of the United States; the birthdays of States (date of admission); and on State holidays.
- (e) The flag should be displayed daily on or near the main administration building of every public institution.
- (f) The flag should be displayed in or near every polling place on election days.
- (g) The flag should be displayed during school days in or near every schoolhouse.

### **§ 7. Position and Manner of Display.**

The flag, when carried in a procession with another flag or flags, should be

either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(a) The flag should not be displayed on a float in a parade except from a staff, or as provided in subsection (i) of this section.

(b) The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motorcar, the staff should be fixed firmly to the chassis or clamped to the right fender.

(c) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to or in place of the flag of the United States or any Territory or possession thereof: Provided, That nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(d) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(e) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.

(f) When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

(h) When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(i) When displayed either horizontally or vertically against a wall, the union should

be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window, the flag should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(j) When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(k) When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

(l) The flag should form a distinctive feature of the ceremony of unveiling a statute or monument, but it should never be used as the covering for the statute or monument.

(m) The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day, the flag should be displayed at half-staff until noon only, then raised to the top of the staff. By order of the President, the flag shall be flown at half-staff upon the death of principal figures of the United States Government and the Governor of a state, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to Presidential instructions or orders, or in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any state, territory, or possession of the United States or the death of a member of the Armed Forces from any State, territory, or possession of the United States, the Governor of that State, territory, or possession may proclaim that the National flag shall be flown at half-staff, and the same authority is provided to the Mayor of the District of Columbia with respect to present or former officials of the District of Columbia and members of the Armed Forces from the District of Columbia. When the Governor of a State, territory, or possession, or the Mayor of the District of Columbia, issues a proclamation under the preceding sentence that the National flag be flown at half-staff in that State, territory, or possession or in the District of Columbia because of the death of a member of the Armed Forces, the National flag flown at any Federal installation or facility in the area covered by that proclamation shall be flown at half-staff consistent with that proclamation. The flag shall be flown at half-staff thirty days from the death of the President or a former President; ten days from the day of death of the Vice-President, the Chief Justice or a retired Chief Justice of the United

States or the Speaker of the House of Representatives; from the day of death until interment of an Associate Justice of the Supreme Court, a Secretary of an executive or military department, a former Vice-President, or the Governor of a state, territory, or possession; and on the day of death and the following day for a Member of Congress. The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day. As used in this subsection —

- (1) The term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff;
- (2) the term "executive or military department" means any agency listed under Sections 101 and 102 of Title 5, United States Code; and
- (3) the term "Member of Congress" means a Senator, a Representative, a Delegate, or the Resident Commissioner from Puerto Rico.

(n) When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(o) When the flag is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

## **§ 8. Respect for Flag.**

No disrespect should be shown to the flag of the United States of America; the flag should not be dipped to any person or thing. Regimental colors, state flags, and organization or institutional flags are to be dipped as a mark of honor.

(a) The flag should never be displayed with union down, except as a signal of dire distress in instances of extreme danger to life or property.

(b) The flag should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

(c) The flag should never be carried flat or horizontally, but always aloft and free.

(d) The flag should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, CRS-7

the white in the middle, and the red below, should be used for covering a speaker's desk, draping in front of the platform, and for a decoration in general.

(e) The flag should never be fastened, displayed, used, or stored in such a manner

as to permit it to be easily torn, soiled, or damaged in any way.

(f) The flag should never be used as a covering for a ceiling.

(g) The flag should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

(h) The flag should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

(i) The flag should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.

(j) No part of the flag should ever be used as a costume or athletic uniform.

However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica, should be worn on the left lapel near the heart.

(k) The flag, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

#### **§ 9. Conduct During Hoisting, Lowering or Passing of Flag.**

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in review, all persons present in uniform should render the military salute. Members of the Armed Forces and veterans who are present but not in uniform may render the military salute. All other persons present should face the flag and stand at attention with the right hand over the heart, or if applicable, remove their headdress with their right hand and hold it at the left shoulder, the hand being over the heart. Citizens of other countries present should stand at attention. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.

#### **§ 10. Modification of Rules and Customs by President.**

Any rule or custom pertaining to the display of the flag of the United States of America, set forth herein, may be altered, modified, or repealed, or additional rules with respect thereto may be prescribed, by the Commander-in-Chief of the Armed Forces of the United States, whenever he deems it to be appropriate or desirable; and any such alteration or additional rule shall be set forth in a proclamation.

**Title 36 United States Code:**

**§ 301. National Anthem.**

- (a) Designation. — The composition consisting of the words and music known as the Star-Spangled Banner is the national anthem.
- (b) Conduct During Playing. — During a rendition of the national anthem —
  - (1) when the flag is displayed —
    - (A) all present except those in uniform should stand at attention facing the flag with the right hand over the heart;
    - (B) men not in uniform should remove their headdress with their right hand and hold the headdress at the left shoulder, the hand being over the heart; and
    - (C) individuals in uniform should give the military salute at the first note of the anthem and maintain that position until the last note.
  - (2) When the flag is not displayed, all present should face toward the music and act in the same manner they would if the flag were displayed.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM Chapter 1 Organization

**SOP # ADM 1.13**

EFFECTIVE: 01 JAN 11

## VEHICLE ACCIDENTS

**Purpose:** To establish a process for managing situations where fire cars or apparatus are involved in motor vehicle accidents.

### 1.13.1

#### Procedure

1. All accidents involving town owned vehicles driven by Department employees will be reported to their immediate supervisor, Battalion Chief and the Chief of Department.
2. The Police Department will be notified on all incidents no matter how insignificant the accident or injury is. The Police Department shall file a report.
3. All Department employees are responsible to follow Department guidelines and behave in a responsible, professional manner when involved in traffic accidents while operating Department vehicles.
4. If a Department vehicle is involved in an accident while en route to an incident, the Company Officer shall:
  - a) Notify the Fire Alarm Office of the accident. The dispatcher will dispatch another Company or vehicle to answer the alarm if the vehicle was involved was in a response, and dispatch the appropriate apparatus to the accident scene as requested by the Company Officer.
  - b) The Fire Alarm Office will notify the Police Department, Battalion Chief, and the Chief of Department.
  - c) The vehicle involved in the accident will not be moved until a Police Officer arrives to authorize the movement of the vehicle.
  - d) The driver will fill out a complete report on a Form 941 and forward it to the Chief of Department and cc the Battalion Chief and Assistant Chief of Department.
  - e) The Company officer will fill out a complete report on a Form 941 as well and forward as previously stated in sub section "d."



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM Chapter 1 Organization

SOP # ADM 1.14

EFFECTIVE: 01 JAN 11

## LIGHT DUTY ASSIGNMENTS

**Purpose:** To provide a means for members rehabilitating from injury or illness to contribute to the operations of the department.

### 1.14.1

#### Procedure

1. Temporary Light Duty will be a means to have useful work for employees to do when, because of injury or illness, they are unable to do their regularly assigned work.
2. All injured on duty members shall be eligible as soon as medically upgraded from no work, to limited duty status.
3. Employees, who are either on injury leave or sick leave, are expected to return to work as early as medically feasible.
4. During incapacity from regular duty, when an employee is medically able to perform light work, the Department will make every effort to find light work that the employee is able to perform, even if it is in a different division of the Department.
5. Employees, who are medically capable and are released to light duty by their physician, will be required to participate in temporary light duty assignments.
6. Temporary light duty assignments will be determined either by the Chief of Department or the designee, and will be at the discretion of the Chief of the Department. Work hours will be 0800 - 1600, Monday through Friday unless otherwise indicated.
7. While on a light duty assignment, Department members shall not be charged for time off to attend scheduled doctor's appointments or physical therapy sessions related to their job related injury or illness. However, vacation time and sick time will be deducted from the member's time while on light duty status.
8. At the end of the temporary light duty period, the light duty Division Officer, will inform the Chief of Department or designee as to the employee's performance and date of return to regular duty.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 1 Organization

**SOP # ADM 1.15**

EFFECTIVE: 20 APR 12

## Educational Benefits

**Purpose:** To establish guidelines for the execution of the Educational Benefits as described in Article 12 Section 1 of the Collective Bargaining Agreement.

### 1.15.1

#### General Guidelines

1. The Town shall reimburse members enrolled in degree programs in Fire Science, Nursing and Public Administration.
2. The Towns obligation is capped at a total of \$50,000 per fiscal year; which shall be budgeted at \$25,000 per college semester.
3. The Town shall be billed directly when possible for Tuition and Books, and will pay invoices upon receipt of a passing grade. Students not receiving a passing grade shall be responsible for the course and book fees.
4. When an Educational Institution does not allow direct bill service, the member is responsible for payment and will be reimbursed upon successful course completion.
5. The educational fund shall be distributed equally among members enrolled in programs. If the estimated cost per semester is anticipated to be higher than allotted, the Administration shall consult with the Union President and a mutually agreed solution shall be determined so as not to exceed the fiscal year limit.

### 1.15.2

#### Procedure

1. Members who are requesting to enter a college program under the Educational Benefits plan must do so in the following manner:
  - a) At least 60 days prior to the start of a semester (or trimester), students shall submit a College Educational Benefit Request Form which includes all relevant information including the course title and fee's including books.
  - b) Approved members are responsible for returning course books and final grades to the Administrative Office before payment is made. Members not in compliance will not be approved for additional courses.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 1 Organization

**SOP # ADM 1.16**

EFFECTIVE: 02 OCT 12

### EMPLOYEE ASSISTANCE PROGRAM

**Purpose:** To adopt the existing Employee Assistance Program as a sanctioned department service that will support members, to the best of our ability, with substance dependency and/or behavioral health services.

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#### **1.16.1** Organization

1. The Employee Assistance Program is headed by a Chairperson appointed by the Local utilizing their skills, credentials and experience as selection criteria.
2. The EAP Chairperson is an unpaid position working for the benefit of the organization; and, will be supported by the Department with training expenses and Administrative Leave time to the best of the Departments ability.
3. Member utilizing the services of the EAP will be allowed time off as deemed necessary by a licensed treatment facility so long as they adhere to the program guidelines and complete the necessary components.

#### **1.16.2** Mission

1. The EAP is committed to ensuring the availability of quality and effective Substance Dependency and Behavioral Health treatment services for members and their families both active and retired.
2. The EAP is dedicated to enhancing the competency and availability of services through networking opportunities, continuing education and professional certification.
3. The EAP services are held to the strictest degree of confidentiality.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 1 Organization

**SOP # ADM 1.17**

EFFECTIVE: 01 MAR 13

## SERVICE RECOGNITION

Purpose: To develop a method to recognize exceptional service by a member, group of members or by a specific company in the performance of duty.

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### 1.16.1

#### General Definitions

1. Letter of Commendation- an Official Department Document that commends a member or members for a specific act of exceptional service in the performance of duty.
2. Department Citation- an Official Department Award that recognizes outstanding service of a member or members for a specific act in the performance of duty.
3. Letters of Commendation or Department Citations may be issued to individuals or entire companies based upon specific circumstances. Group recognition shall be considered “Unit Commendations” or “Unit Citations”.

### 1.16.2

#### Procedure

1. Any member may nominate another member for a service related commendation or citation utilizing the “Award Nomination” form located on the department server.
2. All department employees from all Divisions both civilian and sworn are eligible to be nominated for Service Recognition.
3. The nominating member must complete the Award Nomination form in its entirety and submit a signed copy to the Chief of Department for consideration.
4. The Chief of Department will review all submissions and determine if further investigation is warranted.
5. The submission may be referred to a committee of Command Staff, Administrative Staff or general personnel.
6. Final determinations will become part of the Department record as well as the members’ personnel file.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 2 Rules and Regulations

**SOP # ADM 2.1**

EFFECTIVE: 01 JAN 11

## FIRE STATION SECURITY

**Purpose:** To establish guidelines that protect the Town's liability relative to civilians and off duty members occupying firehouses. Furthermore, to insure that stations are utilized for official Department business only and for the proper customer service of our residents. Lastly, to provide an appropriate level of security within the fire stations.

### **2.9.1** Guidelines

1. The Fire Stations are to be occupied by on duty personnel only. Off-duty personnel are not permitted to occupy any Fire Station unless for official department business.
2. Executive order dated January 14, 2009 prohibits civilians from occupying fire stations for any reason except official department business. Therefore, civilians are prohibited from entering or occupying any department building, except in such cases where the civilian is seeking direction, assistance or aid from the department. In such cases they may enter only to a point absolutely necessary to obtain such assistance. This does not prohibit employees from showing, demonstrating, giving tours or explaining department equipment or operations to civilians to the extent consistent with good public relations. (see permissible visits below)
3. Even on permissible visits, civilians are prohibited from occupying living, sleeping or recreational areas of the building.
4. Fire stations shall not be used for any purpose other than official department business. Any other use of a fire station must be requested in writing to the Chief of Department in advance.

### **2.1.2** Permissible Visits

1. Members' family members may make brief visits to drop off articles and the like.
2. Civilians are allowed within the apparatus area for common customer service:
  - a) To view fire apparatus
  - b) For public education
  - c) For blood pressure screening

3. Town employees are permitted within fire stations for general work purposes.
4. Civilians who are on approved ride time for EMT certification who have signed the appropriate department waiver form may occupy stations as required.
5. There shall be no ride time after 23:00 hrs, or any riders on overnight stays within the firehouse.

### **2.1.3** Station Security

1. Station doors are allowed to remain open (weather permitting), as long as the apparatus floor is occupied. If employees are in another part of the building and the apparatus floor is unoccupied, station doors must be closed.
2. Apparatus bay doors and all egresses will be closed and locked when leaving the station unattended for any reason.
3. Company Officers will be responsible for assigning someone the duty of station security. It will be this member's responsibility to see that all doors and windows are locked and the station is secure by 21:00 hrs each day.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 2 Rules and Regulations

**SOP # ADM 2.2**

EFFECTIVE: 01 MAR 14 (REV)

### STATION MAINTENANCE/ USAGE

**Purpose:** To establish procedures and guidelines for the cleaning and maintenance of fire stations so that the property is clean, safe and presentable at all times; and, to provide guidelines for the use and care of bunk room facilities.

#### 2.2.1

##### General Guidelines

1. All stations will be cleaned daily based on schedules developed by the House Captains and carried out by the Company Officers. Daily cleaning shall commence at 08:00 daily in all houses to promote consistency and order throughout the department.
2. Daily housekeeping shall include the cleaning of bathrooms, kitchen, day rooms, and apparatus rooms.
3. Weekly projects such as yard work, windows or other shall be scheduled by the House Captains and carried out by the Company Officers.
4. All Station repairs that require the assistance of the building maintenance shall be reported through the "Facility Dude" on line program. On weekend and holidays, emergency requests shall be followed up with the Battalion Chief for immediate attention.
5. Spring/ fall major cleaning projects shall be organized by the House Captain.
6. Station inspections shall be carried out by the Chief of Department each June.
7. All members shall use discretion and good judgment in the use of expendable supplies and utilities at all times.

#### 2.2.2

##### Bunk Policy

1. Employees are required to provide their own linens. Such linens must be laundered weekly to maintain proper sanitary conditions.

2. All members working overnight shifts may occupy bunks after 21:00 hrs provided all scheduled training and work is completed.
3. All members working overnight shifts must arise by 07:00 hrs. Members working double shifts will endeavor to complete showers by 08:00 in order to be prepared for the next work shift.
4. All bunks must be either neatly made up or stripped each morning. At no time after 07:00 hours shall a bunk be unmade.
5. In times of extenuating circumstances such as working multiple shifts, working storms or working active overnight shifts, company officers may allow members to occupy bunks during normal hours in order to rest and rehabilitate workers.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 2 Rules & Regulations

**SOP # ADM 2.3**

EFFECTIVE: 11 JUL 11 (REV)

## INJURY ON DUTY

**Purpose:** To establish a policy for the reporting and managing of Injuries on Duty.

### 2.3.1

#### Report of Injury

When a member of the Department is injured in the line of Duty, the following procedure shall be followed:

1. The injured firefighter shall report the incident to his immediate supervisor. For firefighters, that is their company officer, for company officers that is their Battalion Chief, for Battalion Chiefs that is the Chief of Department.
2. A Rescue Company will be assigned to provide care, treatment and transportation to a proper facility according to the injury.
3. The injured member will present their Blue Cross card, and inform the hospital that this is a job related injury. (This does not affect your personal Blue Cross coverage).

### 2.3.2

#### Initial Recording of Injury

After treatment and transport is provided, the following recording procedures are required:

1. The injured firefighter shall fill out a Form 941 detailing the injury and how it occurred, and if it was witnessed. This form will be sent to the Battalion Chief and the Chief of Department by e-mail, and a signed copy shall be forwarded to the Department Secretary for file.
2. The immediate supervisor will fill out a Form 941 detailing the information they have relevant to the injury. If they did not witness the incident, they shall state such. This form will also be sent to the Battalion Chief, the Chief of Department and Secretary.
3. A witness to the incident may be required to fill out a statement detailing what they witnessed utilizing the department Witness Statement Form as necessary.
4. An Injury Report shall be filed by the Battalion Chief or his designee.

5. The company officer and Battalion Chief will log the injury in their company journals.
6. All reports shall be submitted to the Department Secretary as part of the permanent record of injury.
7. The Department Secretary shall file a first report of injury with Blue Cross Municipal.

### 2.3.3

#### Secondary Recording of Injury

After the member is released from the Emergency Facility providing care they shall:

1. Forward a copy of their discharge report and doctors note that states their current work status to the Administrative Office.
2. Complete an IOD Medical Release Form (located in the public share folder) and forward it to the Administrative Office.
3. It is the responsibility of the injured member to have a current doctor's note stating their ability to work status at all times while out injured. Members whose note expire will be considered "Absent without Leave" until a current note is submitted.

### 2.3.4

#### Subsequent Treatment

1. When going to subsequent doctor's appointments related to their injury, the member must present their Blue Cross card and state that this is a job related injury. (This does not affect your personal Blue Cross coverage.) The doctor in turn will deal directly with Blue Cross Municipal Work Related Unit, who reviews medical information and makes the payments directly to the doctors. There are no co-pays for such visits.
2. When going to a pharmacy to obtain a prescription related to an injury, the members must present their Blue Cross card, and state that this is a script for a job related injury. The pharmacy will confirm the information with the Blue Cross Municipal Unit, and there are no co-pays for these medications. If the pharmacy cannot immediately confirm the information and do require co-pay, the pharmacy must reimburse you. It is the employees' responsibility to obtain the reimbursement from the pharmacy within 2 weeks.
3. Blue Cross Municipal Unit must be notified and approve any and all procedures, therapy, surgeries and any other subsequent treatments. This is handled by the

attending physician; however, the employee must insure that requests for treatment are being made to the Blue Cross Municipal Unit.

4. Any questions related to approval for treatment or payment for treatment of a job related injury shall be directed to the Blue Cross Municipal Unit at 459-5171(Kathy) or 459-1809 (Tracy).

### **2.3.5**

#### **Minor Injuries not requiring Transport**

When a firefighter suffers a minor injury on duty and refuses treatment or transport and wants to remain at work, the following procedure shall be followed:

1. The member will submit a Form 941 to the Battalion Chief and Chief of Department that includes a description of the incident and the resulting minor injury.
2. The company officer shall make an entry in the Company Journal documenting the incident, and file Form 941 with relevant information.
3. The Administrative Offices will file a "First Report of Injury" to the Blue Cross Municipal Unit.
4. The employee has 96 hours to seek treatment for said injury.
5. If the employee seeks medical attention, they shall then comply with all of the requirements aforementioned in sections 2.3.1 – 2.3.4
6. If the employee does not seek medical attention within the 96 hours timeframe, the report with Blue Cross Municipal is closed.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM Chapter 2 Rules & Regulations

SOP # ADM 2.4

EFFECTIVE: 12 SEP 13 (REV)

## UNIFORM REGULATIONS

**Purpose:** To establish a standardized uniform policy for dress, work and detail uniforms encompassing all occasions that require a Department uniform.

### 2.4.1

#### **Class A Uniform (Dress Blue)**

**Official Distributor: Leader Uniform, Rhode Island Uniform**

The Class "A" Uniform shall consist of the following:

1. Dress Coat and Pants (Flying Cross, model # 34891) Firefighter –Battalion Chief  
Dress Coat and Pants (Flying Cross, model # 34800) Deputy Chief-Chief of Dept.  
(Women's: same as above or may choose female specific available option)
  - a) Epaulets for Honor Guard only
  - b) Silver FD buttons for Officers, Firefighters
  - c) Gold FD buttons for Chief Officers
  - d) Department Patch on Left Shoulder
  - e) American Flag Patch on Right shoulder (stars to the front)
  - f) Rank Specific Collar Pins **for Officers/Chief Officers Only**
  - g) Rank specific badge on left breast
  - h) Department issued medals above badge
  - i) Horizontal, square service stripes on left sleeve, (1 stripe = 3 years of service)
    - i. Silver for Firefighters and Officers
    - ii. Gold for Chief Officers
  - j) Rank ribbon (wrist bands) on both wrists as follows:
    - i. 1 Silver for Lieutenant
    - ii. 2 Silver for Captain
    - iii. 2 Gold for Battalion Chief
    - iv. 3 Gold for Deputy Chief
    - v. 4 Gold for Assistant Chief of Department
    - vi. 5 Gold for Chief of Department
2. Dress Shirt: (long and short sleeve required)
  - a) **Officers/ Chief Officers:** White dress shirt, long sleeve for all occasions where the dress coat is used (White short-sleeve shirt allowed for dress situations with extreme heat when specified)
    - i. Rank specific collar pins

- ii. Department patch on left sleeve
  - iii. Rank specific badge on left breast
  - iv. Black dress tie
  - v. White tee shirt
- b) **Firefighters:** Light Blue dress, long sleeve for all occasions where the dress coat is used: (Light Blue short-sleeve shirt allowed for dress situations with extreme heat when specified)
- i. Department patch on left sleeve
  - ii. Rank specific badge on left breast
  - iii. Black dress tie
  - iv. White tee shirt
3. Shoes: Black military style (hi-gloss/hi-shined) oxford with black dress socks
4. Dress Hats: Military Style
- a) Firefighters:
- i. Cloth Round Top Air Force Style
  - ii. Navy Blue, Solid Band
  - iii. 1085 Visor
  - iv. Black  $\frac{3}{4}$ " chin strap
  - v. FD Buttons, Single eyelet
- b) Officers:
- i. White Naugahyde Round Top Air Force Style
  - ii. Convertible Black Band
  - iii. FD Buttons, Single eyelet
  - iv. Lieutenant, Captain:  $\frac{1}{2}$ " mylar silver band
  - v. Chief Officers:  $\frac{1}{2}$ " gold band
  - vi. Battalion Chief: Plain black visor
  - vii. Deputy-Assistant Chief: Gold Army Bullion on black visor
  - viii. Chief of Department: Gold w/red Army Bullion on black visor
5. Trench Coats: (OPTIONAL) Navy blue Double Breast full length Anchor Uniform Model # 761 MT; or, full length wool equivalent Model # 293 Wool Gabardine.
- a) Epaulets
- b) Department Patch on Left Sleeve
- c) Navy button

**2.4.2-1****Class B Uniform: (Station Uniform): FIREFIGHTER – CAPTAIN**

1. Shirt: Professional Polo Dark Navy 511 Tactical fade resistant 100% cotton: Men's #41060 short/ #42056 long; Woman's #61166 (women may choose either model)
  - a) Department Approved "Maltese Cross" screen on front left chest
  - b) Department Approved "NPFD" screen across back
  - c) Lieutenants: bar patch sewn to collar ends (patch supplied by dept.)
  - d) Captains: bar patch sewn to collar ends (patch supplied by dept.)
  - e) Recommended Long sleeve November – March; short sleeve May – September; however, either allowed anytime year round.
2. Pants:
  - a) Men's: Fire Navy (720) 511 Tactical 100% cotton item # 74302  
Women's: Fire navy (720) 511 Tactical 100% cotton item # 64302
  - b) OR, any NFPA 1975 Compliant dark navy, plain fronts, no cuff work pant.
3. Black leather belt with plain buckle or black emergency escape belt.
4. Shoes: black laced military style oxford or black laced tactical boot
5. Undergarments shall be 100% cotton for maximum protection
  - a) White or navy undershirt
  - b) White or black sock
6. **EMS Division Duty Jacket**: Department Issued 511 Tactical Responder Jacket (Navy blue, ANSI approved.) or, GAME ANSI approved Responder Duty Jacket.
  - a) Turnout gear is not allowed by rescue personnel for Medical Emergencies except when needed for personal protection (i.e.: extrication.)
7. **Fire Suppression Division Duty Jacket**: Department Issued GAME ANSI approved Responder Duty Jacket.

**2.4.2-2****Class B Uniform: (Station Uniform): BATTALION CHIEF/ ADMINISTRATIVE STAFF**

1. Shirts will be white uniform dress or Nomex/FR with epaulets and military creases
  - a) Rank specific collar pins
  - b) Badge on left breast
  - c) Long sleeve required November – March/ short sleeve required May – September. The months of October and April are optional. Black Tie required on all day shifts whenever long sleeve shirt is worn.
2. Pants will be navy dress or Nomex/FR with black leather plain buckle belt.
3. Black military style oxford. Tactical Boots allowed as option for inclement weather or anytime after 21:00 hrs.
4. Uniform Jacket (option 1): ¾ length or waist length navy uniform jacket with epaulets, department patch on left sleeve, badge on left breast and rank specific pins on shoulders.
5. Uniform Jacket (option 2): Department Issued 5-11 Dark Navy Winter 3 in 1 parka for inclement weather.
6. Chief Officers are required to wear their dress hat while on the scene of any active incident that turnout gear is not being utilized.

**2.4.2-3****Class B Uniform CIVILIAN STAFF**

1. Professional Polo Shirt: Dark Navy 511 Tactical fade resistant 100% cotton: Men's # 41060; Woman's #61166, Job Sweat or Tee Shirt; FD or Division Specific logo on front left chest, specifics per civilian Division Supervisor's regulations.
2. Pants: Dark Navy Blue work pant; poly cotton blend, per civilian division regulations.

**2.4.3****Class C Uniform (Optional Wear)**

1. ¾ zip Job Sweatshirt: Dark Navy Game 811 95% cotton with sweatshirt collar, brass zipper, right front pocket
  - a) Department Approved Maltese Cross screen on front left chest

- b) Department Approved "NPFD" screen across back
  - c) Lieutenants: bar patch sewn to collar ends (patch supplied by dept.)
  - d) Captains: bar patch sewn to collar ends (patch supplied by dept.)
  - e) Department patch on left sleeve
  - f) Company patch or approved IAFF patch on right sleeve (optional)
2. Tee Shirt: Dark Navy 511 Tactical Station Wear fade resistant 100% cotton #40050
- a) Department Approved Maltese Cross screen on front left chest
  - b) Department Approved "NPFD" screen across back
3. Tactical Short: Dark Navy 511 Tactical 100% cotton canvas
- a) Men's: Item # 73285
  - b) Women's: Item # 63306
  - c) Tactical shoe, tactical boot, or solid black sneaker allowed with shorts.
4. Hats:
- a) Navy baseball style with "NPFD" embroidered across front (red letter, white trim) Allowed any time.
  - b) Navy knit toke; with "NPFD" embroidered across front (red letter, white trim.) Only allowed below 32 degrees F.
5. Gym/ Privacy Shorts: Department Issue:
- a) Navy Blue 100% cotton draw string with "NPFD" screen on left thigh.

#### **2.4.4** Detail Uniform

1. The Standard Detail Uniform for "Places of Assembly" details is as follows:
- a) Dress Shirt (white for officers, light blue for firefighters)
    - i. May – Sept. short sleeve
    - ii. November – March long sleeve with black uniform tie.
    - iii. April and October optional.
  - b) Class B Uniform pants, or dress pants
  - c) Black laced oxford, black socks, black uniform belt

2. The Detail Uniform for those details that are not "Places of Assembly" related, members shall wear their Class "B" Uniform. (i.e. fire watches, fireworks or anytime fire suppression or EMS apparatus is utilized for the specified detail.)
3. Formal ceremony details may require the Class "A" Uniform as determined by the Department. Members shall be notified at the time the detail is assigned.

#### 2.4.5

#### Policy Regulations

1. The Class "A" Uniform shall be worn when attending formal ceremonies and department sanctioned wakes /funerals. It shall also be required when subpoenaed to appear as a representative of the Department, or any other occasions that it is so ordered within the department.
2. The Class "B" Uniform shall be worn at all times from 08:00 hrs until 21:00 hrs daily. This is considered the "UNIFORM OF THE DAY". However, members may choose the following exceptions when applicable:
  - a) When the outside ambient temperature is over 85 degrees F, the Uniform of the Day includes Department Approved Tee Shirts.
  - b) When the outside ambient temperature is over 85 degrees F, the Uniform of the Day will include Department Approved Shorts.
  - c) When the outside ambient temperature is below 40 degrees F, and anytime during the months of January, February and March, the Uniform of the Day includes Department Approved Job Sweatshirts.
  - d) When engaged in light cardio vascular training or weight training as allowed by Department Policy, members may dress down to Department Approved Tee Shirt, shorts or gym/ privacy shorts and sneakers.
  - e) When engaged in cooking or station chores, members may dress down to Approved Station Tee Shirts.
  - f) Members assisting with construction or painting as part of department approved projects may dress down to worn or faded uniform items so as not to damage their serviceable Class B Uniforms.
3. From 21:00 hrs through 08:00 hrs year round, any combination of Department Approved Class "C" items may be worn at the member's discretion.
4. All official Approved Class "B" and Class "C" Uniform shirt items (Polo's, Tee's and Job Sweatshirts), GAME Responder Jackets, and privacy shorts are available through the Department Uniform Supply Depot. Order forms are located on the Public Share folder under the "forms" section.

5. Facial Hair:

- a) Beards, goatee's or any facial hair that may interfere with the face piece seal of an SCBA mask are not permitted per NFPA 1500 regulations.
  - b) Moustaches that do not obstruct the face piece are allowed and will be kept neat and trimmed. For policy interpretation, a moustache does not extend beyond the top of the jaw line.
  - c) Members will arrive at work with all other facial areas clean shaven and presentable.
6. Personal Privacy Requirement: At all times while resting in dormitories, or traveling to and from showers, all members must be clothed in a minimum of Department approved Gym Shorts and T-Shirts. No members is allowed to rest; or, at anytime be in a common area without the minimum requirement of clothing in order to provide a reasonable amount of decorum.
7. At all times, all members shall be in a serviceable approved uniform. All faded, worn or torn uniforms must be replaced immediately.
8. Any clothing items not specifically authorized within this policy are prohibited at anytime while on duty.

**2.4.5**  
**Minimum Requirements**

- 1. All members are required to keep and maintain the complete Class "A" Uniform including 1 short sleeve dress uniform shirt and 1 long sleeve dress uniform shirt.
- 2. All members are required to keep and maintain the complete Class "B" Uniform, with the following minimum recommended quantities:
  - a) 2 Summer Polo Shirts
  - b) 2 Winter Polo Shirts
  - c) 4 Pants
  - d) Minimum 1 pair lace oxfords, 1 pair tactical boots
  - e) Accessories (belt, socks, undergarments)
  - f) All items requiring a Department patch must have it affixed approximately "2 fingers" below the shoulder line.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 2 Rules and Regulations

SOP # ADM 2.5

EFFECTIVE: 11 APR 12 (REV)

## OBTAINING PROVISIONS

**Purpose:** To establish guidelines for the process of procuring meals and substance for on duty crews.

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### 2.5.1

#### Procedure

On duty crews are allowed to obtain necessary provisions within the following guidelines:

1. One truck per station, per shift shall obtain provisions from a market or take out location while endeavoring to remain within their response district.
  - a) Due to the proximate of the Manton Stop and Shop to Station 2 and their response district, it shall be utilized as their primary market.
2. The apparatus handling these details shall state: "on the air in the District." That message will serve as notification to the Battalion Chief.
3. Upon arrival at their destination, one firefighter must remain with the apparatus at all times for the security of the truck and equipment.
4. Apparatus will be parked on a side, or rear of building as practical so as not to interfere with patrons. Do not park left wheel to curb, or obstruct traffic in any way.
5. As call volume and other company activity times vary, on air companies returning from calls or scheduled training events may stop to obtain lunch for their crew if no station wide provisions were made for that shift.
6. A Company may make a coffee stop under the following conditions:
  - a) Limited to one time per shift.
  - b) Must be returning from or en route to official department business.
  - c) Select a location within the normal route of traffic to/from your destination; and, adhere to the following restrictions:
    - i. Park to the side or rear as possible
    - ii. Do not obstruct road traffic, or traffic in and out of a business
    - iii. Avoid stopping when a business has long wait times
7. When obtaining provisions, be reminded to be professional, respectful and courteous to the general public in every situation and at all times. Utilize these interactions to promote a positive image of our department.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 2 Rules and Regulations

**SOP # ADM 2.6**

EFFECTIVE: 01 JAN 11

### ON AIR POLICY

**Purpose:** To establish a policy for the on air movement of fire and rescue apparatus.

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#### 2.6.1

##### Procedure

1. In order to provide for the accountability and safety of all members, all apparatus movement shall be announced over the primary radio frequency as follows:
  - a) All on air activity shall be reported with the company designation followed by a brief, standard message that states the destination and/ or activity underway similar to the following examples:
    - i. Engine 1 on the air for fuel
    - ii. Engine 2 on the air to the repair shop
    - iii. Ladder 1 on the air company inspection
    - iv. Engine 3 on the air company drill
2. Any travel not considered being part of the normal care and maintenance of apparatus and equipment, or not part of the normal obtaining of provisions must be cleared by the Battalion Chief.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 2 Rules and Regulations

**SOP # ADM 2.7**

EFFECTIVE: 01 MAR 14 (REV)

### COMPANY LOG BOOKS

**Purpose:** To establish a standardized policy for the use of Company Log Books.

#### 2.7.1

##### Procedure

1. All companies of the Fire Department shall keep and maintain a hand written Company Log Book. Company Officers and Acting Officers are responsible for recording all pertinent company activity in the following manner:
2. At the beginning of each shift, Company Officers and Acting Officers shall conduct a Roll Call and record the members assigned to their apparatus for that day with their status (SW, CB etc.) They shall also note the members absent and the reason (information derived from the Purvis FD Manager program.)
3. They shall insure that all members working in their company are properly recorded on the day sheet in the Fire Department Manager program.
4. They shall review the previous entries dating back to their last day worked.
5. They shall insure that the members assigned to their company are aware of and familiar with all recent mailings, General Orders, Memo's, Announcements and SOP's distributed by the Department.
6. They shall log all Company Activity including Training, Company Drills, Inspections, Repairs, Equipment Maintenance, Housekeeping, Apparatus checks, Details, fuel runs, food runs, and Department Notifications.
7. Company Officers shall log all Department Business that is received by way of the e-mail system.
8. They shall log all visitors in the house, and visits by Chief Officers.
9. The Log Book recording format shall resemble the following: (*note no lines should be skipped within a day's report; spaces may be left to separate shifts*)

|           |             |                                 |                 |
|-----------|-------------|---------------------------------|-----------------|
| Roll Call | 0800 hrs    | October 6, 2014                 | A Group on Duty |
|           | Capt. Smith | FF Jones (c/b)                  | FF Reed         |
| APP       | 08:00 hrs   | Apparatus and equipment checked |                 |

|      |           |  |
|------|-----------|--|
| STA  | 08:30 hrs | Daily housekeeping duties completed                  |
| TR   | 09:00 hrs | O/A to DOT, EMT refresher module 5                   |
| REP  | 11:00 hrs | Repair slip 99 submitted re: brake lights out        |
| MISC | 11:30 hrs | O/A in the district: station food run                |
| INSP | 13:00 hrs | Members conducted a walkthrough of Fatima Hospital   |
| GO   | 15:00 hrs | General Order 2014/32 received relating to Log Books |
| EQ   | 16:00 hrs | CO meter recalibrated                                |

10. All Company Captains shall inspect Log Books regularly. Battalion Chiefs shall review the Log Books of those companies whose Captains are assigned to their shift on a monthly basis to insure compliance and make a written notation in the journal of its completion.

## 2.7.2

### Reserve Apparatus Log Books

1. Each Reserve Apparatus will have a Reserve Apparatus Log Book that will be utilized as follows:
  - a) The Reserve Apparatus Log Book will be stored on the rig, and stay with the rig at all times.
  - b) Each time a Reserve Apparatus is put in service to act as a front line company, a journal entry will be made similar to the following:
    - i. 19:30 hrs/ 02 MAR 14/ Rescue 3 in service as Rescue 1, Lt. Smith
    - ii. 09:00 hrs/ 03 MAR 14/ Rescue 3 back in Reserve, Lt. Jones
  - c) Once a Reserve Apparatus is in service acting as a front line company, the official log book for that company will be utilized as normal to log company activity. Company Log Books shall include which apparatus is being utilized as part of their roll call entries.
  - d) Whenever Rescue 3, Engine 4 or Ladder 2 are placed in service as an additional company for emergency situations such as hurricanes, blizzards or other severe events, the Reserve Apparatus Log Book will be utilized as a standard Company Log book as set forth in ADM 2.7, which includes the documentation of all relevant company activity



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 2 Rules and Regulations

SOP # ADM 2.8

EFFECTIVE: 01 MAR 14 (REV)

## NO SMOKING POLICY

Purpose: To establish a policy that strictly prohibits smoking in the workplace in accordance with the State of Rhode Island General Law Chapter 23-20.10.

### 2.8.1

#### Policy

The North Providence Fire Department, in line with State of Rhode Island Law is hereby declared a **Smoke Free Workplace**. Therefore, there is no smoking allowed in any station, office or other indoor area.

1. Each station shall have a designated outdoor smoking area. At present, those are:
  - a) Station 1: outside the side or rear door.
  - b) Station 2: outside the rear door.
  - c) Station 3: outside the rear door.
2. Company Officers shall insure these areas conform to the attached State Law.
3. Company Officers are responsible for enforcement of this policy at all times.
4. Employees are encouraged to attend smoke cessation programs, and should contact the Employee Assistance Program for guidance.
5. All smoking areas must be kept clean with no cigarette butts left on the ground.

### 2.8.2

#### State Law Excerpts

**§ 23-20.10-3 Prohibition of smoking in public places.** – Smoking shall be prohibited in all enclosed public places within the state of Rhode Island, including, but not limited to, the following places:

- (1) Aquariums, galleries, libraries and museums;
- (2) Areas available to and customarily used by the general public in businesses and nonprofit entities patronized by the public, including, but not limited to, professional offices, banks, Laundromats, hotels and motels.

- (3) Bars;
- (4) Bingo facilities when a bingo game is in progress;
- (5) Convention facilities;
- (6) Elevators;
- (7) Facilities primarily used for exhibiting a motion picture, stage, drama, lecture, musical, recital or other similar performance;
- (8) Health care facilities;
- (9) Licensed child care and adult day care facilities;
- (10) Lobbies, hallways and other common areas in apartment buildings, condominiums, trailer parks, retirement facilities, nursing homes and other multiple unit residential facilities with more than four (4) units;
- (11) Polling places;
- (12) Public transportation facilities, including buses and taxicabs, under the authority of the state of Rhode Island, and ticket, boarding and waiting areas of public transit depots;
- (13) Restaurants;
- (14) Restrooms, lobbies, reception areas, hallways and other common use areas;
- (15) Retail stores;
- (16) Rooms, chambers, places of meeting or public assembly, including school buildings, under the control of an agency, board, commission, committee or council of the state of Rhode Island or a political subdivision of the state when a public meeting is in progress, to the extent the place is subject to the jurisdiction of the state of Rhode Island;
- (17) Schools; including, primary, secondary and post-secondary education facilities;
- (18) Service lines;

**§ 23-20.10-4 Prohibition of smoking in places of employment.** – Smoking shall be prohibited in all enclosed facilities within places of employment without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways,

medical facilities, cafeterias, employee lounges, stairs, restrooms, vehicles, and all other enclosed facilities.

This prohibition on smoking shall be communicated to all existing employees by the effective date of this chapter and to all prospective employees upon their application for employment.

**§ 23-20.10-12 Governmental agency cooperation.** – The state of Rhode Island and its designees shall annually request other governmental and educational agencies having facilities within the state to establish local operating procedures in cooperation and compliance of this chapter. This includes urging all federal, state, municipal and school district agencies to update their existing smoking control regulations to be consistent with the current health findings regarding secondhand smoke.

NOTE: THE COMPLETE LAW IS AVAILABLE ON LINE AT THE STATE OF RI WEBSITE

**2.8.3**  
**Apparatus Policy**

1. There is no smoking permitted on any fire apparatus at any time.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 2 Rules and Regulations

**SOP # ADM 2.9**

EFFECTIVE: 18 DEC 12 (REV)

## FUELING PROCEDURE

**Purpose:** To establish a systematic procedure for the fueling of Department vehicles, apparatus and portable gas containers.

### 2.9.1

#### General Guidelines

1. All fuel is to be obtained at Town Fuel Depot, located at the rear of headquarters.
2. All safety precaution in effect shall be followed throughout the process.
3. All apparatus is to be fueled when the current level is between  $\frac{1}{2}$  and  $\frac{3}{4}$  full.
4. During storms or other extenuating circumstances, Battalion Chiefs may order all apparatus topped off regardless of current levels.
5. Documentation of fueling shall be completed in compliance with SOP ADM 6.1 using the Fire Department manager program "Fuel Log" by the company officer.
6. Fuel is for use in department vehicles and portable equipment only.
7. All fueling is video monitored for security and quality control purposes.

### 2.9.2

#### Procedure

1. Each apparatus/ vehicle shall be issued a red vehicle key. This key is pre set to only allow the type of fuel used in that apparatus/ vehicle; that is diesel for apparatus and gas for administrative vehicles.
2. Apparatus that also requires gas for portable pumps will be issued a black portable container key. This black key only allows access to gas.
3. All keys are attached to a red "d-ring", and must be kept on the assigned vehicle in a secure location within the cab at all times. Keys are not allowed to be borrowed or used for other vehicles or apparatus; they are for use of the vehicle to which they are assigned only without exception.

4. Upon arrival, select the appropriate key for the fuel needed, and follow the sequence as follows: (Note: the system will prompt the following actions as listed)
  - a) Insert key and depress once.
  - b) Enter Vehicle license plate, beginning with "FD". (Example: Engine 1 shall be entered as FD103.)
  - c) Enter odometer reading.
  - d) Select pump number. (1 & 2 are gas; 3 is diesel)
  - e) Once the pump number is selected, you only have 30 seconds to begin pumping, or the procedure must be re-started.
  - f) Remove nozzle, lift hood and begin fueling. Once complete, return nozzle and lower hood.
5. In the event the pumps go down for mechanical reasons, an alternate site will be assigned and arrangements will be made to accommodate fueling as needed.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 2 Rules and Regulations

**SOP # ADM 2.10**

EFFECTIVE: 01 MAR 14 (REV)

## DEPARTMENT LEAVE

**Purpose:** To establish a procedure for the proper use of vacation, personal, sick and bereavement leave; and, to establish guidelines for the use of substitutions ("switches").

### 2.10.1

#### Requests for Leave

1. All requests for Vacation or Personal Day use shall be made in writing to the Battalion Chiefs' office with the following guidelines:
  - a) Requests for night shifts off shall be made by 14:00 hrs that day.
  - b) Requests for day shifts off shall be made by 22:00 hrs the night before.
2. No department form is required; however, an e-mail is required to [battalionchiefoffice@northprovidenci.gov](mailto:battalionchiefoffice@northprovidenci.gov) with all pertinent information officially requesting the vacation or personal day usage.
3. No Vacation or Personal Days will be granted without an e-mail request, or without adhering to the aforementioned time frames, except

### 2.10.2

#### Use of Sick Leave

1. Sick leave shall be granted for personal illness or physical incapacity to such an extent as to be rendered thereby unable to perform the duties of his/her present position, or some other positions within the Department per the CBA.
  - a) Sick leave can also be utilized for the care of a family member within their household, not to exceed 5 days
  - b) Documentation is required for all absences of more than 3 consecutive days and, may be requested for lesser amounts based on individual circumstances
  - c) Members are encouraged to utilize the "Confidential Health Care Provider Certificate" form as described within the CBA whenever possible
  - d) Members with special situations, family emergencies or EAP issues may be granted the use of sick leave upon request to the Chief of Department

2. Any use of sick leave for reasons other than that provided for in the CBA shall be considered a misuse or potential abuse. Sick leave abuse shall be considered a major conduct infraction and subject to strict disciplinary action in accordance with the Department Justice File.
  - a) Sick Leave Usage shall be regularly evaluated for any potential pattern of abuse or misuse.

#### **2.10.3**

##### **Bereavement Leave**

1. All requests for bereavement leave shall be granted in accordance with the existing collective bargaining agreement, currently Article IX Section 3.
2. For bereavement leave as described in Section "A", summarized herein as the loss of an immediate family member or immediate family member of the members' spouse, time off is granted from time of notification until the day following the funeral. Such requests for time shall be made directly to the Battalion Chiefs' office by e-mail or phone; whichever is most convenient to the member.
3. For bereavement leave as described in section "B", summarized herein as the loss of a relative other than immediate family members; that is aunts, uncles, cousins, etc., time off is granted for the day of the funeral only. Such requests for time off shall be made directly to the Battalion Chiefs' office by e-mail, and must include the name of the deceased and the relation to the member requesting.
  - a) If additional time is needed than is provided within the CBA, requests for "special vacations" may be made to the Chief of Department as needed

#### **2.10.4**

##### **Substitutions (shift switches)**

1. Employees shall be permitted to substitute with members of equal rank within the department. These substitutions shall be on a Chief for Chief, Fire Officer for Fire Officer, Rescue Officer for Rescue Officer and Firefighter for Firefighter basis per the CBA, under the following conditions:
  - a) Full shift substitution requests must be made in advance by e-mail to the Battalion Chiefs office
  - b) Partial shift substitutions of 4 hours or less due to an emergency or other last minute issue can be requested verbally from the on duty Battalion Chief; however, an email request must follow to document the request

- c) Battalion Chiefs shall retain all substitution requests in a designated computer file for future reference
2. Substitutions (shift switches) are only allowed on a “work for work” basis. There is no “hire out” policy permitted; that is, no financial compensation is permitted in lieu of return work.
  - a) All substitutions must be re-paid with equal “work time” within the same calendar year that they are used
  - b) Any substitutions that occur during the months of October, November and December shall be repaid within 90 days of the next calendar year
3. Member's who agree to work a substitution (switch), are required to work that shift.
  - a) If an agreement is made between members, and the covering members is subsequently unable to fulfill his/her obligation, the responsibility to work the shift returns to the original member scheduled to work
    - i. Members scheduled to work a substitution are not permitted to use a sick day. If at last minute the member is unable to work the shift, the original member scheduled to work will be charged the leave usage either sick, personal, vacation or LWOP depending upon the specific circumstances
    - ii. If a member is scheduled to work a substitution and subsequently goes IOD prior to the date of service, that switch is automatically nullified and the original member must make new arrangements or work
4. If a special situation exists that requires substitutions for a member with a special need, the Union President and Chief of Department may set parameters to allow for members to provide a free substitution. This waiver would be on a case by case basis and may be granted by the Chief of Department.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 2 Rules & Regulations

**SOP # ADM 2.11**

EFFECTIVE: 01 JAN 11

### DEPARTMENT LOGO'S AND USAGE

Purpose: To establish guidelines for the approval and usage of logo's, insignia's or other patches or images that may be used or displayed within Department stations, on apparatus or on firefighters PPE.

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#### **2.10.1** Regulations

1. Only Department approved logos and/ or tributes shall be allowed to be displayed on any apparatus or within any firehouse.
2. Only Department approved logos and/ or tributes shall be allowed to be displayed on any piece of PPE, i.e.: Helmets.
3. Any logo or image that is disrespectful, political, unprofessional, and offensive or in any way portrays a negative image of the Department or the Town shall not be permitted on any on duty person, in any station or on any apparatus.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 2 Rules and Regulations

**SOP # ADM 2.12**

EFFECTIVE: 21 MAR 14 (REV)

### JOB BID SESSIONS

Purpose: To establish a common procedure to carry out job bidding in conjunction with the parameters set forth in the Collective Bargaining Agreement.

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#### **2.12** Procedure

1. Bid sessions will be conducted by the Local each time there is a vacancy in the ranks (Vacancy Bid), and each December (Annual Bid).
2. At all bid sessions, "All present positions shall be bid for by qualified employees..." as stated in the collective bargaining agreement.
  - a) The Local shall utilize the current Table of Organization and current Official Department Bid and Assignment Roster, which are both located on the department server in the Public Share Folder
  - b) All bid positions must be filled first, and then any extra members will be assigned to manpower and be allowed to select those positions based on seniority
  - c) Members must be of the rank for which they position carries for which they are bidding
  - d) No members will be allowed to select "manpower" while there are vacancies on the board in an official riding position
3. The assignment of 3<sup>rd</sup> class firefighters shall be left to the discretion of the Chief of Department.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 2 Rules and Regulations

**SOP # ADM 2.13**

EFFECTIVE: 01 MAR 14 (REV)

### HYDRANT SHOVELING

**Purpose:** To establish a standard procedure for the systematic removal of snow from hydrants throughout our response district in the interest of firefighter and public safety.

#### **2.13.1**

##### **General Guideline**

1. Whenever snowfall occurs in an amount that will obstruct the normal utilization of fire hydrants, all in service fire suppression and EMS companies will begin snow removal operations and continue until completion.

#### **2.13.2**

##### **Procedure**

1. The Battalion Chief shall make the initial determination and give the order to begin hydrant clearing when it has been deemed necessary.
  - a) Normally commencement shall take place after the snowfall is complete and plows have had ample time to open the roadways.
2. Once under way, hydrant clearing will continue on the following schedule:
  - a) Day Shifts: 10:00-12:00 and 14:00 -16:00
  - b) Night Shifts: 19:30-21:00
3. All hydrants will be shoveled with approximately 3' clearance on all sides to allow for access to all ports and for operation of the spindle.
4. Main drags shall be completed first, followed by the remainder of the districts.
5. Company Officers are responsible for transferring all relative information on completed area's to their reliefs insuring that the process continues until the entire district is completed.
6. Once an entire district is complete, the Engine Company Officer from that District shall submit an e-mail to the Battalion Chief, with a cc to the Chief of Department stating that their District is complete.

7. The Battalion Chief will then reassign completed companies to assist other districts that may not yet be complete as needed.
8. Any adjustments made to the established schedule due to call volume, extreme weather or personnel issues shall be made by the Battalion Chief.

#### **2.13.3**

#### **Safety Considerations**

1. ANSI vests are required as written in SOP SAF 1.5 at all times; days and nights.
2. Fire Apparatus shall utilize their rear warning lights and hazard lights; and, members shall work in front of the apparatus as much as possible to be protected from oncoming traffic.

#### **2.13.4**

#### **Hydrant Districts**

1. The following are the designated hydrant districts and companies assigned:
  - a) District 1: West of Douglas Ave; all hydrants on High Service and West, and all hydrants on Smith Street and North, and the remainder of Engine 1's first due response district (approx. 264 hydrants)
    - i. Engine 1, Ladder 1, Rescue 1
  - b) District 2: East of High Service to Gentian; all hydrants South of Smith Street and the remainder of Engine 2's response district (approx. 142 hydrants)
    - i. Engine 2
  - c) District 4: All of Douglas Ave and East to Pawtucket border including Lee's Plat; and Engine 3's entire first response district (approx. 263 hydrants)
    - i. Engine 3, Squad 1, Rescue 2
2. A map of the above stated districts is attached as page 3 of this SOP.

# HYDRANT SHOVELING DISTRICTS

## North Providence Rhode Island

This Symbol  Indicates the Location of One of Our Advertisers

.25 Kilometer  
Scale

LINEAR MILE

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# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 2 Rules and Regulations

**SOP # ADM 2.14**

EFFECTIVE: 20 MAY 13

### FACILITY/TECHNOLOGY MAINTENANCE

**Purpose:** To establish a standardized policy for the ordering of Building Maintenance Supplies; and, to request service for facility and technology repair and/ or maintenance.

#### 2.14.1

##### Supply Orders

1. The House Captain or his designee shall submit a monthly Supply Requisition Form to the Building Maintenance Division for all necessary cleaning and paper products in the following manner:
  - a) Complete the NPFD Supply Requisition Form located in the “Forms” folder within the “General Admin Forms” subfolder on the department server, and save that form under the appropriate name.(i.e.: Station 4 June Supply Order)  
**Note: This form will be attached at a later step in the process.**
  - b) Open the “Facility Dude” link on the station desktop and log in to the system as follows:
    - i. Enter station email as user name (i.e.:station1@northprovidenceri.gov)
    - ii. Enter “Password0” as the station password
  - c) Scroll through the online form to Step 4 and select “Supplies”
  - d) Continue to Step 5 and enter brief description of action being taken and name of person making the request (i.e.: June Monthly Supply Order, by Captain Smith)
  - e) Continue to Step 8 and select “Attach File”, then select “choose file”, then locate the Supply Requisition Form to be entered, and double click to upload
  - f) Finally, go to Step 9 and click on “submit” to complete order

#### 2.14.2

##### Building Maintenance Requests/ Routine

1. For all routine building maintenance requests for minor general repairs such as plumbing, electrical, appliance repair and the like, the House Captain or his designee (on duty officer), shall submit a Building Maintenance Request through the Facility Dude online system in the following manner:
  - a) Open the “Facility Dude” link on the station desktop and log in to the system as follows:
    - i. Enter station email as user name (i.e.:station1@northprovidenceri.gov)

- ii. Enter “Password0” as the station password
- b) Scroll through online form to Step 4 and select “Maintenance”
- c) Continue to Step 5 and enter brief description of facility repair being requested and the name of person making the request (i.e.: Bathroom Fawcett needs replacement: Lt. Smith)
- d) Finally, go to Step 9 and click on “submit” to complete order

#### **2.15.3**

##### **Building Maintenance Request/ Urgent**

1. For all urgent building maintenance requests that require immediate attention, the House Captain or his designee (on duty officer), shall submit a Building Maintenance Request through the Facility Dude online system as listed in section 2.15.2.
2. The reporting officer shall then contact the Battalion Chief who will follow up with a direct notification to the Building Maintenance Supervisor.

#### **2.15.4**

##### **Major Repairs or Projects**

1. For major project requests (upgrades to facilities, new appliances, heating systems, renovations etc.) the House Captain or his designee shall submit the request to the Chief of Department via the Form 941 system for consideration.
2. The issue will be researched and discussed with the requesting officer and Command staff member(s) as needed, and a final request will be drafted as needed and submitted by the Administration.

#### **2.15.5**

##### **Technology Repair Requests/ Routine**

1. For all routine Communications Division repair requests for telephone, radio, computer or MDT, submit a request to the Communications Division as follows:
  - a) Open the “Facility Dude” link on the station desktop and log in to the system as follows:
    - i. Enter station email as user name (i.e.:station1@northprovidenceri.gov)
    - ii. Enter “Password0” as the station password
  - b) Scroll through online form to Step 4 and select “Communications”

- c) Continue to Step 5 and enter brief description of technology repair being requested and the name of person making the request (i.e.: Station computer not able to access FD Manager: Lt. Smith)
- d) Finally, go to Step 9 and click on "submit" to complete order

#### **2.15.6**

##### **Technology Repair Requests/Urgent**

1. For all Communications Division repair requests of an Emergency nature, Company and/or Chief Officers are to contact the Communications Division by phone. Contact to Car 3 may be via direct cell contact or through Fire Alarm, whichever is most appropriate for the given situation.
2. If they are in quarters, they shall follow up with a written request through "Facility Dude" as stated above for tracking purposes. If they are on the road or otherwise unable to access "Facility Dude", no back up is required



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 2 Rules and Regulations

**SOP # ADM 2.15**

EFFECTIVE: 01 MAR 14

### INSPECTIONS DIVISION NOTIFICATIONS

Purpose: To establish a procedure outlining when and how building officials are notified. Also, to provide guidance on which situations require an inspector response, and which situations require a notification only.

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#### 2.15.1

#### General Guidelines

1. When determining whether an official is needed at the scene, in all situations, the Fire Department's primary responsibility is to remove the hazard and turn the buildings back to the owners. If removal of a hazard can safely be accomplished and a simple follow up is required, an inspector response is not always necessary. See the following examples:
  - a) There is an electrical or plumbing issue in a SFD, by de-energizing the power and/ or shutting the domestic water, the hazard is removed and the structure can be turned over to the owner with instruction to have licensed repair agents restore services. This information shall then be noted in the NFIRS report for future reference and an inspector is not needed to respond
  - b) A water leak in an apartment building from a second floor bath damaging an electric fixture in a first floor unit. In this case, shutting water to the second floor unit and cutting power to the first floor unit would remove the hazard. If a representative of the building is on scene and notified, our job is complete and a building official is not needed to respond
  - c) A major structural issues or damage to buildings affecting multiple units that cannot be immediately controlled and mitigated. These incidents will require the response of a building official
2. For structure fires after hours, it is not always necessary to have a building official respond immediately. Often times, an official can follow up the next morning. Keep in mind they cannot enter the structure until it is cleared of hazard and cleared by the Fire Marshal.
  - a) Building Inspectors will be called if any structural collapse hazard exists, or if the responsible party refuses to take appropriate post fire actions as directed by the Fire Marshal

**2.15.2****Notification Process**

1. All incidents that have a building inspection issue, whether a response of a building inspector is requested or not, shall be followed up with an email as follows:
  - a) Select the "Inspections Blast" email address from the station computer which includes the Fire Marshal, Inspections Secretary and Building Official
  - b) Give a brief explanation of the conditions found on arrival, the actions taken and the condition the scene was left in
  - c) This will allow the building officials or fire marshal to follow up as needed
  - d) Any pertinent information shall also be added to the narrative section of the NFIRS electronic report
2. Requests for Inspectors to the scenes of incidents shall be made to Fire Alarm along with the specific Inspector type needed; (Building, Plumbing, Electrical or Minimum Housing.) Fire Alarm will make the request using the latest contact information available.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM Chapter 3 Department Justice

SOP # ADM 3.1

EFFECTIVE: 01 JAN 11

## DEPARTMENT JUSTICE AND DISCIPLINE

**Purpose:** To promote justice, to assist in maintaining good order and discipline in the Department, and to promote efficiency and effectiveness. The Department Justice File is designed to be fair and equitable to all members of the Department, while at the same time being firm, and decisive.

### **3.1.1** General Conduct

All Department employees are expected to operate in a highly self-disciplined manner, and are responsible to regulate his/ her conduct. Employees will abide by the standards of personal conduct outlined within the Department Justice File. Failure to do so will result in disciplinary action ranging from counseling to dismissal.

### **3.1.2** Employees Shall:

1. Follow the Operations and Reference Manual and written directives, orders and procedures of both the Department and the Town of North Providence.
2. Use their training and capabilities to protect the public at all times.
3. Work competently in their positions to cause all Department programs to operate effectively.
4. Always conduct their self to reflect credit on the Department.
5. Be managed in an effective, considerate manner and follow instructions in a positive, cooperative manner.
6. Always conduct oneself in a manner that promotes good order within the Department.
7. Keep informed of all department rules, regulations and orders.
8. Be concerned and protective of each employee's welfare.

9. Operate safely and use good judgment.
10. Keep physically fit so as to carry out their duties while preserving wellness.
11. Observe the work hours of their position.
12. Obey the law both on and off duty.
13. Be careful of Department equipment and property.
14. Be civil and respectful to their officers, to each other and to the public.

### 3.1.3

#### **Employees shall not:**

1. Engage in any activity that is detrimental to the Department. Furthermore, members shall not use department letterhead, supplies or other similar materials for personal use; or conduct personal business while on duty.
2. Engage in a conflict of interest to the Department or use their position with the Department for personal gain.
3. Be absent from work without leave. (AWOL)
4. Engage in any sexual activity while on duty.
5. Abuse their sick leave. Specifically, a firefighter shall not feign illness or injury, falsely report oneself ill or injured, or otherwise deceive or attempt to deceive any official of the department as to the condition of his health.
6. Engage in horseplay that could result in a conflict or injury.
7. Use profanity, improper conduct, or indecent language while on duty.
8. Make derogatory remarks to anyone about any employee or officer of the Department, which might subject them or the Department to ridicule. Members shall not speak ill of their place of work or co-workers in public while on duty. Such behavior shall fall under the violation of conduct unbecoming a firefighter.

9. Make a false official report or make a false statement or gossip about an employee of the Department, or the business of the Department to the discredit or the detriment of any such employee of the Department or the Department as a whole.
10. Engage in Conduct Unbecoming a Firefighter. Specifically, that behavior which brings the department into disrepute or reflect discredit upon the firefighter as a member of the department or that which impairs the operation of efficiency of the department both on and off duty.
11. Be insubordinate. That is the failure or deliberate refusal to obey a lawful order issued by a superior officer; or, to disrespect a senior official in any way.
12. Use alcohol or drugs. Members shall not consume any intoxicating beverage or use any impairing drug while on duty, or in uniform; or, shall not report to work having any alcohol or impairing recreational drug in their system. (See Zero Tolerance Policy below)
13. Engage in criminal conduct; that is to violate any law of the United States or of any state and local jurisdiction. A conviction of the violation of any law shall be evidence of a violation of this section.
14. Alter, deface or remove any posted notice of the department. No unofficial notice or communication is to be placed on department bulletin boards.
15. Engage in gambling.
16. Members shall not fabricate, withhold or destroy any evidence of any kind; and, will report accurately any incidents of misconduct required during any departmental investigation. Failure to accurately report information shall receive a mandatory disciplinary action due to a breach of trust or fairness to members of the department.

#### 3.1.4

#### **ZERO TOLERANCE POLICY**

***The Department shall have “No Tolerance” for the following types of conduct:***

1. Use alcoholic beverages, debilitating drugs, or any substance, which could impair the physical or mental capabilities of a member while on duty.
  - a) This includes use of these substances while on duty, or arriving on duty in an impaired condition with intent to work

2. Engaging in any form of fighting. Any aggressive behavior, such as fighting or the threat of physical harm to a co-worker, supervisor or a civilian is a direct violation.
3. Theft or stealing of any item, property or money from a co-worker, the Town or any other person or place that is encountered in the course of work.

*IF A MEMBER ENGAGES IN ANY OF THESE ZERO TOLERANCE ACTIVITIES, THEY SHALL BE SUBJECT TO AN AUTOMATIC SUSPENSION AND MANDATORY HEARING IN FRONT OF THE DISCIPLINARY BOARD TO DETERMINE THEIR EMPLOYMENT STATUS.*



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 3 Department Justice

**SOP # ADM 3.2**

EFFECTIVE: 01 JAN 11

### CODE OF CONDUCT

**Purpose:** To establish personal behavior guidelines for members at all times that instills conduct that creates respect for their profession as public servants, their coworkers and the Department as a whole.

1. Employees will place public interest above individual, group, or special interests and will consider their jobs as an opportunity to serve the citizens.
2. Employees will not discriminate because of race, color, religion, age, sex, handicap, political affiliation, or national ancestry. In their job capacity, each employee shall work to prevent and eliminate such discrimination in providing services, assigning work schedules, and in executing all personal actions.
3. Employees will not accept any personal gift, favor, service, money, or anything of value from the public, which might reasonably tend to influence or reasonably be inferred to tend to influence the impartial discharge of duties.
4. Employees will at all times, when in contact with the public, be fair, courteous, respectful, and impartial.
5. Employees will not use their position for personal gain.
6. Employees will abide by all work schedules as established by the Department and shall work their assigned shifts. There shall be no monetary compensation for switches or covers. All switches are on a one for one basis and must be balanced in general with time worked.
7. All members shall salute all Chief Officers and officials of the Town included in the Chain of Command when in their presence once daily as a courtesy. They shall also salute Chief Officer's of neighboring departments when they are encountered during normal business. This courtesy is not required while actively engaged in operations. A firefighter's refusal to abide by this procedure subject to an insubordination charge.
8. Employees will, when in public, clearly distinguish/identify between all statements and actions made as an individual and as a representative of the Department.
9. All employees of the Department will follow the policies set forth in the Operations and Reference Manual.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM Chapter 3 Department Justice

**SOP # ADM 3.3**

EFFECTIVE: 01 MAR 14 (REV)

## DISCIPLINARY GUIDELINES

**Purpose:** To establish guidelines and procedures for the implementation of order and control within the department, and to provide a standard guide for the fair and consistent discipline of those who fail to meet department standards.

### 3.3.1

#### General

1. The establishment and maintenance of discipline is the responsibility of all officers. Officers' treatment of their subordinates will be impartial and without prejudice. Favoritism will not be tolerated.
2. No unfair advantage will be taken of a subordinate because of their obligation to obedience.
3. Officers are responsible for the enforcement of all department policy, procedures, rules and regulations.
4. Officers who choose to not enforce policy are in violation of their obligation as a Department supervisor, thus subjecting themselves to disciplinary action for dereliction of their duty.
5. Officers will strive to adjust minor differences or disputes between their subordinates in a calm and professional manner.
6. Charges must be preferred for any offense of a serious nature, but minor or merely technical infractions of the rules should be corrected, either on the spot or privately when advisable. These types of infractions, generally speaking, will not be made the subject of charges unless repeated or persisted in. Persistent violators must be addressed formally.
7. Extenuating circumstances will be taken into account, but alleged ignorance or misunderstanding of rules will not be accepted as an excuse. Previous conduct, good or bad, will be taken into account in determining the penalty.
8. Whenever employee performance, attitude, work habits or personal conduct on the job falls below a desirable level, supervisors will inform employees promptly and specifically of such lapses and give counsel and assistance.

9. When appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action.
10. In some instances a specific incident may justify severe disciplinary action in and of itself. However, the action to be taken depends on the seriousness of the incident and the whole pattern of the employee's past conduct and performance.

### 3.3.2

#### Procedure

1. All charges will be made in writing and signed by the individual preferring the charges and submitted to the Chief of Department within a reasonable time frame. The Chief of Department may directly prefer charges against an employee.
2. Charges will be filed on the "Employee Disciplinary Report" Form. This form allows for action to be taken immediately by a Battalion Chief which provides them the support and necessary authority to maintain discipline. It also provides for a recommendation of disciplinary action by any officer or chief officer.
3. Charges will be brought for any infraction specified, or implied, in the Department Operations and Reference Manual.
4. Documented verbal warnings or written warnings are disciplinary actions that sanction a member for a violation when the Chief of Department does not feel that a disciplinary hearing is necessary or warranted. A copy of said verbal or written warning shall be provided to the member, with a copy placed in their personnel file.
5. Any employee of the Department that is charged with an offense beyond a written or verbal warning will be given the option of a hearing in front of the Disciplinary Hearing Board. Employees have the right to waive the hearing, therefore admitting guilt, and leaving the option of punishment to the Chief of Department. In such instances, the employee will, in writing accept the written notice of punishment and document their admission of guilt.
  - a) If the Chief of Department and Union Representatives are in agreement, a hearing may be held in front of the Chief of Department in lieu of the full Disciplinary Hearing board. Such determination will be made on the severity of the violation and the employee's service record
6. The Disciplinary Hearing Board shall consist of the Director of Public Safety, Chief of Department, Personnel Director, Town attorneys. The employees' union representation or personally selected attorney is allowed into the proceedings.

7. Employees will be given at least forty eight (48) hours notice for all disciplinary hearings in writing with a copy to the Union President, consisting of the charges being presented and the state of the employees current work status (either suspended, not suspended or other).
8. Any employee charged with an infraction of any departmental rules, general orders, policies and procedures, etc., will have the right to answer the charges against them.
9. Any employee found guilty of a charge in front of the Disciplinary Hearing Board is not eligible for over time payment for attendance to said hearings.
10. The Disciplinary Hearing board shall render findings in writing to the employee within 60 days of the Hearing.

### 3.3.3

#### Disciplinary Action

1. Verbal Reprimand - Will consist of a verbal statement of reprimand made to the employee. A written record of this verbal statement will be made and kept in the employee's personnel file in the Fire Department Records for a minimum of one (1) year.
2. Letter of Counseling – Will consist of a written letter to the employee stating the offense and the outcome if not corrected. A copy will be in the employee's personnel file in the Fire Department Records for a minimum of one (1) year.
3. Letter of Reprimand - Will consist of a written statement of reprimand delivered to the employee, a copy of which will be placed in the employee personnel file in the Fire Department Records and will become a permanent part of their records.
4. Suspension - Will consist of a written notice to the employee to the effect that they are suspended from duty for a specified number of days without pay upon grounds stated in the notice.
5. Demotion In Rank - Will consist of written statement notifying the employee of a demotion in rank and the grounds for this action. A copy of this notice will be placed in the employee personnel file.
6. Dismissal - Will consist of termination of employment from the Fire Department after written notice to that effect is given the employee, which will state the grounds thereof.

7. Dismissal Alternative – As a termination alternative, the Hearing Board may choose to offer an employee a *Last Change Agreement* whereby said employee is allowed to return to work as an “at will” employee under specific conditions whereas a violation of said agreement shall result in immediate and irreversible termination of employment.
8. Any other disciplinary action deemed appropriate by the Chief of Department.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



AMD Chapter 3 Department Justice

**SOP # ADM 3.4**

EFFECTIVE: 01 JAN 11

### PUNITIVE ARTICLES

**Purpose:** To provide a list of potential Punitive Articles that represents some of the charges that may be brought against an employee. These in no way limit the department, but provide a framework for selecting a proper means to carry out department justice.

| <u>Article</u> | <u>Charge(s)</u>  |
|----------------|---|
| 1              | Accessory of the Fact   |
| 2              | Conspiracy  |
| 3              | Solicitation  |
| 4              | Failing to Report to, or Leaving Place of Duty without permission |
| 5              | Absence Without Leave (AWOL)                                      |
| 6              | Contempt Toward Officers or Town Officials                        |
| 7              | Disrespect to Senior Officer                                      |
| 8              | Threatening of Violence to Others                                 |
| 9              | Willful Disobedience to Senior Officer                            |
| 10             | Bodily Assault on Other Employees                                 |
| 11             | Verbal Assault on Senior Officers                                 |
| 12             | Violating General Orders or Department Policy(s)                  |
| 13             | Failure To Obey Lawful Order                                      |
| 14             | Dereliction of Duty   |
| 15             | Failing to Enforce or Comply with Department Justice              |
| 16             | Causing False Alarm   |
| 17             | Forcing a Safeguard   |
| 18             | Selling Municipal Property  |
| 19             | Damaging, Misuse of Town Property                                 |
| 20             | Substance Abuse While On-Duty                                     |
| 21             | Malingering; Self inflicted Injury                                |
| 22             | Feigning Illness  |

|    |  |
|----|--|
| 23 | Larceny  |
| 24 | Robbery  |
| 25 | Assault With Dangerous or Deadly Weapon        |
| 26 | Perjury  |
| 27 | Incapacitating Oneself For Performance of Duty |
| 28 | Communicating a Threat                         |
| 29 | Improper or Unclean Uniforms                   |
| 30 | Conduct Unbecoming                             |
| 31 | Insubordination                                |
| 32 | Making False Report(s) (falsifying records)    |
| 33 | Disobeying the law on or off duty              |



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 4 Fire Prevention

**SOP # ADM 4.1**

EFFECTIVE: 01 MAR 14 (REV)

## ORGANIZATION AND AUTHORITY

**Purpose:** To establish guidelines for the Fire Prevention Bureau personnel to follow while performing their normal daily duties.

### **Policy**

The mission of the Fire Prevention Bureau is to help prevent the occurrence of fire, protect lives and to preserve property through public education, code enforcement and plan review compliancy.

### **Responsibility**

It will be the responsibility of all members of the Fire Prevention Bureau to ensure that the policy set forth is adhered to.

### **Organization and Authority**

#### **4.1.1**

#### **Fire Marshal**

1. The Fire Marshal will manage all operations and employees of the Fire Prevention Bureau and answer directly to the Chief of the Department and the Rhode State Fire Marshal. The Fire Marshal will act as the liaison between the Town of North Providence, the Office of the Building Official and the Rhode Island State Fire Marshal's Office. The Fire Marshal shall also communicate with and testify before the Rhode Island Fire Safety Board of Appeal and Review.

#### **4.1.2**

#### **Assistant Fire Marshal**

1. The Assistant Fire Marshal will work under the direction of the Fire Marshal. The Assistant Fire Marshal will provide direct, collateral and ancillary support to the Fire Marshal. At the direction of the Fire Marshal, the Assistant Fire Marshal will organize, collate, and maintain all data and communications collected, and will keep records of all his/her activities and report same to the Fire Marshal. The Assistant Fire Marshal may also be called upon to testify before the Rhode Island Fire Safety Board of Appeal and Review. The Assistant Fire Marshal will oversee all Fire

Inspectors within the Division. The Assistant Fire Marshal will assume the duties of the Fire Marshal in his/her absence.

### **4.1.3** **Fire Inspectors**

1. Fire inspectors will work under the direction of the Fire Marshal and Assistant Fire Marshal as needed. Inspectors will provide direct, collateral, and ancillary support to the Fire Marshal and Assistant Fire Marshal. The inspector(s) primary responsibility will be to perform routine inspections as deemed necessary by the Fire Marshal and perform additional tasks the Fire Marshal may assign.

### **4.1.4** **Duties**

The duties of the Fire Prevention Bureau shall include but not be limited to the following:

1. Enforcement of the current Rhode Island Unified Life Safety Code et al, to include all amendments, blanket variances, and formal interpretations, as per Rhode Island General Law Title 23.
2. Perform annual inspections as per the RIULSC at the following occupancies:
  - a) All Places of Assembly
  - b) All Schools
  - c) All Apartment Buildings Housing Elderly
3. Perform in-depth plan review for all new construction and renovations to existing structures.
4. Perform plan review for all fire alarm and sprinkler system plan submittals.
5. Perform rough and final inspections
6. Collect plan review fees as per Town Ordinance 09-008.
7. Work with property owners and contractors to bring local properties into compliance with the RIULSC
8. Investigate all structure and vehicle fires pursuant to the RIULSC in conjunction with the State of Rhode Island Fire Marshal's Office

9. Perform residential smoke detector/carbon monoxide certifications and collect fees pursuant to the RIULSC.
10. Perform trade name certification inspections for all new businesses and for all changes in ownership for existing businesses
11. Inspect all tents and portable structures for compliancy.
12. Develop, create, implement and schedule public fire safety education presentations.
13. Respond to citizens' inquiries and or complaints
14. Schedule detail of firefighters and fire watches as requested and when required



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 4 Fire Prevention

**SOP # ADM 4.2**

EFFECTIVE: 14 FEB 14 (REV)

## INSPECTIONS

**Purpose:** To establish a policy for fire code compliancy inspections.

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### Official Fire Code Compliancy Inspection Procedures

#### 4.2.1

##### Step 1

1. Contact with the property owner or management company shall be attempted via telephone to arrange a convenient date and time for an inspection.
2. If unable to contact the property owner or management company, the following procedures are to be followed:

#### 4.2.2

##### Step 2

1. A request to inspect form (Form FP-01) shall be sent to the property owner or Management Company via certified mail requesting the recipient to call the office to set up an inspection date and time.

#### 4.2.3

##### Step 3

1. If the recipient fails to make contact within the 10 day requested time frame, a second request form (Form FP-02) shall be sent to the property owner or management company via certified mail requesting the recipient to call the office to set up an inspection date and time.

#### 4.2.4

##### Step 4

1. If after receipt of the Form FP-02 the recipient fails to make contact within the 10 day requested time frame, Rhode Island General Law, Title 23,Section 23-28.2-20 may be utilized:

**RIGL Title 23 - 23-28.2-20. Right of entry.**

(a) In the discharge of its duties, the authority having jurisdiction shall have the authority to enter at any reasonable hour, any building, structure, or premises in the state to enforce the provisions of the Fire Safety Code, chapters 28.1 - 28.39 of this title and all codes referenced therein and adopted thereunder. If any owner, occupant, or other person refuses, impedes, inhibits, interferes with, restricts, or obstructs entry and free access to every part of the structure, operation, or premise where inspection authorized by this code is sought, the authority having jurisdiction may:

(1) Seek in a court of competent jurisdiction a search warrant so as to apprise the owner, occupant, or other person concerning the nature of the inspection and justification for it, and may seek the assistance of police authorities in presenting the warrant;

(2) Revoke or suspend any license, permit, or other permission regulated under this code where inspection of the structures, operation or premises, is sought to determine compliance with this code;

(3) Enter, examine or survey at any reasonable time such places as the fire marshal or his or her designee deems necessary to carry out his or her responsibilities under any provision of law subject to the provisions set forth below. Places of assembly, including nightclubs, shall be visited at least annually and reviewed for operational compliance during actual hours of maximum operation, regardless of the time. Complete inspections of nightclubs, shall be conducted at least annually.

(4) For criminal investigations, the fire marshal and the deputy state fire marshal(s) on his or her full time staff shall, pursuant to chapter 5 of title 12, seek a search warrant from an official of a court authorized to issue warrants, unless a search without a warrant is otherwise allowed or provided by law;

(5) All administrative inspections shall be conducted pursuant to administrative guidelines promulgated pursuant to chapter 42-35, the "Administrative Procedures Act" with chapter 35 of title 42.

(b) A warrant shall not be required for administrative inspections if conducted under the following circumstances, in accordance with the applicable constitutional standards:

- (1) For closely regulated industries;
  - (2) In situations involving open fields or conditions that are in plain view;
  - (3) In emergency situations;
  - (4) In situations presenting an imminent threat to the environment or public health, safety or welfare;
  - (5) If the owner, operator, or agent in charge of the facility, property, site or location consents; or
  - (6) In other situations in which a warrant is not constitutionally required.
- (c) Whenever it shall be constitutionally or otherwise required by law, or whenever the authority having jurisdiction in his or her discretion deems it advisable, an administrative search warrant, or its functional equivalent, may be obtained by the authority having jurisdiction from a judge or magistrate for the purpose of conducting an administrative inspection. The warrant shall be issued in accordance with the applicable constitutional standards for the issuance of administrative search warrants. The administrative standard of probable cause, not the criminal standard of probable cause, shall apply to applications for administrative search warrants.
- (1) The need for, or reliance upon, an administrative warrant shall not be construed as requiring the authority having jurisdiction to forfeit the element of surprise in his or her inspection efforts.
  - (2) An administrative warrant issued pursuant to this subsection must be executed and returned within ten (10) days of its issuance date unless, upon a showing of need for additional time, the court orders otherwise.
  - (3) An administrative warrant may authorize the review and copying of documents that are relevant to the purpose of the inspection. If documents must be seized for the purpose of copying, and the warrant authorizes such seizure, the person executing the warrant shall prepare an inventory of the documents taken. The time, place and manner regarding the making of the inventory shall be set forth in the terms of the warrant itself, as dictated by the court. A copy of the inventory shall be delivered to the person from whose possession or facility the documents were taken. The seized documents shall be copied as soon as feasible under circumstances preserving their authenticity, then returned to the person from whose possession or facility the documents were taken.

(4) An administrative warrant may authorize the taking of samples of materials that are part of, or are generated, stored or treated at the facility, property, site or location. Upon request, the fire marshal shall make split samples available to the person whose facility, property, site or location is being inspected.

(5) Service of an administrative warrant may be required only to the extent provided for in the terms of the warrant itself by the issuing court.

(d) Penalties. Any willful and unjustified refusal of right of entry and inspection pursuant to an administrative warrant shall constitute a contempt of court and shall subject the refusing party to sanctions, which in the court's discretion may result in up to six (6) months imprisonment and/or a monetary fine of up to ten thousand dollars (\$10,000) per refusal.

(P.L. 1975, ch. 165, 12; P.L. 1978, ch. 281, 1; P.L. 2003, ch. 106, 4; P.L. 2003, ch. 107, 4; P.L. 2004, ch. 220, 3; P.L. 2004, ch. 225, 3.)

**Compiler's Notes.** - P.L. 2003, ch. 106, 4, and P.L. 2003, ch. 107, 4, enacted identical amendments to this section.

In 2003, the compiler redesignated the subsections and subdivisions.

P.L. 2004, ch. 220, 3, and P.L. 2004, ch. 225, 3, enacted identical amendments to this section.

#### 4.2.5

#### Step 5 Notice of Violation

1. After completing an inspection, a notice of violation pursuant to RIGL 23-28.2-20.1(Form FP-03) will be sent to the property owner via certified mail and a hard copy placed in the file for that property. In lieu of certified mail, the notice may be hand delivered and a copy of the notice signed and dated by the recipient. A hard copy will then be placed in the file for that property.

#### **RIGL Title 23 - 23-28.2-20.1. Notices of violation.**

The fire marshal and persons designated specifically in writing by the fire marshal shall have the power to issue notices of violation as herein provided for, and the powers herein established shall be in addition to other powers of inspection and enforcement of the Fire Safety Code provided for in this title. The fire marshal or authorized designee of the fire

marshal shall have the power to give notice of an alleged violation of law to the person responsible therefore whenever the fire marshal or authorized designee determines that there are reasonable grounds to believe that there is a violation of any provision of law within his or her jurisdiction or of any rule or regulation adopted pursuant to authority granted to him or her and/or the Fire Safety Code Board of Appeal and Review, unless other notice and hearing procedure is specifically provided by that law. Nothing in this chapter shall limit the authority of the attorney general to prosecute offenders as required by law.

(a) The notice shall provide for the time the alleged violation shall be remedied, and shall inform the person to whom it is directed that a written request for a hearing on the alleged violation may be filed with the fire safety code board of appeal and review within thirty (30) days after service of the notice. The notice will be deemed properly served upon a person if a copy thereof is served him or her personally, by the authority having jurisdiction or any other person having authority to serve process, or sent by registered or certified mail to his or her last known address, or if he or she is served with notice by any other method of service now or hereafter authorized in a civil action under the laws of this state. If no written request for a hearing is made to the Fire Safety Code Board of Appeal and Review within thirty (30) days of the service of notice, the notice shall automatically become a compliance order. The authority issuing the notice of violation shall have the power to extend in writing the time in which the alleged violation shall be remedied if the authority shall find, to the authority's satisfaction, that a good faith effort is being made to remedy the violation, and that the extension of time to remedy the violation will not result in a significant threat to life safety.

(b) [Deleted by P.L. 2004, ch. 220, 3 and by P.L. 2004, ch. 225, 3].

(c) If a person upon whom a notice of violation has been served under the provisions of this section or if a person aggrieved by any such notice of violation requests a hearing before the Fire Safety Code Board of Appeal and Review within thirty (30) days of the service of notice of violation, the Board shall set a time and place for the hearing, and shall give the person requesting that hearing notice as outlined in 23-28.3-5 of this title. After the hearing, the Board may make findings of fact and shall sustain, modify, or withdraw the notice of violation. If the Board sustains or modifies the notice, that decision shall be deemed a compliance order and shall be served upon the person responsible in any manner provided for the service of the notice in this section.

(d) The compliance order shall state a time within which the violation shall be remedied, and the original time specified in the notice of violation shall be extended to the time set in the order.

(e) Whenever a compliance order has become effective, whether automatically where no hearing has been requested, or upon decision following a hearing, the fire marshal may institute injunction proceedings in the district court of the state for enforcement of the compliance order and for appropriate temporary relief, and in that proceeding the correctness of a compliance order shall be presumed and the person attacking the order shall bear the burden of proving error in the compliance order. The remedy provided for in this section shall be cumulative and not exclusive and shall be in addition to remedies relating to the removal or abatement of nuisances or any other remedies provided by law. The district court shall have full equity power to hear and address these matters.

(f) Any party aggrieved by a final judgment of the district court may, within thirty (30) days from the date of entry of such judgment, petition the supreme court for a writ of certiorari to review any questions of law. The petition shall set forth the errors claimed. Upon the filing of the petition with the clerk of the supreme court, the supreme court may, if it sees fit, issue its writ of certiorari.

(P.L. 2003, ch. 106, 5; P.L. 2003, ch. 107, 5; P.L. 2004, ch. 220, 3; P.L. 2004, ch. 225, 3; P.L. 2005, ch. 151, 4; P.L. 2005, ch. 155, 4.)

**Compiler's Notes.** - In 2003, the compiler made stylistic changes throughout the section.

P.L. 2004, ch. 220, 3, and P.L. 2004, ch. 225, 3, enacted identical amendments to this section.

P.L. 2005, ch. 151, 4, and P.L. 2005, ch. 155, 4, enacted identical amendments to this section.

#### 4.2.6

#### Step 6 Letter of Compliancy

Once a property owner has corrected all violations, a final inspection will be performed. If the property appears to be in compliance, a letter of compliancy (Form FP-04) will be sent to the property owner, occupant and Rhode Island Fire Safety Board of Appeal and Review. A hard copy will be placed in the file for that property.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 4 Fire Prevention

**SOP # ADM 4.3**

EFFECTIVE: 01 JAN 11

### PRE-INCIDENT PLANNING

**Purpose:** To provide guidelines on how pre-incident planning shall be conducted. All personnel are urged to review NFPA1620, *Recommended Practices for Pre-Incident Planning*, prior to conducting preplanning operations. Copies are available at the Fire Prevention Bureau.

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#### **4.3.1** **Procedures**

1. House Captains shall be responsible for administering the preplanning program within their respective Districts. Yearly inspections shall include but not be limited to: all schools within the district, all elderly housing complexes, high rise structures, any structure where hazardous materials are stored or where hazardous operations are performed, all nursing homes and adult day care facilities, all multi-family structures containing more than 8 units, and any structure(s) the House Captain may deem of particular importance.
2. Once an onsite visit has been scheduled, contact should be made with, the property owner, Management Company, or occupant of the building to answer questions and gain access to locked areas. It should be explained at this time, that this is not a fire code compliancy inspection. Any possible fire code violations or questions should be forwarded to the Fire Prevention Bureau. If there appears to be serious violations jeopardizing the life safety of the occupants, a fire prevention officer should be called to the scene.
3. A Contact Information Sheet, Form FP-10 should be filled out by the occupant.
4. A Purvis Address Information Form, Form FP-11 shall be filled out by the company officer as completely as possible.
5. Additional informational may be added to the Form FP-11, for example, a list of hazardous materials within the structure, if forcible entry may be required, any possible exterior exposures, etc.
6. A set of plot plans should be drawn. These plans should include the following:
  - a) Building Dimensions and number of stories
  - b) Basement or slab

- c) Layout of all floors
  - d) Construction Materials
  - e) Lightweight Truss Construction shall be highlighted
  - f) Location of all utility shut offs
  - g) FACP location
    - a) Key access box location
    - b) Sprinkler shut off, standpipe and FDC locations
    - c) Doors, windows and fire escape locations
    - d) Location of any hazardous materials
    - e) Location of nearest hydrant(s)
    - f) Location of possible exposures
    - g) Potential overhead wire issues
    - h) Any other information deemed pertinent by the company officer
7. Once completed, the Form FP-10, the Form FP-11, and plot plan should be sent to the Customer Service Clerk for entry into the Purvis System. House Captain's are encouraged to request a hard copy of all forms to be placed in the Station files.
8. At the completion of a pre incident planning or familiarization exercise, a completion report will be made in the Purvis System. This will be done by entering a training report. Go to the Training tab, select District Familiarization/ Pre Plan, and complete all applicable information.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 4 Fire Prevention

**SOP # ADM 4.4**

EFFECTIVE: 01 MAR 14 (REV)

### DETAILS AND FIRE WATCHES

**Purpose** - To establish procedures for Fire Department members to follow while conducting a Firefighter Detail or Fire Watch, as required by the Rhode Island Uniform Life Safety Code, NFPA 1 – Uniform Fire Code and NFPA 101 – Life Safety Code

#### 4.4.0

##### Assignments

1. Details shall originate in the Fire Marshal's office and will be filled by the on duty Battalion Chief utilizing the appropriate "Detail Call Back List."
  - a) Once a firefighter accepts the detail, it is their obligation to work the detail
  - b) If a firefighter is assigned a detail and subsequently comes up on a master or group list call back, they shall be skipped and their rotation box left open
  - c) Any firefighter that agrees to work a detail of fire watch and fails to appear shall be sanctioned in an appropriate manner at the Chiefs discretion

#### 4.4.1

##### Details

1. The primary responsibility of Detail Firefighter shall be to provide adequate protection of life and property by ensuring that all life safety features within the occupancy are functional. This would include keeping means of egress open, insuring that no exits are blocked event equipment and checking the service status of the alarm system and portable fire extinguishing devices. Detail firefighters shall:
  - a) Become familiar with the building floor plan
  - b) Identify any special hazards within the occupancy
  - c) Manually check exits for operability; and accessibility
  - d) Check extinguisher locations and service dates
  - e) Identify any special needs occupants who may require additional assistance
  - f) Periodically walk the active areas and perimeter of the building
  - g) Insure fire lanes remain open and accessible

#### 4.4.2

##### Procedure

1. Retrieve detail equipment from the fire alarm office.

2. Review the Firefighter Detail Checklist, Form FP-20 and perform all tasks once arriving on location.
3. If any problems or questions arise that cannot be resolved, contact the Battalion Chief on duty, who may then contact a Fire Prevention Officer if necessary.
4. Complete the Firefighter Detail Report, Form FP-21 while on location.
5. Upon completion of the detail, return all equipment to the fire alarm office, leave completed paperwork in the Detail Mail Slot.
6. All paperwork must be completed for the purpose of processing payroll.
7. Battalion Chiefs are responsible to respond to scheduled details in order to contact the detail firefighter and assist if needed in any discussions with management.

### **4.4.3**

#### **Fire Watches**

1. A Fire Watch is defined as the assignment of a person or persons to an area for the express purpose of notifying the fire department, the building occupants, or both of an emergency; preventing a fire from occurring; extinguishing small fires; or protecting the public from fire or life safety dangers.

### **4.4.4**

#### **Procedure**

1. Retrieve portable radio and paperwork from fire alarm office
2. Review the Fire Watch Checklist, Form FP-30 and perform all tasks listed once arriving on location
3. If any problems or questions arise that cannot be resolved, contact the Battalion Chief on duty, who may then contact a Fire Prevention Officer.
4. Complete the Fire Watch Report, Form FP-31 while on location.
5. Upon completion of the detail, return all equipment to the fire alarm office, leave completed paperwork in the Detail Mail Slot.
6. All paperwork must be completed for the purpose of processing payroll.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 4 Fire Prevention

**SOP # ADM 4.5**

EFFECTIVE: 01 JAN 11

### PLAN REVIEW SUBMITTALS

**Purpose:** To establish a standardized policy for the submission of all building, fire alarm and sprinkler system plans. To assist the customer with an easy to follow plan submittal process and ensure all plan reviews are completed within the allotted time as per Rhode Island General Law.

#### 4.5.1

##### Submittal Process

1. All plans shall be submitted to either the Customer Service Clerk or the Fire Department Secretary.
2. At the time of submittal, the customer shall fill out the appropriate plan review application.
3. A plan review fee, as per Town Ordinance 09-008 will be attached to the application. Checks shall be made out to North Providence Fire Dept.

#### 4.5.2

##### Fee Schedule as per Town Ordinance -09-008

1. For all residential dwellings containing three (3) units or less:

| a) | <u>Number of Units</u> | <u>Fee</u> |
|----|------------------------|------------|
|    | Single Dwelling Unit   | \$50.00    |
|    | Two Dwelling Units     | \$75.00    |
|    | Three Dwelling Units   | \$125.00   |

2. For all commercial Properties and residential properties containing four (4) or more units:

| a) | Cost of Construction:  | Required Fee:                     |
|----|--|-----------------------------------|
|    | \$500 or less  | \$25                              |
|    | Over \$500 but not over \$1,000                                      | \$35                              |
|    | Over \$1,000 but not over \$2,000                                    | \$45                              |
|    | Over \$2000 but not over \$500,000<br>fraction thereof over \$2,000) | \$45+ (plus \$6.00 per \$1,000 or |

|                              |  |
|------------------------------|--|
| Over \$500,000<br>\$500,000) | \$3,033+ (plus \$4.00 per \$1,000 or fraction thereof over<br>\$500,000) |
|------------------------------|--|

#### 4.5.3

##### Plan review log book

1. After all paperwork has been submitted, the Customer Service Clerk or Fire Department Secretary will then enter the customer information into the plan review log book, along with the date received.
2. The plans will then be delivered to the Fire Prevention Bureau.
3. After the plans have been reviewed and stamped by the Fire Prevention Bureau, the Customer will be called by the Customer Service Clerk or Fire Department Secretary notifying him/her that the plan review has been completed.
4. The customer will then sign the plan review log book along with the date that the plans were returned to the Customer.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 4 Fire Prevention

**SOP # ADM 4.6**

EFFECTIVE: 01 JAN 11

## HOARDING INTERVENTION

**Purpose:** To establish guidelines for managing an incident of suspected hoarding.

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### **4.6.1** Policy

1. Intervention needs to be a collaborative involving the individual, the family and other agencies, mental health, senior services, building official, fire department , police department and other agencies as needed.

### **4.6.2** Mandatory Reporting

1. Per Rhode Island General Law *Title 42, Chapter 42-66, Section 42-66-8 – Abuse, neglect, exploitation and self- neglect of elderly persons – Duty to report* – Any person who has reasonable cause to believe that any person sixty (60) years of age or older has been abused, neglected, or exploited, or is self-neglecting, shall make an immediate report to the director of the department of elderly affairs or his or her designee. In cases of abuse, neglect, or exploitation, any person who fails to make the report shall be punished by a fine of not more than one thousand dollars. Nothing in this section shall require an elder who is a victim of abuse, neglect, or exploitation or who is self-neglecting to make a report regarding such abuse, neglect, exploitation or self-neglect to the director or his or her designee.

### **4.6.3** Procedures

1. Incidents involving occupants 60 years and older
  - a) Contact the EMS director or if the director is unavailable
  - b) Contact the Police Department
  - c) Contact the Building Official – The Building Official will then determine if the Minimum Housing Officer should be notified
  - d) If the occupancy contains four or more dwelling units, contact the Fire Prevention Bureau
  - e) The EMS Director or Police Department liaison will then make a report to the Department of Elderly Affairs.

- f) If there are children within the dwelling, the EMS Director or Police Department will notify the Department of Children Youth and Families.
  - g) If combustibles are being stored in close proximity to any source of ignition, ie- stoves, furnaces, hot water heaters, clothes dryers, space heaters, etc. suggest that the occupant move said items a safe distance away from all sources of combustion. Offer assistance if needed.
  - h) Check the dwelling for functioning smoke and carbon monoxide detectors. If the occupant is in need of batteries or smoke detectors, contact the Fire Prevention Bureau.
2. Incidents involving other age groups
- a) Contact the EMS Director
  - b) Contact the Police Department
  - c) Contact the Building Official – The Building Official will then determine if the Minimum Housing Officer should be notified
  - d) If the occupancy contains four or more dwelling units, contact the Fire Prevention Bureau
  - e) If combustibles are being stored in close proximity to any source of ignition, ie- stoves, furnaces, hot water heaters, clothes dryers, space heaters, etc. suggest that the occupant move said items a safe distance away from all sources of combustion. Offer assistance if needed.
  - f) Check the dwelling for functioning smoke and carbon monoxide detectors. If the occupant is in need of batteries or smoke detectors, contact the Fire Prevention Bureau.
3. Severe Hoarding; In cases of severe hoarding, PPE along with gloves and masks shall be worn.
- a) Listeria, Hepatitis A and B, Scabies, Pneumonia, and Shingella are a few diseases that can be transmitted human to human.
  - b) In cases involving animal hoarding have the Police Department contact Animal Control. Use extreme caution, tapeworm, hanta virus, psittacosis and cat scratch disease are a few diseases that can be passed animal to human.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 5 Job Descriptions

**SOP # ADM 5.0**

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### ESSENTIAL FIREFIGHTER FUNCTIONS

**Purpose:** To establish a baseline of Essential Firefighter Functions that describes the necessary performance components of all firefighters and officers within the department. These Essential functions are adopted from the NFPA 1582 Standard, section 5.1.1

#### 5.0.1

##### Essential Job Tasks

The following constitutes a list of Essential Firefighter Functions that are formulated under NFPA guidance; and, are to be considered by members in their preparation for duty:

1. While wearing personal protective ensembles and self contained breathing apparatus (SCBA), performing firefighting tasks (e.g., hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry), rescue operations, and other emergency response actions under stressful conditions including working in extremely hot or cold environments for prolonged time periods.
2. The wearing of an SCBA, which includes a demand valve-type positive-pressure facepiece or HEPA filter masks, which requires the ability to tolerate increased respiratory workloads.
3. Exposure to toxic fumes, irritants, particulates, biological (infectious) and non-biological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
4. Climbing six or more flights of stairs while wearing a fire protective ensemble, including SCBA, weighing at least 50 lb (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb (9 to 18 kg).
5. Wearing a fire protective ensemble, including SCBA, that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C)
6. While wearing personal protective ensembles and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns to adults weighing over 200 lb (90 kg) to safety despite hazardous conditions and low visibility.

7. While wearing personal protective ensembles and SCBA, advancing water-filled hoselines up to 2 1/2 in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
8. While wearing personal protective ensembles and SCBA, climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces that might be wet or icy, and operating in proximity to electrical power lines or other hazards.
9. Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.
10. Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
11. Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions
12. Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems (sprinklers)
13. Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.
14. Providing Emergency Medical Care with or without protective ensembles in uncontrolled environments or in moving transport vehicles.
15. Overall physical and mental exertion in the performance of physical activities; while under extreme conditions as are often encountered within providing care, effecting rescues, and generally operating at the scenes of emergency incidents.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 5 Job Descriptions

**SOP # ADM 5.1**

EFFECTIVE: 01 JAN 11

## FIREFIGHTER DUTIES

**Purpose:** To define the duties and responsibilities of a firefighter within the Department.

### 5.1.1

#### Duties

All firefighters are directly responsible to the Company Officer to whom they are assigned.  
All firefighters shall:

1. Participate in company activities including fire suppression, rescue, emergency medical care, public assistance, fire investigation, fire prevention, pre-fire planning, company training, and public education; plus, routine maintenance of apparatus and equipment and department facilities.
2. Obey all lawful orders; cooperate with fellow firefighters and officers.
3. Show respect and courtesy to all senior officers, chief officers and Town officials.
4. Study and hone their skills, and keep up to date with the practices taught in the current IFSTA Essentials training manual, State of Rhode Island EMS protocols, CPR guidelines, and all current EMT materials equivalent to their license level.
5. Stay up to date with Department procedures, policies, orders and directives.
6. Carry out all assigned tasks and assignments in accordance with acceptable fire service practices as described in the IFSTA Essentials current edition, and within Rhode Island EMS protocols.
7. Be personally held accountable for their responsibilities and seek counsel and assistance from company officers for all tasks that may be assigned.
8. Arrive at work on time, be in official department uniform at all times, and make a good overall appearance as a Public Safety employee of the Town.
9. Drive safely and responsibly and within the guidelines set forth in the Department Apparatus and Safety policy. Driving safely, slowly and defensively in the top priority of firefighters assigned to chauffeur fire apparatus.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM Chapter 5 Job Descriptions

**SOP # ADM 5.2**

EFFECTIVE: 01 JAN 11

## LIEUTENANT DUTIES

**Purpose:** To define the duties and responsibilities of a firefighter within the Department.

### 5.2.1

#### Duties

All Lieutenants are directly responsible to their Company Captain, House Captain and Battalion Chiefs to whom they are assigned. All Lieutenants are responsible for all of the requirements in section 5.1.1 and additionally shall:

1. Supervise all members assigned to their company in the execution of all assignments in accordance with the guidelines set forth in the Department Operations and Reference Manual.
2. Enforce all Department orders, policies and procedures to their subordinates.
3. Act as the primary training officers for the members assigned to their companies.
4. Give orders and instructions based on safe, commonly accepted fire service practices and standards as presented in IFSTA Essentials, IFSTA Company Officer, Fire Command, EMT-C Current course text (as applicable) and the Rhode Island EMS protocols.
5. Ensure that all tasks are carried out in a safe and effective manner and in compliance with Department policy, procedure and acceptable professional standards as listed in number 4.
6. Complete all NFIRS and EMS reports fully, accurately and promptly utilizing the current computer based reporting system within the Department.
7. Maintain the Company Log Book with detailed entries in compliance with policy.
8. Submit all reports and requests in a professional manner utilizing the appropriate Department forms as applicable.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM Chapter 5 Job Descriptions

**SOP # ADM 5.3**

EFFECTIVE: 01 JAN 11

### CAPTAIN DUTIES

**Purpose:** To define the duties and responsibilities of a Captain within the Department.

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#### 5.3.1

#### Company Captain Duties

All Captains are directly responsible to the Battalion Chiefs to whom they are assigned. All Captains are responsible for all of the requirements in sections 5.1, 5.2 and also shall:

1. Manage all activity on the company to which they are assigned.
2. Set maintenance, cleaning and daily inspection schedules for their companies.
3. Insure that Lieutenants assigned to their companies are in compliance with company policy and Department procedure.
4. Maintain service records and insure that all repair, training and fuel use records are being accurately recorded on the Fire Department Manager program.
5. Insure that the company log is properly and completely filled out by all groups.
6. Make all requests relative to the overall needs of the company.

#### 5.3.2

#### House Captain Duties

Each House shall have a House Captain assigned by the Chief of Department. All Captains holding the additional responsibility as "Captain of the House" to which they are assigned shall:

1. Set in house policy that carries out the requirements set forth in the Department Operations and Guideline Manual, and that address the specific needs of a house.
2. Set overall station cleaning and overall maintenance schedules for the house based on subsequent Department Scheduling.
3. Manage in house issues, and insure compliance to house rules by all of the officers and firefighters assigned to their respective houses.

4. Make all requests relative to the overall needs of the house to the Battalion Chiefs and Chief of Department directly when appropriate.

### 5.3.3

#### Department Scheduling

House and/ or Company Captains shall insure the following department wide assignments and inspections are carried out utilizing the following schedule.

1. **Hose Change:** All handlines and cotton jacketed supply lines are to be changed on a three month schedule: January, April, July and October. For LDH, hose changes shall be semi-annually; April and October and will consist of changing the "folds". Additionally, each Saturday, any handline stretched during the week that was repacked is to be removed and changed to insure proper cleaning and drying.
2. **Hydrant Inspections:** Hydrant Inspections will commence each April. These mandatory checks include: inspection of the caps and sleeves, flowing of water through the 4.5 inch port slowly, (so that the water does not fill more than half of the opening to clear debris) checking spindle, checking drain. Note: do not flush a hydrant; that is the function of the appropriate water supply board.
3. **Apparatus semi-annual:** All apparatus will be thoroughly cleaned each May and November, with a Department-wide Inspection taking place in the last week of May. This mandatory assignment consists of cleaning of all equipment, ladders, appliances, and accessories; as well as all interior cab and compartment areas. All areas will be waxed. Gates and rims will be painted as needed.
4. **Station Inspections:** In addition to the daily housekeeping regiment, there will be a Department Wide Inspection of all houses during the last week of June. This thorough cleaning in preparation for this inspection is to include: all walls, windows, floors, carpets, furniture, kitchen and bath cabinetry in and out, showers etc. All vinyl flooring is to be waxed.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 5 Job Descriptions

**SOP # ADM 5.4**

EFFECTIVE: 01 JAN 11

### BATTALION CHIEF DUTIES

**Purpose:** To define the duties and responsibilities of a Battalion Chief. Battalion Chief's are directly responsible to the Chief of Department and are assigned to the Operations Division.

#### **5.4.1**

##### **GENERAL**

1. A Battalion Chief is the Shift Commander for fire and EMS companies.
2. The needs of the Department and the Departments' mission are the first priority of the Battalion Chief.
3. Battalion Chiefs shall have an in depth knowledge of IFSTA Essentials, Company Officer, Fire Command and all Orders, Policies and Procedures of the Department.

#### **5.4.2**

##### **DUTIES AND RESPONSIBILITIES**

1. Manage Fire and EMS Companies for the Operations Division in accordance with the NIMS and Department Incident Command System.
2. Respond to all major incidents, Box Alarms, Haz-Mat Incidents, and/or any situation out of the ordinary, or when requested by a Company Officer.
3. Command Engine, Ladder and EMS Companies in combating various emergency incidents.
4. Conducts Post Incident Analyses.
5. Investigate and resolve citizen complaints.
6. Coordinates the activities of a shift in order to maintain and support the operation of Department equipment, apparatus, and facilities so as to ensure operational readiness.

7. Provides support and assistance in the coordination and delivery of specialized departmental programs.
8. Plans and coordinates the effective use of human resources in an effort to help meet departmental objectives and goals.
9. Ensures that departmental policies, procedures, rules and regulations are implemented, enforced and maintained.
10. Evaluates performance, and reviews evaluations made by subordinate supervisors.
11. Provides counseling and direction to subordinate supervisors.
12. Participates in disciplinary actions and other conclusive personnel actions.
13. Participates in planning, organizing, training, fiscal management and the administration of the Department.
14. Plan, organize, and prepare special reports or projects as required by the Chief of Department.
15. Assist and participate in community planning efforts and public fire safety education.
16. Coordinate and approve leave of assigned personnel in order to ensure that adequate minimum staffing levels are maintained in accordance with Department policy and procedure.
17. Maintain all records of callbacks and overtime.
18. Inspects personnel, apparatus, and equipment for the efficiency of operation.
19. Performs other management functions as directed by the Chief of Department.
20. Assist the Chief of Department in the management, discipline, and command of the Department.
21. Communicate information and instructions clearly and effectively.

22. Establish and maintain effective working relationships with fire personnel and the general public.
23. Preparation and maintenance of records and reports.
24. Discuss personnel and related problems with Company Officers.
25. Inspect apparatus, equipment, and buildings for conformance to Department Policy.
26. Review and forward recommendations for commendations or disciplinary actions to the Chief of Department.
27. Explain new policy and procedural changes to company personnel.
28. Participate on committees engaged in formulating departmental procedures.
29. Submit accurate payroll records.
30. Properly staff each shift, and establish a daily roster.
31. Administer and monitor personal days, vacation days and sick days.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 5 Job Descriptions

**SOP # ADM 5.5**

EFFECTIVE: 01 MAR 14 (REV)

## DIRECTOR OF TRAINING AND SAFETY

**Purpose:** To establish the function, roles and responsibilities of the Director of Training and Safety.

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### 5.5.1

#### Qualifications

1. The Director of Training and Safety shall be certified in NFPA 1041 and NFPA 1521
2. If an officer is selected without these qualifications, the Chief of Department may allow a reasonable time frame to obtain such certifications if the candidate has the necessary skills and experience to competently serve in this role.

### 5.5.2

#### Training

1. The Director of Training and Safety is responsible for the maintenance and implementation of an ongoing training program. The Training and Safety Officer shall report to the Assistant Chief of Department (as assigned) or to the Chief of Department if the Assistant Chief position is vacant. The Director of Training and Safety shall follow all of the guidelines set forth in the NFPA 1500 as adopted as RI State Law, and guidelines set forth in NFPA 1521 applicable sections.
2. The Director of Training and Safety shall conduct all training in accordance with related NFPA, IFSTA and OSHA guidelines and recommendations.
3. He shall assist with the monthly TOT's as needed; and will assist with Company Training by the Company Officers in the Firefighter Basics; including, Ladder Operations (aerial and ground), Engine Company Operations (hose stretches and pump operations), Squad Operation (basics to include Hurst Equipment, Air Bags and forcible entry devices) and Emergency Medical Services
4. The Director of Training will coordinate with the Battalion Chiefs on scheduling of ongoing training. Typically, lectures will be scheduled in two per day format (09:00 being the first) and insuring that companies are relocated to provide adequate response coverage during sessions.

5. He will supervise yearly performance requirements for line members including, aerial and ground ladder climbs, hose stretches, SCBA simulation and other essential firefighter functions to insure firefighter readiness.
6. The Director of Training and Safety shall take part in the recruitment process, and shall administer the Department Training Academy in accordance with NFPA and IFSTA requirements. All recruit training shall be coordinated and tested by an Instructor Coordinator assigned by the Rhode Island Fire Academy to maintain the integrity of the evaluation and examination process.

#### **5.5.2**

#### **Safety**

1. The Director of Training and Safety shall assist in the development and maintenance of the Occupational Safety and Health Program for the North Providence Fire Department, and promote safety for those individuals involved in fire suppression, rescue and related activities. The Director of Training and Safety shall follow all of the guidelines set forth in the NFPA 1500 as adopted as RI State Law, and guidelines set forth in NFPA 1521 applicable sections
2. It is the policy of the North Providence Fire Department to seek and provide an Occupational Safety and Health Program that recognizes and reduces the inherent risks involved in the operations of a fire department. The goal of this program will be to prevent and eliminate accidents and occupational injuries, illnesses and fatalities.
3. The Department will strive to research, develop, implement and enforce this Occupational Safety and Health Program, and will continually re-evaluate its effectiveness.
4. The North Providence Fire Department will comply with all applicable laws and legal requirements with respect to member's safety and health.
5. The Director of Training and Safety shall be the Assistant Department Safety Officer, working under the Assistant Chief of Department as assigned. He shall assume the role of Department Safety Officer in the Assistant Chiefs absence.
6. The Director of Training as Safety will serve as a member of a joint Health & Safety Committee. All members are eligible to be part of this committee on a voluntary basis.

7. The Union Health & Safety Committee (if so established) is encouraged to make recommendations to the Health and Safety Committee on all matters relative to Department Health and Safety.
8. The purpose of the Health & Safety Committee will be to conduct research and develop recommendations to promote better health and wellness within the Department.

#### **5.5.3**

#### **Records**

1. The Department will maintain a data collection system for accidents, injuries, illnesses and deaths, and will maintain permanent records of all accidents, injuries, illness and deaths that are or might be occupationally related. This will be accomplished by requiring injuries/exposures to be reported on prescribed forms, the maintaining of these reports in employees personnel files, and maintaining of a computer database that tracks pertinent information.
2. The Department will maintain a confidential health record for each employee and a health database.  
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3. The Department will maintain training records utilizing the FD Manager Program.
4. The Towns Maintenance Division will be responsible for maintaining complete and accurate records pertaining to the inspection, maintenance, repair and servicing of all vehicles and equipment used for emergency operations.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 5 Job Descriptions

**SOP # ADM 5.6**

EFFECTIVE: 12 SEP 13 (REV)

### DIRECTOR OF EMERGENCY MEDICAL SERVICES

**Purpose:** To establish the functions, roles and responsibilities of the Director of Emergency Medical Services.

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#### 5.6.1

##### Responsibility

1. The Director of EMS shall report directly to the Chief of Department and serve as the Emergency Medical Services Division Commander.
2. The Director of EMS is responsible for all aspects of EMS operations within the Department and shall analyze, plan, design, implement and administer Emergency Medical Services (EMS) programs as well as other department-wide and community oriented programs, including, but not limited to: Advanced Life Support (ALS), Basic Life Support (BLS), Continuous Quality Improvement (CQI), problem resolution and certification/ recertification of EMS providers.

#### 5.6.2

##### General Duties

1. Monitor the Department's compliance with related local, state, and federal policies; and makes recommend changes to policies/ procedures as required for compliance.
2. Serve as a liaison between the Fire Department and hospitals, Department of Health, Rhode Island Ambulance Service Advisory Board, Nursing Homes and other agencies regarding EMS activities, procedures and policies.
3. Perform comprehensive quality assurance reviews of EMS documentation as set forth by Rhode Island Department of Health Service guidelines.
4. Ensures all Protocols and Rules and Regulations relating to EMS are complied with as set forth by Rhode Island Department of Health Service guidelines.
5. Develop policies and procedures for EMS services, tactics and training as may be required to meet the objectives of the EMS system and the Department.
6. Work with the medical director/supervising physician to develop and update treatment protocols.

7. Conduct and evaluate EMS training activities and classroom instruction sessions.
8. Monitor the status of employee licenses / certifications; and ensures compliance.
9. Assume the duties of the Infection Control Officer and technical advisor to other Town departments and agencies regarding communicable disease policies and worker exposure.
10. Serve as Department HIPPA compliance officer.
11. Responsible for the review of division expenditures; plans, evaluates, and coordinates the purchase of materials and equipment for the division.
12. Responsible for the management and transmission of EMS reports to the Towns private medical billing company.
13. Coordinate DOH ambulance licensing for all licensed Department vehicles.
14. Coordinate and facilitate maintenance, repair, and upkeep of medical equipment and vehicles.
15. Responsible for the orientation and in-service training of fire department recruits.
16. Participate in field observation of EMS calls as required to maintain department professional standards, for technical assistance, or as part of the Incident Command System.
17. At working fire or MCI incidents, the EMS director (when available) will work within the Incident Command System as the highest-ranking EMS provider. The EMS Director shall be assigned to the EMS Branch Director position as described in the NPFD/ ICS relieving line officers of this responsibility as necessary.
18. Manage all communications and customer service requests and inquiries relating to the division.
19. Act as the departments Elderly Affairs Advocate and respond to such calls as needed or requested.
20. Provide community related training to residents and civilian town employees in CPR, AED and any other related topics as mandated by the Department's mission.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 5 Job Descriptions

**SOP # ADM 5.7**

EFFECTIVE: 05 JAN 12

### Probationary Firefighters Professional Development

**Purpose:** To establish a policy for the professional development of Probationary Firefighters on a timetable that prepares them for the challenges they will face throughout their careers in both the Fire Suppression and EMS Divisions.

#### **5.7.1**

##### **General Guidelines**

1. Probationary Firefighters shall serve at the discretion of the Chief of Department for a period of 12 months.
2. Upon successful completion of their Probationary period, they shall be promoted to the rank of Firefighter 2<sup>nd</sup> Class.
3. They shall not be eligible for overtime for a period of at least 30 days.
4. They shall not be assigned as the Chauffeur of any Fire Suppression Apparatus for at least 90 days. Subsequent to 90 days, the Chief of Training and Safety must approve each probationary firefighter as a suppression apparatus chauffeur.
5. If manpower availability dictates a Probationary Firefighter must perform as a suppression apparatus Chauffeur, such assignments must be made by the Battalion Chief with the approval of the Chief of Training and Safety.
6. Company Officers shall not assign Probationary Firefighters to complete tasks or assignments of another firefighter that are part of those senior firefighter's personal responsibilities (i.e. Apparatus and equipment checks, regular house cleaning assignments etc.) They may assign any extra chores and duties as is customary and appropriate for a Probationary Firefighter.

#### **5.7.2**

##### **Duties**

1. All probationary firefighters shall carry out their assignments in compliance with all of the standards set forth in ADM: 5.1, Job Descriptions/ Firefighter Duties.

2. They shall familiarize themselves with all of the apparatus and equipment in the houses to which they are assigned on a daily/weekly basis; with primary concentration placed on the apparatus to which they are currently assigned.
3. They shall spend time regularly on Standard Operating Procedure study and review.
4. They shall spend time regularly on the study and review of the Town map book, concentrating on main streets and secondary road familiarization.

### **5.7.3** Responsibilities

1. All Company Officers, and 1<sup>st</sup> class Firefighters at the direction of the Company Officer, shall take part in the professional development of Probationary Firefighters by familiarizing, instructing and training said members in the task level assignments of a firefighter in accordance with the policies and procedures of the North Providence Fire Department.
2. Company Officers shall submit Probationary Firefighter evaluations to the Safety and Training Chief and the Chief of Department after each full tour that a probationary is assigned to their apparatus for the first 90 days. Subsequent to the 90 day period, evaluations will only be required monthly or as necessary at the company officers discretion.
3. Probationary Firefighters shall seek counsel with the Safety and Training Chief if they believe they are in need of remedial training in a basic task level discipline.
4. Chief or Company Officers who believe a probationary firefighter is skill deficient in a basic aspect of his/her job functions shall inform the Chief of Training and Safety via Form 941. The Chief of Training and Safety shall evaluate the probationary firefighter in the area of the stated deficiency and shall coordinate such remedial training as will be sufficient to improve the probationary firefighters skill to a suitable level.

### **5.7.4** Scheduling

The following monthly schedules will be utilized as guidelines for Company Officers to insure all necessary disciplines are covered with the Probationary Firefighters:

1. Week 1: Apparatus Familiarization; Station Familiarization

- a) Probationary Firefighters shall be instructed on the location, description and usage of all equipment on their assigned apparatus.
- b) They shall be taught the location of their riding position along with the pre-designated responsibilities of said position. (i.e.: tool assignments etc.,)
- c) They shall be given a review on the utilization of their assigned 800 MHz radios, focusing on the safety features.
- d) They shall be given a tour of all areas of the Firehouse.
- e) They shall be given a review of the General Housekeeping policies of the station.
- f) They shall be assigned their bunks, and temporary lockers as available.

## 2. Month 1 – Month 3

- a) Continued focus on Apparatus and Equipment familiarization as well as riding position responsibilities.
- b) Instruction on the boundaries and special hazards located in the district of assignment.
- c) Instruction on the response routes of the given district along with familiarization of the main streets secondary roads, and common neighborhoods of response with said districts.
- d) Probationary Firefighters assigned to suppression apparatus will drive back from an alarm, or to a non-emergency road trip at least once per day.
- e) Familiarization with the Public Share folder access; including steps to review General Orders, Memos and Announcements as well as how to access the official copy of the Standard Operating Procedures.

## 3. Month 4:

- a) Continued focus on Apparatus and Equipment familiarization
- b) Instruction on the boundaries and special hazards located in the district of assignment.
- c) Instruction on the response routes of the given district along with familiarization of the main streets secondary roads, and common neighborhoods of response with said districts.
- d) Probationary Firefighters assigned to suppression apparatus will drive back from an alarm, or to a non-emergency road trip at least once per day.
- e) Once given approval from the Director of Training and Safety, probationary firefighters will be assigned the role of chauffeur of suppression apparatus for a full cycle per month; or, as close to this mandate as possible depending on current department conditions.

- f) Training will be continued on all of the basics including hose stretches, ladder raises, operation of saws and tools.
- g) Company Drills focusing on basic technical rescue proficiency shall be coordinated to accommodate all probationary firefighters on a given shift.

#### 5.7.5

##### **Minimum Requirements Only**

1. *NOTHING IN THIS POLICY IS DESIGNED TO LIMIT TRAINING TO ONLY ITEMS SPECIFICALLY LISTED HEREAFTER. IT IS DESIGNED TO SET A MINIMUM BASELINE OF TRAINING FOR ALL PROBATIONARIES; AND, TO ESTABLISH BOTH OFFICER AND FIREFIGHTER 1<sup>ST</sup> CLASS RESPONSIBILITIES TO CONTRIBUTE TO THE OVERALL DEVELOPMENT OF FIREFIGHTER 3<sup>RD</sup> CLASS.*



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM Chapter 6 Department Computers

**SOP # ADM 6.1**

EFFECTIVE: 01 JAN 11

### COMPUTER SYSTEM USE

**Purpose:** To establish guidelines to ensure the effective, efficient and secure operation of the North Providence Fire Department's computer system.

#### 6.1.1

##### Policy

The Department's computer system is provided to assist in conducting Fire Department business. The computer system, which consists of computers, monitors, peripherals, software, printers, file servers, and all files including documents and mail messages, is the sole property of the North Providence Fire Department. Use of the system for outside business ventures, commercial solicitation, or illegal purposes are prohibited.

#### 6.1.2

##### Definitions

**ELECTRONIC MAIL (E-MAIL/TEXT) SYSTEM** – Provides an electronic means of communication to individuals or groups within the Department and, externally, to and from parties with Internet mail addresses.

**NETWORK ADMINISTRATOR** – Department employee responsible for overseeing the Department's computer system operations, including but not limited to, hardware and software installation and maintenance, password security, e-mail purging, etc.

#### 6.1.3

##### Software Guidelines

1. Employees must comply fully with the terms of software vendors' license agreements. The Department does not permit, and will not tolerate, the use of software that has been copied or installed in violation of copyright or license agreements. All software used on the computer system must be supported by a valid license and proof of purchase.
2. Problems resulting from software installations can impact the system negatively and cause damage to the computer system. Because of this potential, the Network Administrator or designee is solely responsible for the installation of software.
3. The Network Administrator shall maintain a comprehensive record of installed software used to manage the Department's software license assets and shall

maintain the documentation necessary to re-install software on PCs after equipment failure.

4. Department employees may not install software on the computer system.

#### **6.1.4**

#### **Computer Viruses**

1. Because computers are vital to Department operations, virus contamination must be diligently avoided.
2. Viruses can alter data, destroy programs, erase the contents of a computer hard drive, and even cause the Department-wide local area network to fail.
3. Computer viruses are often contained in free software obtained outside the Department, on disks sent to us from others, or in e-mail messages from the Internet.
4. Consequently, no disk shall be used in the computer system unless first tested by the Network Administrator.
5. Computer systems are complex and vulnerable to physical and environmental abuse and neglect. Employees are responsible to exercise due care in the use of Department computer equipment.

#### **6.1.5**

#### **Electronic Mail**

1. The e-mail system is provided to employees to assist them in conducting Department business. As such, Department members are to treat e-mail as confidential.
2. Orders that are transmitted via Department e-mail shall carry the same weight as verbal and/or written orders.
3. Upon reporting to work, and periodically throughout the day, Company Officers shall check their e-mail messages for their assigned station/ company.
4. The e-mail system shall not be used for any messages that can be reasonably considered offensive, discriminatory, defamatory, disparaging, of a sexual nature or threatening to any employee, person, or entity. The e-mail system shall be used for business only, and any misuse will not be tolerated.

5. E-mail and other computer files are discoverable in litigation. Even deleted messages may be accessible, via backup tape or printed hard copy.
6. Fire Department members who use electronic systems provided by the Department are advised that they do not maintain any right to privacy in electronic messaging equipment or its contents. The Department and/or Town of North Providence reserves the right to access any information contained on electronic messaging devices and may require employees to provide passwords to files that have been encrypted or password protected.

#### **6.1.6**

#### **Record Keeping Practices**

1. Data and reports contained in the Department's computer system are classified as official documents.
2. Any information gathered from the Department's computer system shall not be released to the public, without prior permission of the Chief of Department or his designee.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 6 Computer Usage

**SOP # ADM 6.2**

EFFECTIVE: 01 MAR 14 (REV)

### **FD Manager Usage**

Purpose: To establish a policy for the proper reporting and permanent recording of repair slips and training exercises.

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#### **6.2.1 Repair Request Procedure**

1. When requesting apparatus maintenance or repair, the company officer shall utilize the “Maintenance” feature of the FD Manager (Purvis) System in the following manner:
  - a) Select the “Maintenance” button from the main menu
  - b) Select “Apparatus Maintenance” then “new request”
  - c) Select your apparatus number from the drop down list
  - d) Select the repair type from the drop down list
  - e) Enter the description of the trouble
  - f) Select your name from drop down list, and select “submit”
  - g) E-mail this report to the Repair Shop ([jgrimes@northprovidenceri.gov](mailto:jgrimes@northprovidenceri.gov)) by selecting “Preview Request” and then selecting the blue “W” (upper left button); followed by selecting “send” from the upper left Microsoft Office menu button
2. After this Repair Request has been electronically sent, company officers will schedule the repair with the Repair Shop (233-1447 or ext. 606) and inform the Battalion Chief who will approve the arrangements. The Repair Supervisor will coordinate with the Battalion Chief on overall scheduling and fleet readiness.
3. The Repair Shop will print the Repair Form which will stay with the apparatus throughout the job. All work performed will be noted in the “Remarks” section of the form. When the repair is complete, the company officer will take the form and enter the remarks into the FD Manager system by:
  - a) Select “Apparatus Maintenance” and highlight the corresponding repair request from the list
  - b) Select “Edit” and complete the “For use by Repair” section and then select “Save” and “Submit”.
  - c) Save the hard copy in a Company Repair folder established by the House Captain.

4. Any repair issue that arises while a company is “on the air” that results in a direct report to the Repair Shop will be documented in the same manner when that company returns to quarters.

### **6.2.2**

#### **Training Report Procedure**

1. When conducting a training exercise, either company level or department initiated, the company officer shall utilize the “Training” feature of the FD Manager (Purvis) System in the following manner:
  - a) Select the training “Type” drop down. On department assigned drills, the “Type” will be provided for you in the Training Directive. Otherwise, for all other company drills or activity select “Company Drills”.
  - b) Enter date, time, hours and platoon.
  - c) Enter Company(s).
  - d) Select Instructor from drop down list.
  - e) Under “subject”, select the subject provided in the Training Directive for department assigned drills; or select Engine, Ladder, Squad or EMS for Company Drills.
  - f) Under “description”, type brief description of training evolution.
  - g) Click on “Select Multiple” button to add the names of members in attendance.
  - h) “Single click” each members name in attendance from the drop down list.
  - i) After all names are selected and highlighted, click on “add personnel”.
  - j) Click on “save” and then “done”.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 6 Computer Usage

**SOP # ADM 6.3**

EFFECTIVE: 01 JAN 11

### EMS REPORTING

Purpose: To establish a standard procedure for the completing, signing and permanent recording of EMS reports.

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#### **6.3.1 Procedure**

1. All EMS reports shall be completed using the FD Manager Program located on the lap top in each Rescue.
2. Reports will be completed in full detail, providing as much pertinent information as is possible to accurately record the incident.
3. All signatures shall be made on the computer utilizing the electronic signature pad. These signed reports become part of the permanent record and are backed up several times on the Department servers.
4. One copy is then printed to be left at the hospital.
5. No printed copies are required or allowed for Department record.
6. If the lap top system is completely inaccessible due to a system failure (not just a connectivity problem) then a hand written EMS run report is to be completed.
  - a) The signed hand written report is to be submitted to the Administrative Office.
  - b) The report information must be added into the FD Manager Program for historical recording purposes from a working Department computer terminal.
7. If there are any hospital staff that refuse to sign the computer pad, notify the EMS Director with a copy to the Chief of Department as to the Hospital, name of employee, and general circumstances.
8. Each day shift by 10:00 hrs, or as soon thereafter as call volume allows, Rescue Officers shall do an EMS Report exchange/upload to expedite transfer to the billing company.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 6 Computer Usage

**SOP # ADM 6.4**

EFFECTIVE: 01 MAR 14 (REV)

### MICROSOFT OUTLOOK CALENDAR

Purpose: To establish a standardized method of scheduling and documenting Department Training, Details and other relevant activities.

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#### **6.4.1** Procedure

1. The Google Mail/ Outlook Calendar feature enables the Department to send out details, training assignments and other details via the e-mail system. This system will be used to provide reminders of such events at each Department terminal for use by company officers.
2. To use this feature, the Administration or Battalion Chief will schedule an event on the calendar, and "invite attendee's". This will send an e-mail to each attendee that has an icon that looks like a calendar.
3. In order to utilize this feature, the officer receiving the e-mail must double click on the item to open the e-mail, and then select "accept". This will automatically add this calendar reminder to the terminal that has accepted the e-mail. It will then provide reminder dialog boxes prior to the event. When the event passes, select "dismiss" to acknowledge the detail or class.
4. The company officer receiving the e-mail is responsible for opening and accepting the information.
5. Company officers shall check the Department calendar each morning to prepare for any scheduled Department events.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



ADM: Chapter 6 Computer Systems

**SOP # ADM 6.5**

EFFECTIVE: 11 JUN 12

### **SOCIAL MEDIA/ SOCIAL NETWORKING**

**Purpose:** This policy establishes the Department's position on the utility and management of social media, social networking, and all related activities. The personal use of social media can have a bearing on department personnel in their official capacity. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by department personnel while on duty.

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#### **6.5.1**

#### **Social Media/Networking Code of Conduct**

When engaging in social medial or social networking activities, all personnel will maintain a level of professionalism that is consistent with the honorable mission of the North Providence Fire Department. The publication of any statement, comment, imagery, or information through any medium of communication indicated herein, which is potentially adverse to the operation, morale or efficiency of this department, will be deemed to be a violation of this policy.

#### **6.5.2**

#### **Definitions**

1. Social Media: a variety of online sources that allow people to communicate, share information, share photos, share videos, share audio and exchange text and other multimedia files with others via some form of online or cellular network platform.
2. Social Networking: using such Internet or mobile formats such as Facebook, Twitter, MySpace, LinkedIn, Usenet groups, online forums, message boards or bulletin boards, blogs and other similarly developed formats, to communicate with others using the same groups while also networking with other users based upon similar interests, geographical location, skills, occupation, ideology, beliefs, etc.
3. Mobile Social Networking: social networking using a mobile phone or other cellular based device.
4. Internet: a computer network consisting of a worldwide network of computer networks that use the TCP/IP network protocols to facilitate data transmission and exchange.

5. World Wide Web: computer network consisting of a collection of Internet sites that offer text and graphics and sound and animation resources through the hypertext transfer protocol.
6. Blog: a series of entries, written by either one person or a group of people, in an online journal, usually posted in chronological order, like a diary. Blogs can allow comments on entries, or not.
7. Blogging: to read, write or edit a shared online journal. Blogging can also encompass the act of commenting, and engaging with other commenter's, on any blog, including one operated by a third party.
8. Post: an item inserted to a blog or an entry to any type of computerized bulletin board or forum.
9. Posting: an item inserted to a blog or an entry to any type of computerized bulletin board or forum.
10. Forum: an online discussion site.
11. Comments: responses to a blog post, news article, social media entry or other social networking post.
12. Commenting: the act of creating and posting a response to a blog post, news article, social media entry or other social networking post. Commenting can also entail the act of posting an original composition to an unrelated post or article.
13. Identity: an online identity, Internet identity or Internet persona that a social networking user establishes. This can be a real name, an alias, a pseudonym or a creative description.
14. Handle: the name of one's online identity that is used frequently. It can also be the name of one's Twitter identity.
15. User Name: the name provided by the participant during the registration process associated with a Web site that will be displayed publicly on the site.

#### **6.5.3 Procedure**

1. As a member of the department you are subject to both federal and state laws governing, among other items, the confidentiality of a patient's medical information

and the dissemination of sensitive or confidential department information. Under no circumstance is any information about a patient, whether medical or otherwise and whether it is disguised or not, to be used on any type of social media or social network outlet. Regardless of how insignificant you may consider the information, a violation of this standard will not only result in your immediate discharge, but will be reported to the appropriate authorities for possible prosecution.

2. Personal blogs should have a clear disclaimer that the views expressed by the author in the blog is the author's alone (in name, identity or handle as defined) and do not represent the views of the fire department, or any group or members of the department. You must be clear and write in the first person so as to indicate that you are speaking for yourself and not on behalf of the fire department.
3. Information published on your blog (s) (in your name, identity or handle as defined) should comply with the department's confidentiality and code of conduct policies. This also applies to comments posted on other blogs, forums, and social networking sites.
4. Members are hereby advised to be respectful to the department, residents and their families, local businesses and your co-workers and their families. Exercise discretion, thoughtfulness and respect in what you say and the way you say it in order to meet the scope and intent of this policy.
5. Avoid any situation where it can be remotely construed that you (in name, identity and handle as defined) are speaking on behalf of or on authority of the North Providence Fire Department.

#### **6.5.4 Restrictions**

1. Members shall not engage in speech that is false, deceptive, libelous, slanderous, misleading or causes harm to others, including speech that constitutes hate speech, or harassment; nor shall members discuss protected or confidential matters of the department including:
  - a) Matters that are under investigation.
  - b) Patient and employee information protected by HIPAA/ medical confidentiality laws
  - c) Personnel matters that are protected from disclosure by law.
2. **Members are prohibited in engaging in social media/ social networking at any time while on duty using any medium of communication. Specifically,**

**members are not allowed to post, comment, blog, or make any entries, or browse social media sites online in general. This includes:**

- a) **Participating while on duty or on Fire Department property.**
  - b) **Participating from any Fire Department facilities or apparatus.**
3. Members are prohibited in engaging in video chatting while identifiable as a member of the North Providence Fire Department; that is in uniform or to be identifiable as a North Providence Firefighter whether in full or partial uniform.
  4. No member, while speaking as a private citizen on a matter of public concern regarding the fire department, shall libel, slander or speak in such a way as to cause actual harm or disruption to the operations of the department.
  5. Members shall speak on a matter of public concern as a spokesperson for the department only with the permission granted by policy or through the chain of command.
  6. Members must exercise diligence to avoid holding themselves as a spokesperson for the department except when duly authorized or instructed to do so by the proper authorities under the department chain of command.
  7. The unauthorized use of North Providence Fire Department Logos or images is prohibited in social media activities.
  8. Active members in good standing with the department may state their professional association with Department such as name and accurate current rank, division or position.

#### **6.5.5** Digital Imagery

1. The purpose of this Digital Imagery section is to protect the confidentiality of members, patients and the public; and to protect the careers of members, reputation of the department and the operations of the department.
2. All photos taken by on duty personnel are the property of the North Providence Fire Department.
3. Only those photos taken with department approved cameras, and/or with the authorization of the department through the chain of command are permitted for use while in the course of duty or during active operations. (see exception: 6.5.5 #4)

4. Photo's may be taken in uniform and using the fire department apparatus, stations or property when done for the personal members usage only. That is, individual or group shots of a positive nature with the consent of the subject (s) may be taken as part of the member's desire to personally display their pride in the association with the North Providence Fire Department. These images may be utilized within the firehouse or by individual members so long as they are positive, appropriate and not in violation of department policy.
5. Pictures of North Providence Fire Department Apparatus which are unaltered and not digitally altered in such a way as to change the actual content, and do not violate other sections of this policy (such as on the scene of an incident with a victim or scene as a backdrop) may be taken for personal use or for circulation as is customary within the fire service among collectors, vendors, trade magazines etc.
6. Any member, who intends to take pictures of activity or operations for the purposes of training and/or positive public relations in the best interest of the Town of North Providence and the North Providence Fire Department, must request permission to do so through the department chain of command.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



**OPS: Chapter1 Fireground Operations**

**SOP # OPS 1.1**

**EFFECTIVE: 01 JAN 11**

## FIREGROUND GUIDELINES AND DEPLOYMENT

**Purpose:** To integrate the efforts of Engine, Ladder, Squad and Rescue Companies to achieve effective rescue, fire control and loss control activities by increasing the awareness of company members in the standard performances of all companies on the fireground.

### 1.1.1

#### Policy

1. To reduce the amount of and the details of orders required getting companies into action on the fire ground, this guideline assigns fire ground functions to companies who can best accomplish the operation based upon the capability and characteristics of each type of unit along with their arrival sequence.
2. This procedure shall in no way limit the initiative of any officer and should enhance the decision making process of all officers by establishing a standard operational framework.

### 1.1.2

#### General

1. The following items represent the standard operations that will normally be performed by engine, ladder, squad and rescue companies. These basic functions will provide the framework for fireground operations of these companies. This does not limit a company to only its listed functions.
2. Every company will be expected to perform **ALL** basic functions safely within the limits of their capability and according to acceptable IFSTA and NFPA standards.

### 1.1.3

#### Engine Company

1. The following are the general functions and responsibilities of an Engine Company:
  - a) Search, rescue and treatment of victims
  - b) Stretching/operating hose lines
  - c) Laying feeder lines
  - d) Operating master streams
  - e) Pumping hose lines

- f) Loss control
- g) Truck operations
- h) Rapid Intervention Team
- i) Command Company

## 1.1.4

### Ladder Company Functions

1. The following are the general functions and responsibilities of a Ladder Company:
  - a) Search, rescue and treatment of victims
  - b) Ventilation
  - c) Forcible entry
  - d) Raising ladders
  - e) Providing access/checking for fire extension
  - f) Utility control
  - g) Provide lighting
  - h) Operate and position aerial ladders and ladder pipes
  - i) Perform overhaul
  - j) Extrication
  - k) Technical Rescue
  - l) Loss Control
  - m) Rapid Intervention Team

## 1.1.5

### Squad Company Functions

1. The following are the general functions and responsibilities of a Squad Company:
  - a) Search, rescue and treatment of victims
  - b) Ventilation
  - c) Forcible entry
  - d) Raising ladders
  - e) Providing access/checking for fire extension
  - f) Utility control
  - g) Provide lighting
  - h) Perform overhaul
  - i) Extrication
  - j) Technical Rescue
  - k) Loss Control
  - l) Rapid Intervention Team
  - m) Stretching/operating hose lines

### 1.1.6

#### Rescue Company Functions (EMS)

1. The following are the general functions and responsibilities of a Rescue Company:
  - a) Triage, Treatment and Transportation of sick or injured victims.
  - b) Rehab of Firefighters.
  - c) Rapid Intervention Team.
  - d) Command Company.
  - e) Act as an Engine or a Truck Company at the discretion of Command.
  - f) Exterior firefighter assistance (i.e.: un-kinking lines, assistance in stretches, feeders and the like, while still remaining uncommitted). These functions can be accomplished while officially designated EMS early on in incidents; that is, members can assist the initial operations without committing to a task that will compromise their EMS responsibilities.

### 1.1.7

#### Arrival and Deployment

**AUTOMATIC DEPLOYMENT of first arriving companies will automatically apply to all multiple unit responses unless otherwise ordered by Command.**

1. **The first arriving Engine Company** will respond directly to the scene, taking a “key forward position” which allows for line and ladder placement, and will operate to the best advantage. If they are within close enough distance to a hydrant where water supply can be established independently, without equipment from the next arriving Engine Company, they shall radio such similar to the following: “Engine 1 has our own water supply”. This will be confirmed by the second due Engine.
  - a) For detailed deployment, and deployment of second and third arriving Engine Companies, (see OPS 1.5 Engine Company Operations.)
2. **The first arriving Ladder Company** shall obtain the most advantageous position, usually front, two side access, and begin VES based on Truck Company Operations, (see OPS 1.8)
3. **The first arriving Rescue Company** will respond directly to the scene, place their apparatus in a position that will provide maximum access without impeding the movement of other units. They will automatically establish an EMS/REHAB Branch and assist as possible with initial outside task assignments. (See OPS 1.1.6 #1 f)

4. **The Squad Company**, (or second arriving company to act as a Truck Company), shall position their vehicle so as not to obstruct the scene and engage in truck support operations (see OPS 1.8)
5. Company officers will keep in mind the current attack mode to anticipate support activities. Also, other units on first alarm that are not listed above shall stage uncommitted approximately one block away until assigned by Command.  
**Companies shall not request orders from Command while en route.**
6. These deployment guidelines are designed to eliminate unnecessary routine radio traffic, but do not inhibit company officers from communicating necessary tactical information.

## 1.1.8

### Staging of Resources/ STAGING AREA

1. Staging is used when an on scene reserve of companies is required. These companies are placed in a Staging Area at a location designated by COMMAND. Command will announce the establishment of a Staging Branch when calling for all 2<sup>nd</sup> alarm and greater assignments by stating such in the transmission, and by designating a Staging Area. As needed, a Staging Branch Director will be assigned to manage the Staging Area.
2. The Staging Area should be away from the Command Post and from the emergency scene in order to provide adequate space for assembly and for safe and effective apparatus movement when deployed.
3. Companies in Staging may be assigned a separate channel as needed until deployed in the active operations of the incident.
4. The Staging Branch Director will be responsible for the following:
  - a) Coordinate with the Police Department to block streets, intersections and other access required for the staging area.
  - b) Maintain a log of companies available in the staging area, separating engines, ladders and rescues. Also establish an order to engage companies.
  - c) In some cases the staging officer may have to indicate the best direction of travel and routing for incoming companies to get into the staging area.
  - d) Unless otherwise instructed by Command, the staging officer will notify the incident commander when the level of resources falls below 1 engine and 1 ladder.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 1 Fireground Operations

**SOP # OPS 1.1A**

EFFECTIVE: 01 JAN 11

### MULTI-UNIT RESPONSE CODES

**Purpose:** To establish a standard system for the reporting of "Color Codes" as applied to all multi-unit responses. This system allows for a simplified means of securing companies assigned to a response and releasing those not needed to mitigate an incident.

#### 1.1A.1

#### Color Codes

The following codes will be utilized to secure companies assigned to multi unit responses:

1. CODE BLUE: Malicious false alarm. All companies are automatically in service on the report of a Code Blue; any company remote from their rig or tied up restoring a system will hold themselves out on the report of the code until completed.
2. CODE YELLOW: A call requiring the service of one or more companies to mitigate the incident. The company reporting the Code Yellow shall announce the companies assigned to the code; all other companies are automatically in service. These calls are typically but not limited to car fires, dumpster fires, brush, food on the stoves, fire alarm activations and the like.
3. CODE RED: Structure Fire. Any fire within a structure including content and/or building components involved in fire. This code implements all of the automatic notifications, fill ins, and triggers automatic engagement of companies per Standard Operating Procedures: i.e.: laying of supply lines.
4. CODE RED: Hold the Feeder: This specific type of code red is utilized when a small fire within a structure requires the use of all assigned companies, but it is apparent that the fire is contained and most of the work will be support in nature. This code does not trigger any automatic notifications, fill ins or engagements.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 1 Fireground Operations

**SOP # OPS 1.2**

EFFECTIVE: 01 JAN 11

## FIREGROUND STRATEGY

**Purpose:** The following procedure outlines the fireground strategy to be used at a structure fire. Fireground operations will fall under one of the two basic strategies, **Offensive or Defensive.**

### 1.2.1

#### Strategy and Tactics defined

1. **STRATEGY** - The general plan or course of action decided upon by the IC in order to achieve firefighting objectives.
2. **TACTICS** - The operations or actions required to carry out the strategy selected by the IC.

### 1.2.2

#### Responsibility

1. The Incident Commander is responsible for determining the overall fireground strategy, and must consider the level of risk taken when determining the strategic mode utilizing the following Risk/Benefit Analysis formula:
  - a) Risk our lives **a lot** to protect savable lives.
  - b) Risk our lives **a little** to protect savable property.
  - c) **Risk nothing to save what is already lost.**
2. This risk/benefit analysis is to be based on:
  - a) The building (construction, condition, age, etc.).
  - b) Integrity of the building (contents vs. structural involvement).
  - c) The Fire Load.
  - d) The fire and/or smoke conditions.
  - e) Savable occupants.
3. It is the Incident Commander's job to:
  - a) Ensure that all personnel are operating within the same strategy.
  - b) Never use both Offensive and Defensive strategies at the same time.
  - c) Match the appropriate strategy with the fire conditions.

- d) The Incident Commander must include the fireground strategy in the on-scene report.
- e) Everyone must know the strategy being used and everyone on the fireground must be operating in the same strategic mode.

### 1.2.3

#### Offensive Strategy

1. Most fire operations employ an **offensive strategy** which emphasizes the rapid stretching of hose lines for an aggressive interior attack on the seat of the fire.
2. The structure must first be determined to be **safe to enter within** the framework of *the Risk Management Plan and the Two-in two-out rule*.
3. Initial attack efforts must support a primary search by placing *the first attack line between the savable victims and the fire* protecting the avenues of rescue and escape.
4. Offensive fires should be fought from the *INTERIOR-UNBURNED SIDE* of the building. However, a direct approach at times is acceptable when access to the unburned side causes a delay, when companies are attempting to capture a stairwell or other reasonable situations that may warrant this approach.
5. Exterior application of water should be avoided during Offensive Operations.
6. Avoid attacking the fire from the burning side of the building. This type of attack will generally drive the fire, smoke, and heat back into the building hampering the efforts of the interior attack crews and further endangering any savable victims.
7. *Write off property that is already lost* and protect the exposures based on the most dangerous direction of fire spread.
8. Consider the 7 sides of the fire: front, rear, 2 sides, top, bottom and interior.
9. *Get ahead of the fire* and consider where the fire will be when the attack efforts are initiated.
10. Project your set-up time, write off un-savable property and get ahead of the fire.

## 1.2.4

### Defensive Strategy

1. The decision to operate in a defensive mode indicates that the offensive attack strategy, or potential for one, has been abandoned for a reason of personnel safety and the involved structure has been conceded as lost.
2. A change to a defensive strategy must be *announced over the radio as Emergency Traffic* and all personnel shall withdraw from the structure.
3. Collapse zones shall be established and all personnel shall maintain a safe distance from the building.
4. A *Roll Call* shall be initiated for all companies operating on the Fire Ground.
5. Interior attack lines will be withdrawn and repositioned if safe to do so. If it becomes unsafe to withdraw the hand lines they shall be abandoned.
6. All immediate and anticipated exposures must be protected.
7. Once exposures are protected, attention may be directed to knocking down the main body of fire.
8. A *defensive strategy* may be employed, initially, at large or expanding fire operations where protection of exposures or containment of the fire is critical.
9. Tactics compatible with these conditions might include positioning the apparatus for use of a *Master Streams*, such as the deck gun, stretching a 2 1/2 inch hose line for exposure protection or laying a feeder line to a ladder pipe.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 1 Fireground Operations

**SOP # OPS 1.3**

EFFECTIVE: 01 JAN 11

### FIRE GROUND SIZE-UP

**Purpose:** To establish guidelines for and assist in the development of an incident size up.

#### 1.3.1

##### Strategic Plan

1. The selection and implementation of any strategic plan and its supporting tactics is dependent upon an accurate and ongoing *size-up* of the fire situation.
2. Size-up starts with the receipt of the alarm and continues until the fire is under control. The size-up process may be carried out many times and by many different individuals during the course of a fire.
3. The responsibility for size-up initially lies with the first officer on the scene, however all company members must make a personal size-up of the fire situation. As higher ranking officers arrive, the responsibility for size-up is passed up the chain of command.

#### 1.3.2

##### Strategic Factors

1. An accurate and complete size-up must include consideration of the pertinent Strategic Factors as follows:
  - a) Time of day
    - i. Sleeping occupants at night
    - ii. Rush hour traffic delays in response
    - iii. Limited visibility at night
  - b) Life
    - i. Residential vs. commercial building
    - ii. Occupied vs. vacant
    - iii. Transient vs. permanent residents
    - iv. Ambulatory vs. non-ambulatory occupants
  - c) Area
    - i. Large volume of fire
    - ii. Long stretches
  - d) Height
    - i. Elevator operations
    - ii. -Standpipe stretches

- e) Construction
  - i. Frame buildings
  - ii. Truss roof and floor beams
  - iii. Fire resistive
  - iv. Tenements
- f) Occupancy
  - i. Public Assembly
  - ii. Health Care Facilities
  - iii. Hazardous Materials
  - iv. Fuel Loading
- g) Location and extent of fire
  - i. Cellar, sub cellars
  - ii. Cockloft
  - iii. hidden voids
- h) Water supply
  - i. Hydrant spacing
  - ii. Hydrant serviceability
- i) Street conditions
  - i. Construction
  - ii. Road accessibility
  - iii. Overhead wires
- j) Auxiliary appliances
  - i. Standpipe systems
  - ii. Sprinkler systems
- k) Weather
  - i. Wind direction and velocity
  - ii. freezing conditions
  - iii. Heat stress
- l) Apparatus and equipment
  - i. Master Streams
  - ii. Large Diameter Hose (LDH)
  - iii. Foam equipment
- m) Exposures
  - i. Six sides of the fire

**1.3.3**  
**Size Up Sample**

1. The first arriving unit shall indicate they are on location and shall report pertinent conditions as warranted using the following guideline:
  - a) Unit designation/Code: (i.e.)
    - i. "Engine 1 on the scene – Code Red"
  - b) # Floors, Occupancy, Use: (i.e.)
    - i. "Two story occupied multi dwelling"
    - ii. "vacant single family dwelling"
    - iii. "Two story occupied residential over commercial"
  - c) Construction Type: (i.e.)
    - i. Type I Fire Resistive
    - ii. Type II Non Combustible
    - iii. Type III Ordinary
    - iv. Type IV Heavy Timber
    - v. Type V Wood Frame
    - vi. if unable to ascertain construction type transmit the predominant construction material observed, i.e. wood frame, brick, block
  - d) Fire Location/ Volume: (i.e.)
    - i. "Heavy Fire 1<sup>st</sup> floor Quadrant A"
  - e) Actions: (i.e.)
    - i. "Engine 1 is stretching a 1 ¾ line to the second floor via side 1."
  - f) Immediate needs: (i.e.)
    - i. "Strike a 2<sup>nd</sup> alarm"
    - ii. "Ground ladder needed to 3<sup>rd</sup> floor side 1 for victims in the window."



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 1 Fireground Operations

SOP # OPS 1.4

EFFECTIVE: 01 JAN 11

## FIREGROUND PRIORITIES

**Purpose:** To identify and emphasize the fireground priorities upon which operations are developed, implemented and carried out.

### 1.4.1 RESCUE

*Definition: The activities required to protect occupants, remove those who are threatened and to treat the injured.*

1. The protection of life is the primary consideration at any fireground operation. Companies are often confronted with life saving operations upon arrival. Life saving operations is placed ahead of firefighting when sufficient firefighters are not available to do both. Judgment is a key factor when confronted with this situation.
2. The best life saving measure may be a prompt attack on the fire which, if allowed to spread, would trap occupants. A life hazard, visible upon arrival, must be addressed.
3. However, immediate rescue attempts by the first arriving engine company without simultaneously stretching and positioning a hose line should be attempted only in extreme situations. A disciplined firefighter must realize that the victims they see may not be the only victims, and that those they don't see may be in the most peril.
4. Factors impacting on the decision to attempt an immediate rescue:
  - a) The provisions of OSHA 2in-2out rule are complied with.
  - b) Occupants endangered by being in the immediate vicinity of the fire.
  - c) Number of persons trapped.
  - d) Occupants threatening to jump.
  - e) Means of egress cutoff by fire.
  - f) Ability to reach occupants with portable ladders.
  - g) Anticipated arrival time of the first due Ladder Company.
  - h) Staffing level of a company.
  - i) Actions that the officer of the first arriving engine company can implement to protect endangered occupants include:
    - i. Position a hose line between the fire and the endangered occupants.
    - ii. Ventilate to draw fire, heat, and smoke away from the endangered occupants.
    - iii. Give verbal instructions and assurances to the occupants.

- iv. Close doors to limit the spread of smoke.
- v. Ensure that incoming units are informed of the location of endangered occupants.

## 1.4.2

### **FIRE CONTROL**

*Definition: The activities required to stop the forward progress of the fire and to bring the fire under control.*

#### **1.4.2-1**

##### ***Locating the Fire***

1. Before any fire attack can be initiated, the exact location of the fire must be determined. Upon arrival, an exterior survey of the building should be conducted for visible flames, smoke, smoke blackened windows, occupants in distress, etc.
2. Often the odor given off by burning materials, even if there is no visible smoke, may indicate what is burning and perhaps indicate where the fire might be located:
  - a) Wood odor – possible structure.
  - b) Food on the stove - kitchen.
  - c) Fuel oil odor - boiler room or basement.
  - d) Rubbish odor - public hallway/stairway, compactor room, shafts.
  - e) Electrical odor - overhead lights in hallways, light ballast, power cords, overheated motors, etc...
3. When the exact location of the fire has been determined, it must be conveyed to the other units operating on the scene. *The most direct route to the fire area must be relayed to the members stretching the initial hose line.*

#### **1.4.2-2**

##### ***Confining and Controlling the Fire***

1. Confining and controlling a fire is the second stage of the fire suppression effort and includes those actions taken to prevent the fire from extending beyond the area already involved. This is generally the immediate concern, and fulfills the role of placing a hose line between the fire and the majority of the building occupants.
2. Confinement of the fire must take into consideration the intensity of the fire as well as the known or anticipated direction of fire spread. Be aware that the fire may be extending via pipe recess, voids, concealed spaces, etc.

3. Depending on the type of building and the fire location, the first line stretched and operated may be committed to confining any fire extension while a subsequent hose line is utilized to extinguish the main body of fire. *Example:* Fire in the cellar of a Tenement, the first line may be stretched into the first floor to protect the interior stairs based on fire conditions; and, the second line is then stretched into the cellar to extinguish the fire.
4. In some situations the closing of a door or window may play a vital role in confining the fire while hose lines are being stretched to the location.

### **1.4.2-3**

#### ***Extinguishing the Fire***

1. Initial extinguishment includes “knock down” of visible flames and readily apparent burning and smoldering material debris. Final extinguishment means that any fire uncovered by “opening up” and overhauling procedures has been extinguished.

### **1.4.3**

#### **PROPERTY CONSERVATION (Salvage)**

*Definition: The activities required to stop or reduce the primary and secondary loss to property.*

1. Property conservation should be a conscious part of each firefighter’s attitude. Each member must view the building as if it were their own home. Simple efforts of some actions can help reduce the overall damage or loss to property. Actions such as “try before you pry” in opening doors or windows, opening windows rather than breaking windows (only when conditions permit), shutting down nozzles when no fire is visible and throwing down runners or covers when time permits can go a long way in preserving property.
2. Property conservation efforts generally start after rescue and fire control, but this is not an absolute rule. Some types of property contain equipment or contents that are far more valuable than the structure itself (e.g. laboratories, churches, libraries, computer or telecommunications equipment, priceless art or artifacts, etc...). In these cases, the priority may be to protect the contents first and to refrain from using water in certain areas.
3. Every fire will cause primary and secondary fire damage to a building and its contents. Secondary damage is necessary in controlling the fire; however, this damage should be minimized to the best extent possible. Putting the fire out as

quickly as possible may be the best intervention in reducing this damage. Training, discipline and actions of those on the fireground will determine the final loss.

4. Remember, performing property conservation effectively, professionally and in a positive manner produces more positive public relations than any other fireground activity.

#### **1.4.4** **Benchmarks**

*Definition: Documented radio transmissions which signify the completion of necessary components of the fireground priorities of Rescue, Fire Control and Property Conservation.*

1. **Primary Search Complete:** All offensive attacks require primary and secondary searches for victims. This is accomplished simultaneously with initial attack operations. All companies taking part in a search are to report the result to Command in a manner similar to the following: "Ladder 1 to Command, primary search of Level 1 complete and negative for victims." Other companies may be assigned searches of different levels, and are required to submit similar reports upon completion. Once the entire structure is accounted for, Command shall report the completion of the entire structure in a manner similar to the following: "Command to Fire Alarm; Primary Search of the structure complete." This report serves as the "Benchmark" and shall be time documented by Fire Alarm.
2. **Fire Under Control:** Once the forward progress of fire stopped, the fire is contained and Command is shifting strategies to support the Overhaul Operations/Property Conservation phase, Command shall report the completion of this "Benchmark" in a manner similar to the following: "Command to Fire Alarm; Fire Under Control". This report serves as the "Benchmark" and shall be documented by Fire Alarm.
  - a) Prior to bringing a fire operation under control; Command may report an interim "STATUS" of the fire to alert Fire Alarm as to potential additional resource requests. The following two "Status Conditions" are available:
    - i. **Will Hold:** Although not yet under control, Command is reasonably certain that no additional resources will be needed to mitigate the incident.
    - ii. **Doubtful:** Command is reasonably certain that additional resources will be needed to mitigate the incident.
3. **Secondary Search Complete:** Once the fire is under control, it is necessary to conduct a Secondary Search that is a thorough complete search for any victim that

may have been missed during a primary. This search should be conducted by crews other than those who performed the primary search. Command shall report the completion of this “Benchmark” in a manner similar to the following: “Command to Fire Alarm, Secondary Search Complete.” This report serves as the “Benchmark” and shall be time documented by Fire Alarm.

4. **Overhaul Complete:** At the conclusion of the Overhaul/Property Conservation Phase; at which all checks for extension are complete, all fire is completely extinguished, and all savable property is protected, Command shall report the completion of this “Benchmark” in a manner similar to the following: “Command to Fire Alarm, Overhaul Complete.” This report serves as the “Benchmark” and shall be time documented by Fire Alarm.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 1 Fireground Operations

SOP # OPS 1.5

EFFECTIVE: 01 JAN 11

## ENGINE COMPANY OPERATIONS

**Purpose:** To provide general and specific information and functions that will be automatically performed by an Engine Company unless otherwise ordered by command.

**General:** Company officers will determine, based on conditions, the priority of the functions for their company unless otherwise ordered by command. These companies will advise Command on the type of function they are performing and their location.

### 1.5.1

#### Engine Company Operations

An “*Engine Company*” is defined as a company which supplies water to the seat of the fire by way of an attack line or master stream and supplies a continuous water supply to a base pumper or Ladder Company. The engine company is a basic unit of service in the Department and its tactics and operations shall be familiar to all members.

1. The Engine Companies duties are (but not limited to):

- a) Search, rescue, and treatment of victims and personnel at an incident.
- b) Protection of exposures, property and lives from threat of an emergency incident.
- c) Confine the emergency incident to the smallest area as safety, resources, conditions, and time will allow.
- d) Extinguish or mitigate all incidents.
- e) Conducts overhaul operations to insure that the incident does not reoccur.
- f) Provide adequate and efficient water supply to hose lines and other master stream appliances to control the incident.
- g) Provide basic emergency medical service, EMT/EMT-C, to victims of incidents.
- h) Perform Truck Company operations as assigned.
- i) Be utilized as a FAST Company or Command Company.

2. Arrival Sequence - Knowing if the unit is first or second due prepares the company for certain procedures that may be employed upon arrival. If first due, the engine company can expect to initiate strategy and tactics according to the conditions found and to transmit the appropriate preliminary radio reports. The officer will decide where to position the apparatus once the fire location has been determined. This decision must be based on several factors, such as overall objectives, water source,

type of fire, how close to the fire building the apparatus will be, the type of stretch to be made, and if the apparatus will block out or be blocked out by other incoming units. Stopping short or extending past the fire building to allow access for the aerial must be a top consideration when spotting the apparatus.

### 1.5.2

#### **First Arriving Engine Company**

1. Will automatically assume command and remain in command until relieved by the Battalion Chief. This is automatically transferred when the Battalion is on the first alarm and arrives, or will be a formal transfer when there is a delay in arrival of a Battalion Chief.
2. Will size-up the incident situation and transmit a brief and concise radio report describing the initial size-up of the building and the conditions found upon arrival. This shall include:
  - a) Unit number and "on the scene".
  - b) Size of building.
  - c) Type of construction.
  - d) Type of occupancy (dwelling, apartment, commercial, etc).
  - e) Conditions on arrival. (i.e. Smoke showing, nothing showing, etc., this will include "code" if applicable)
  - f) Whether occupied or vacant if known.
  - g) Radio location of any reported victims.
3. Shall set up to be the initial attack (base) pumper.
4. Will advance the first attack line to the proper location in order to protect any savable lives and/or property.

### 1.5.3

#### **Second Arriving Engine Company**

1. The second arriving Engine Company will assume the role of water supply.
  - a) After locating the nearest water supply source the second arriving Engine Company will radio the dispatcher that they "Have Water Supply".
  - b) Upon the call of a Code "RED" the second arriving engine company will automatically lay an LDH 5" supply line, (or double 3" if so equipped) to the first arriving engine company when it is acting as a base pump. When a

standpipe system is being utilized for fire attack, the primary feeders shall feed the FDC.

- c) The Officer will determine the best possible way to provide a continuous water supply either using a forward lay, reverse lay, split lay or relay pumping operation.
- d) After a continuous water supply has been established the second engine will concentrate on stretching a back up or other subsequent attack line.

#### 1.5.4

##### Third Arriving Engine Company

1. **The third arriving Engine Company** will respond to the scene and continue water supply with the second Engine Company when required, or stretch a back up or subsequent attack line to support initial line.
2. Examples of assisting with water supply:
  - a) Long lays requiring two companies to engage by establishing a relay pump operation.
  - b) Split lays (two companies meet at an intersection and connect while 1 proceeds to the fire, and the second proceeds to the hydrant).
  - c) Pumping a hydrant.
  - d) Establishing a second independent water supply to the fire for Defensive or larger scale fire attacks.

#### 1.5.5

##### Back Up Line

1. The back-up line (whether deployed by the second or third Engine Company) shall be placed in position to support the initial attack line, protect paths of egress, or protect exposures above/below the fire. It should be:
  - a) The same or greater diameter and at least one length longer.
  - b) Follow the path of the first attack line.
  - c) Work in tandem with the first line, protect their escape route, and when safe to do so operate adjacent to or above the initial fire area.
2. In cellar fires, one firefighter should be stationed at the top of the stairway, until a back up hose team takes over. This will protect the escape route of the firefighters operating in the cellar fire.

- a) The back-up line on all cellar fires is to be positioned at the top of the stairs where the initial attack line was deployed.
- b) This company is to monitor heat conditions and protect the escape route of the initial attack line, and notify Command and the first line if the escape route may become compromised by fire in any way.

#### 1.5.6

#### Additional Engine Companies

1. Shall stage uncommitted approximately one block away until assigned by Command. Companies shall not request orders from Command while en route.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



**OPS: Chapter 1 Fireground Operations**

**SOP # OPS 1.6**

**EFFECTIVE: 01 JAN 11**

## HANDLINE OPERATIONS

**Purpose:** To establish standard guidelines for the stretching and operation of hand lines.

**General:** Stretching and operating hose lines are the primary function of an engine company. All members must realize the importance of the initial line stretched at a structural fire. More lives are saved at fire operations by the proper positioning and operating of hose lines than by all other life saving techniques available to the firefighting forces. The majority of structural fires are controlled and extinguished by this initial line.

### 1.6.1

#### First Handline

1. The first line must be placed between the fire and any endangered occupants. This is accomplished by stretching the hose line via the primary means of egress.
2. The purpose of this line is to protect the primary means of egress and to confine and extinguish the fire.
3. If determined no life hazard exist in the building, the first line shall be positioned between the fire and the most severe exposure.
  - a) When placing a hose line to protect an exterior exposure, it should be positioned so that the stream can be used alternately between operating on the exposure and the fire.
  - b) When using streams to protect exposed buildings, the water should be applied onto the building's surface for best results. (not as water curtains)

### 1.6.2

#### Second Handline (Back-Up Line)

1. The back-up line (whether deployed by the second or third Engine Company) shall be placed in position to support the initial attack line, protect paths of egress, or protect exposures above/below the fire. It should be:
  - a) The same or greater diameter and at least one length longer.
  - b) Follow the path of the first attack line.
  - c) Work in tandem with the first line, protect their escape route, and when safe to do so operate adjacent to or above the initial fire area.

2. In cellar fires, one firefighter should be stationed at the top of the stairway, until a back up hose team takes over. This will protect the escape route of the firefighters operating in the cellar fire.
  - a) The back-up line on all cellar fires is to be positioned at the top of the stairs where the initial attack line was deployed.
  - b) This company is to monitor heat conditions and protect the escape route of the initial attack line, and notify Command and the first line if the escape route may become compromised by fire in any way

#### 1.6.3

##### Third Hand line

1. Depending on the occupancy and the fire conditions, a third hand line may be required. Unless otherwise ordered, this line may be stretched to:
  - a) Cover a secondary means of egress.
  - b) Protect persons trapped above the fire.
  - c) Adjoining building to protect exposures.
  - d) Prevent vertical extension.

#### 1.6.4

##### Additional Hand line Placement Guidelines

1. Hand lines shall not be operated in opposition to each other.
2. Permission must be obtained by the IC before exterior hand lines are directed into a fire building for offensive attacks.
3. Immediate notification must be given to the IC when a situation is discovered that requires the positioning of an additional hose line.
4. There shall **never** be more than 2 lines in any stairway. Third or greater lines must use alternate access; that is additional entrances, balconies, windows etc.

#### 1.6.5

##### Estimating the Stretch

1. Once the fire is located and the decision is made to stretch hand lines to confine or extinguish the fire, a decision must be made on the size of the hand line and the length of the hand line.

2. The type of stretch, size of hose, and number of lengths will depend on many factors. They include:
  - a) The location and severity of fire.
  - b) The type of building or outside fire involved.
  - c) The availability of water.
  - d) The type of hose carried on apparatus.
3. The general rule for estimating the number of lengths in the fire building is: "**Truck to the door, 50' per floor**". That is, estimate the distance from the back step of the rig to the door of entry, and add 1 length per working floor.
  - a) Example: If you are 100' from the entry door, and stretching to the second floor, count 100' plus 50' for floor #1 and 50' for floor #2 and select the 200' line. In larger buildings more than one length may be needed per fire floor.
  - b) The building frontage can be used to estimate distance to the entry.

#### **1.6.6** Stretching the Handline

1. The preferred stretch for interior 1-3/4" hand lines is the "Minute Man Stretch." This stretch emphasizes a rapid yet efficient playing out and advancing of a hose line, where the nozzle flake touches the nozzle man's shoulder, along with a working length of hose. As the hose is stretched, the nozzle man controls the working length for entry into the fire area.
2. For the advancement of a 2-1/2" hand line which are traditionally flat packed, a flat shoulder carry of the working length is the norm, however, the nozzle man may "flip" the working load resulting in the nozzle flake touching the nozzle man's shoulder as with the Minute Man Stretch.

#### **1.6.7** Selecting the Proper Diameter

1. The characteristics of each type of hand line dictate the proper line choice. Each type of line has a unique set of strengths and weaknesses. Water flow must be applied at a rate sufficient to over-power the fire. This is known as the "flow rate". Other factors that determine the proper line are:
  - a) The type of Occupancy.
  - b) The fire load.

- c) The reach of the stream.
- d) The speed and effort the line takes to deploy.
- e) The mobility of the line.
- f) The volume of water the line will deliver.

#### 1.6.8

#### Fire Attack Techniques

1. Knowledge of the floor layout is the most valuable asset to a nozzle team advancing under heavy fire and/or smoke conditions. If the smoke is not banked down to the floor, a quick glance at floor level before opening the nozzle can give the nozzle firefighter and officer an indication of the floor layout. From this position, obstructions such as furniture, debris or other obstacles which could impede the advance of the nozzle team may be evident. The glow of the fire may indicate the direction and distance the team has to advance. Once the line is opened, any visibility will be lost until adequate ventilation is accomplished.
2. The Officer shall determine the entry route to the fire area. This could be through a door or window if normal means are inaccessible. The hose line should, however, be stretched through the unburned side of the building and positioned to push the fire out rather than into the building.
3. The nozzle should be cracked open as the nozzle team waits for water. The sound of exhausting air will indicate water is on the way, and any air in the line will be expelled. **The line must be bled before the fire attack begins.**
4. **NEVER** enter the fire area with an uncharged hose line. However, the hose line should be stretched as close to the fire area as possible before being charged. An uncharged hose line is stretched more rapidly and it is less fatiguing than attempting to move a charged hose line into position.
  - a) All members should operate on the same side of the line. When the door to the fire area is opened members should be low and to one side of the opening, to let the pent up heat and gases vent prior to advancing.
  - b) Once the line is advancing, keep moving toward the seat of the fire. In order to reduce the chance of burn injuries and ensure rapid knockdown, the nozzle team should move aggressively but deliberately.
  - c) Let the reach and penetrating power of the stream do the work, especially in large area buildings or when several rooms are involved in fire.
  - d) The stream should be operated "out front and overhead". The water should be deflected off the ceiling and upper walls. The nozzle firefighter should hold

- the nozzle at arm's length to allow for maneuverability and change of nozzle direction.
- e) As the fire darkens down, the angle of the stream should be lowered to directly cool burning solid fuel material.
  - f) Do not open the nozzle on smoke; try to get as close to the fire as safely practical without risking burn injury.
  - g) Do not crowd the nozzle.
  - h) Once the fire appears to be knocked down consider shutting down the nozzle to let the smoke and steam lift. Be prepared to reopen the nozzle at any moment.
  - i) The floor should be swept with the stream as you advance to cool any burning material and prevent knee and leg burns. This action will also sweep broken glass, hypodermic needles and other debris from the path of the advancing nozzle team.

#### 1.6.9

#### Outside Stretches (Fire Escape Stretches)

1. When there is no standpipe system available or stretching a line through a first floor entrance proves to be impracticable, an "Outside Stretch" can be used. An outside stretch, also called a "fire escape stretch", is when the hose line is stretched through a window adjacent to or below the fire area and then advanced to the fire. Typically, this stretch consists of a 2-1/2" inch line supply side line stretched to an attack point, and connected with 1-3/4" attack lines for advancement. Additionally, some "Outside Stretches" can be assembled with all 1-3/4" or 2-1/2" hand line based on current conditions.
  - a) The officer's initial size-up will determine if this type of stretch would be beneficial. Knowledge of the building, the location of the fire, and availability of adjacent windows will assist in making this determination.
  - b) The officer and nozzle firefighter proceed to the fire area with the rope, high rise pack including attack hose and wye.
  - c) The Officer selects the window, balcony or porch area to be used as the "attack point" and communicates this information to the chauffeur of the attack pumper. The chosen window shall be in a "safe area".
  - d) The rope is deployed from this window, balcony or porch.
  - e) The Chauffeur shall stretch sufficient feeder hose below the window the hose will be hoisted through.
  - f) The chauffeur or other firefighter will secure the rope to the hose on the outside ground level.
  - g) The hose is then hoisted to the attack point and secured.

- h) The feeder hose is then connected to a wye appliance with the attack line. This will leave an open port on the wye for an addition hose line.
- i) The attack line will then be stretched to the fire area and fire attack techniques will be used.
- j) The backup line can then be attached to the same wye and stretched to back up the first line.

### **1.7.0** **Stream Selection**

Each Engine Company has both variable stream and solid stream nozzle selections.

1. **Variable Streams:** Variable Stream nozzles have an adjustable pattern ranging from wide fog to straight stream at 100 psi nozzle pressure. Some advantages are:
  - a) Adjustable fog pattern can be used for cooling of heat impinged vessels, such as propane cylinders.
  - b) Can be utilized as a straight stream, then as a fog for power venting.
  - c) Operates at a higher pressure which reduces the possibility of kinks within the stretch.
  - d) Can be used in a confined space to increase steam conversion as part of an indirect attack of an unoccupied area.
2. **Solid Streams:** A fixed solid stream of water produced through a flanged nozzle usually with a tip  $\frac{1}{2}$  the diameter of the supplying hose line at 50 psi nozzle pressure. Some advantages are:
  - a) Greater reach and penetration
  - b) Less overall steam conversion
  - c) Greater flow in GPM's; that is 180 GPM vs. 150 GPM for similar variable stream handline.
  - d) Lower operating nozzle pressure.

***NOTE: Selecting a solid stream nozzle as a primary attack weapon is the preferred method for overall knock down power for well involved areas. However; company officers and pump operators must be cognizant of the fact that these handlines have the tendency to kink due to lower operating nozzle pressures. This could cause no water flow at the tip! It is vital to stretch this line properly and supply it with the recommended pressure.***



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 1 Fireground Operations

**SOP # OPS 1.7**

EFFECTIVE: 01 JAN 11

## BASIC PUMP OPERATIONS AND WATER SUPPLY

**Purpose:** To establish a standard procedure for basic pump operations and water supply.

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### 1.7.1

#### **WATER SUPPLY GENERAL GUIDELINES**

1. 3" Feeder lines of 300' or less generally do not require pumping a hydrant.
2. 5" LDH, pumping is generally not required at all; unless, relay pumping or when operating in rural areas, or large defensive fire attacks.
3. Offensive attacks in small commercial and residential occupancies require that a water supply Engine Company deliver 600-800 Gallons Per Minute (GPM) to the attack pumper unless otherwise ordered by Command or the OIC of the base pump.
4. Defensive attacks require that a water supply engine company deliver capacity (1250-1500 GPM) to each attack pumper assuming adequate availability, unless otherwise notified by Command or the OIC of the base pump.
5. Relay pumping requires an Engine Company pumping the hydrant, and an Engine Company every 1000' for 5" LDH , relaying with a Pump Discharge Pressure (PDP) of 120 PSI to maximize delivery.

### 1.7.2

#### **CALCULATIONS for 3" Supply Lines (when pumping hydrants)**

1. GPM delivery per 3" supply line is achieved by providing the appropriate PDP by calculating the Pounds per Square Inch (PSI) Friction Loss (FL) per 100' of supply line, multiplied by total feet in hundreds, plus 10 PSI for the base pumpers' intake pressure. Therefore: **PDP = FL/100' X (Feet in hundreds) +10PSI**

| <b>PSI FL/100'</b> | <b>GPM DELIVERY PER SUPPLY LINE</b> |
|--------------------|-------------------------------------|
| 10                 | 300                                 |
| 15                 | 400                                 |
| 20                 | 500                                 |
| 30                 | 600                                 |

2. The following performance charts represent pump capacities for Class "A" Pumps. Pump operators will utilize these charts when estimating GPM delivery over distances to ensure proper delivery.

**ENGINES 1, 5**

1250 GPM @ 150 PSI  
850 GPM @ 200 PSI  
625 GPM @ 250 PSI

**ENGINES 2, 4 & 6**

1500 GPM @ 150 PSI  
850 GPM @ 200 PSI  
761 GPM @ 250 PSI

**3. 3" WATER SUPPLY EXAMPLE (when pumping hydrants)**

- a) Deliver 600 GPM a distance of 600 feet through double feeder lines.  
(300GPM per 3" line) PDP= (10 PSI X 6)+10 PSI **PDP=70 PSI**

*Note: Examples assume there is enough availability of water supply in the hydrant being pumped. If the desired PDP cannot be achieved due to lack of availability, deliver as much as possible and notify your Company Officer. Meaning, if you are trying to pump at 130 psi PDP, and at 100 you are approaching vacuum, pump at 100psi, thus delivering as much as is available.*

**1.7.3****CALCULATIONS for 5" LDH**

1. The standard friction loss for 5" LDH is 4 psi/ 100' at 1000 GPM delivery. Therefore, over a 1000' lay, 40 psi plus 20 psi intake pressure for the base pump is required. Pumping is rarely required with this supply system. If relay pumping over large distances, a pumper is required every 1000' using the following calculations:

$$\text{FL}/100' \times (\text{Feet in hundreds}) + 20\text{PSI} = \text{PDP}$$

| <u>PSI FL/100'</u> | <u>5" LDH GPM DELIVERY</u> |
|--------------------|----------------------------|
| 4                  | 1000                       |
| 10                 | 1500                       |

2. 5" relay pumping example: Deliver 1500 gallons per minute over 3,000' in a relay pumping operation:

$$10\text{psi} \times 10 + 20 \text{ psi} = 120\text{psi PDP for each relay pumper}$$

### 1.7.3 HAND-LINES

PDP for all hand-lines will be calculated by adding the appropriate FL per hundred feet of hand-line, plus the nozzle pressure (NP). The NP for all variable stream (Fog) nozzles is 100 PSI. The nozzle pressure (NP) for all solid bore nozzles is 50 PSI.

$$\text{THEREFORE, PDP} = \text{NP} + (\text{FL} \times \text{FT. IN HUNDREDS})$$

1. **1-3/4 INCH ATTACK LINES**- The standard delivery for 1-3/4 inch hand-lines will be 150-185 GPM, depending on the nozzle. The standard corresponding FL/ 100' will be 25 PSI for variable stream nozzles and 7/8" solid bore nozzles delivering 150 GPM. The standard corresponding FL/ 100' will be 40 PSI for 15/16" solid bore nozzles delivering 185 GPM.

#### a) EXAMPLES

- i. Deliver 150 GPM through 200' of 1 3/4 hand-line with a 7/8" solid bore nozzle.  $\text{PDP} = 50 \text{ PSI} + (25 \text{ PSI} \times 2)$  **PDP = 100 PSI**
  - ii. Deliver 150 GPM through 300' of 1 3/4 hand-line with a variable stream nozzle.  $\text{PDP} = 100 \text{ PSI} + (25 \text{ PSI} \times 3)$  **PDP = 175 PSI**
  - iii. Deliver 185 GPM through 200' of 1 3/4 hand-line with a 15/16 solid bore nozzle.  $\text{PDP} = 50 \text{ PSI} + (40 \text{ PSI} \times 2)$  **PDP = 130 PSI**
2. **2 1/2 INCH ATTACK LINES**- The standard delivery for 2-1/2 hand-line will be 250 GPM. The FL/ 100' is 15 PSI.
  3. *Note: Pump operators shall also consider elevation loss when operating on upper floors. The general rule will be to add 5 psi PDP for every floor above the first.*

#### a) EXAMPLES

- i. Deliver 250 GPM through 200' of 2-1/2 hand-line, with a 1 1/8" solid bore nozzle.  $\text{PDP} = 50 \text{ PSI} + (15 \text{ PSI} \times 2)$  **PDP = 80 PSI**
- ii. Deliver 250 GPM through 200' of 2-1/2 hand-line, with a variable stream tip.  $\text{PDP} = 100 \text{ PSI} + (15 \text{ PSI} \times 2)$  **PDP = 130 PSI**

#### 1.7.4

#### **FIRE DEPARTMENT CONNECTIONS: (Automatic Sprinklers/standpipes)**

1. The standard PDP for all Fire Department Connections (FDC) will be 150 PSI, plus 5 PSI per floor above the first.
2. The FDC will be supplied with two 3-inch lines, no greater than 100 feet in length.
3. The minimum GPM intake for pumper feeding a FDC is 800 GPM.
4. Pumpers feeding Fire Department Connections will not supply any other device.

#### 1.7.5

#### **AERIAL LADDER PIPES / TOWER LADDERS**

1. The standard PDP for "Ladder Pipes" is 175 PSI.
2. The standard PDP for "Tower Ladders" is 200 PSI.
3. Aerial Ladders / Tower Ladders will be fed with two 3 inch lines, no greater than 100 feet in length, with a minimum 800 GPM available water supply.
4. Pumpers feeding Ladder Pipes will not supply any other device.

#### 1.7.6

#### **PUMPING MISC. MASTER STREAMS**

1. The Nozzle Pressure for all solid bore master stream appliances is 80 PSI.
2. The Nozzle Pressure for all variable stream (fog) appliances is 100 PSI.
3. Pump operators will maintain the above nozzle pressure when pumping master stream appliances, compensate for Friction Loss, as well as ensure that a proper water supply is sustained for the desired flow.

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#### **GLOSSARY**

Attack Pumper – An Engine Company engaged in fire suppression by receiving feeder lines and pumping attack lines and /or master streams. (Base Pumper)

Friction Loss (FL) – That part of total pressure that is lost while forcing water through pipes, fittings, fire hose and adapters.

Gallons Per Minute (GPM) – A measurement that reflects the rate of flow from fire streams.

Master Stream - Any appliance that flows a minimum of 350 GPM.

Nozzle Pressure (NP) – The pressure, measured in pounds per square inch (PSI) at the nozzle of a fire stream.

Pounds Per Square Inch (PSI) – The unit of measurement for “Pressure”, used in the fire service.

Pump Discharge Pressure (PDP) – A unit of measurement that reflects the pressure at the pump for a given discharge.

Water Supply Pumper – An Engine Company whose responsibility is to provide water supply to a fire scene by way of feeder lines. (usually an Engine pumping a hydrant).



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 1 Fireground Operations

**SOP # OPS 1.7A**

EFFECTIVE: 01 MAR 14 (REV)

### LARGE DIAMETER HOSE

**Purpose:** To establish a standard policy for the care, use and packing of 5" LDH.

#### 1.7A.1

##### General Information

1. Each Engine Company shall be equipped with the following LDH 5" hose, adapters and appliances:
  - a) 1000' of 5" Supply Line (10-100' lengths)
  - b) LDH intake valve (Drivers side pump panel)
  - c) 2 ½"/3" to 5" LDH discharge valve (Officers side pump panel)
  - d) 2 ½" to 5" Hydrant adapter
  - e) Two 4" to 5" adapters
  - f) 1 Parallel Shaft Hydrant Valve
  - g) Two 2 ½" one-way gate valves
  - h) One Jumbo hose clamp
  - i) Two sets of jumbo spanner wrenches
  - j) Two TFT Hydrant wrenches
  - k) One 25', and One 50' 5" supply line
  - l) Three 5" blind caps
  - m) One set of collapsible safety cones
  - n) Three 60" webbing utility loops

#### 1.7A.2

##### Standard Set Up

1. Each Engine Company will carry 1000' of 5" LDH into the provide bed area utilizing a staggered fold pack, with all couplings to the front of the bed as instructed.
2. All Hydrant accessories including the Hydrant Valve will be stored in the officers side rear "Hydrant Compartment" including one TFT Hydrant Wrench.
3. One 25' LDH, one 50' LDH, one set of jumbo spanners and one TFT Hydrant Wrench will be stored in the drivers pump panel compartment.
4. The main 5" ball intake valve on the drivers pump panel has a bleeder valve that shall remain in the OPEN position at all times. This is to ensure that once the

hydrant is turned in, all of the air in the line will escape through the bleeder valve and not damage the pump. This valve will be manually closed once a solid stream of water is discharging freely, and then water can be transferred to the pump.

### **1.7A.3 Procedure**

1. The hydrant is to be fully dressed, and flushed to remove any debris prior to connecting the hydrant valve and sending water to the base pump.
  - a) NOTE: There are no screens on the main ball intake valve, so any debris from a hydrant will damage the pump.
2. Hydrants will be fully dressed; that is, one- one way gate valve on each 2.5" port, and the main hydrant valve on the 4.5" steamer connection.
  - a) For hydrants with three 2.5" ports, only two ports will be dressed; one with a gate valve and one with a gate valve and 2.5" to 5" discharge adapter.
3. Once the hydrant is wrapped, the chauffeur is to proceed to the scene at approximately 5-7 MPH (or the safest speed allowed by conditions not to exceed 7 MPH) while endeavoring to keep the road open when possible.
  - a) This may be accomplished by driving to the scene while positioning the rig so that the hose plays out as close to the curb of the hydrant side as possible.
  - b) This may be accomplished by the Officer of the water supply company or other assisting crews pushing the line to the curb prior to charging.
4. Once the base pump radios or signals for water, the hydrant firefighter shall turn in the hydrant and proceed to the scene to reassemble the water supply company.
5. Whenever the LDH crosses an intersection not protected by the Police, safety cones shall be positioned to keep civilian traffic from attempting to go over the supply line.
6. Base Pump Operators shall endeavor to position the LDH supply line so the it loops into the intake valve, and they operator can position themselves inside the loop; that is, between the loop and the pump panel so that if the coupling fails the pump operator is protected.

**1.7A.4**  
**Repacking**

1. Once the hydrant has been shut down and disconnected, the supply line to the pumper is to be disconnected.
2. A 5" blind Storz cap is to be placed on the end which is at the higher elevation.
3. The entire length of the supply line is to be kept connected: disconnecting any section of the lay will allow air to enter the lines and complicate the repack efforts.
4. If there is enough elevation, gravity will drain the supply line. If it is not completely flat, then two firefighters will walk off the line with a hose roller or hand tool to drain the line.
5. The hose will be picked up using a rolling pack, either alongside the supply line or directly over the supply line with the following guidelines:
  - a) A spotter (safety observer) must be utilized at the front bumper and the rear bumper on the drivers' side.
    - i. The spotters shall be in position as to be in constant visual and audible contact with the chauffeur.
    - ii. The spotters shall have an unobstructed view of the hose loading operation.
    - iii. The spotters shall be other than those members loading hose.
  - b) Non-fire vehicular traffic should be re-directed away from the area of the hose loading operation
  - c) At least 2 members shall be in the crouched position in the hose bed. Standing in the hose bed, on the tail step, sideboards or any other location on the apparatus while the vehicle is in motion is strictly prohibited
  - d) At least 1 member shall be walking behind the rig feeding the hose to the members packing within the bed.
6. While packing hose the apparatus shall only be driven in a forward direction at a speed of 5mph or less.
7. Repacking of 5" hose with the pumper in reverse is prohibited. When it is impossible to configure the apparatus in the forward facing manner due to scene conditions, or the safety of the operation is in question, then the hose shall not be loaded on moving apparatus. In these circumstances the LDH hose "Rolling Rack" should be used to assist with the handling and packing of the LDH.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 1 Fireground Operations

SOP # OPS 1.8

EFFECTIVE: 01 JAN 11

## TRUCK COMPANY OPERATIONS

**Purpose:** To establish general guidelines for basic truck company operations on the fireground.

**General:** Truck Company Operations are the specific functions that will be automatically performed as required unless otherwise ordered by command for Ladder Company 1, Squad Company 1 or any company acting as a "Truck". Company officers will determine, based on conditions, the priority of the functions and will advise Command on their engagement, and completion of assigned tasks.

### 1.8.1

#### Truck Company Operations

1. A "Truck Company" is defined as a company performing "Truck Work" such as forcible entry, Search & Rescue, Ventilation, Salvage & Overhaul, Utilities, etc.
2. All working fires shall have two truck companies assigned, at least one of which shall be an aerial device.
3. Ventilation being one of the most crucial functions for the success of the fireground, the following points are emphasized:
  - a) Ventilation SHALL BE COORDINATED WITH THE ATTACK LINE. That is; a line should be stretched to the attack point and then outside venting is performed at the "rear" (opposite side) of the fire.
  - b) Prompt vertical ventilation saves the lives of unseen trapped victims, and allows firefighters to more rapidly advance.
4. As with all fireground tasks, truck functions shall be performed in two member teams
5. If a Truck Company has 4 members assigned, they have the option of operating using a "two-team" approach; that is, an **Interior Team** and an **Outside Team**, unless fire conditions dictate the entire company operate as a unit (i.e.: major roof operation, searching large commercial areas etc.)
6. For the standard 3 member company, the officer of the first truck may assume "Outside Truck Work" with two members if necessary; and assign 1 member to the first in Engine Company's team or the Squad Company.

- a) Whenever a single member of a truck company becomes assigned to the first due Engine Company or the Squad, it must be done by face to face with that Officer and Command; and, that truck member is to stay assigned there unless or until his company redeploys as a unit.
7. When both the Ladder and Squad companies arrive simultaneously, they may act as three, two member “Strike Teams” in order to complete assigned objectives. In these situations, Command must be informed as to the Team members and function. Radio designations such as “Roof” or “Outside Vent” may be assigned to accurately track these “Strike Teams.”

### **1.8.2**

#### **First in Truck Duties**

1. When the Ladder Company arrives first they shall position to best advantage and the officer shall assess the vertical ventilation needs based on current conditions.
2. When the Squad (or any company assigned truck work without an aerial device) is the first “Truck Company” to arrive, they shall perform all first in truck assignments with the exception of vertical ventilation. They may advise the incoming ladder of any potential hazards related to aerial placement if necessary.
3. First in Truck general duties shall include, but are not limited to:
  - a) Conduct a size up focused on the Vent Profile and Rescue needs.
  - b) Force Entry.
  - c) “Vent” the structure for life and to support searches.
  - d) Search and Rescue
  - e) Remove obviously endangered occupants.
  - f) Raise urgently needed ground ladders
  - g) Give progress reports to Command, so that he/she can better deploy later arriving companies to necessary truck work.

### **1.8.2-1**

#### **Interior Truck Work Specific**

1. Interior Truck Work will be to force entry, locate fire, search and rescue of victims and ventilation as needed. Other duties and responsibilities are:
  - a) Perform a rapid size-up of the fire situation. Determine life hazard and rescue as required.

- b) Make entry to the building via the 1st floor level and move to areas of probable life occupancy.
- c) Locate the fire; perform interior ventilation, search and rescue.
- d) Immediately initiate a Primary Search of the most endangered area of possible survivable victims.
- e) The Interior team is *generally* responsible for the fire floor.
- f) When search of the first floor is completed, the inside team shall make a rapid advance to upper floor bedrooms via interior stairs *only if another Company has not yet done so*.
- g) A Thermal Imaging camera (T.I.C.) shall be used whenever possible.
- h) After a primary search is completed in an area, a progress report shall be given to the Incident Commander, (i.e. "Ladder 1 to Command, The Primary on the second floor is complete with an All-Clear, we have PAR.")
- i) This company shall then be reassigned or sent to rehab.

#### 1.8.2-2

#### Outside Truck Work Specific

1. Outside Truck Work will be to use aerial and/or ground ladders to Vent Enter & Search (VES) the building at the upper levels and to perform roof operations in order to vertically ventilate the structure.
2. Roofs shall be opened when:
  - a) Fire is immediately below them.
  - b) When venting for life; that is, when venting the roof or skylight of a structure will protect trapped occupants and aid in search and rescue.
  - c) When there are concealed space fires in balloon framed tenements.
3. Roofs will not be opened when:
  - a) It will not cause immediate venting for fire or life.
  - b) In non-combustible and fire resistive buildings, unless a top floor fire.
  - c) It will not positively affect the strategy.
  - d) It is apparent that an attempt would unnecessarily endanger members.
  - e) When cross ventilation will successfully ventilate a structure.
4. VES (ventilation, entry, and search) is, when necessary, the COMPLETE removal of glass, window sash, curtains, blinds, etc., from the window selected for entry/search/rescue. This approach allows quick entry and search of upper floor bedrooms through the vent opening.

5. Other Outside Truck functions are:

- a) Report the location or extension of fire to Incident Command.
- b) Vent Enter and Search other occupied areas.
- c) Perform any outside forcible entry needs such as barred windows and heavily secured doors.
- d) Upon completion of each task the company shall report to command with a progress report and a PAR (personnel accountability report).

**1.8.5**

**Second Truck Company (Squad, Engine Co. or Mutual-aid Ladder)**

- 1. The second Truck Company on the scene, or second company assigned to Truck work shall follow all previous guidelines to prioritize engagement, and focus on:
  - a) Augment either the Inside or Outside Teams with their tasks to speed completion (ie: assist with vertical or horizontal ventilation)
  - b) Search areas above the fire for life and fire extension.
  - c) Shall place secondary ground ladders.
  - d) Survey all sides for endangered occupants and fire extension.
  - e) Shut off all utilities if not yet completed.
  - f) Upon completion of these tasks the company shall report to command with a progress report and a PAR.

**1.8.6**

**Additional Truck Companies**

- 1. Shall stage uncommitted approximately one block away until assigned by Command.
  - a) Command may assign this company as RIT Company, On Deck Company (next to actively deploy) or a Command Company.
  - b) Command may also assign this company to complete any Truck Company work that has not yet been completed.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 1 Fireground Operations

**SOP # OPS 1.9**

EFFECTIVE: 15 MAR 13 (REV)

## SQUAD COMPANY OPERATIONS

**Purpose:** To establish general guidelines for basic Squad Company Operations on the fireground.

### 1.9.1

#### General

1. Squad 1 is permanently assigned a Rescue/Pumper as its primary rig. As such, it has a 1500 GPM pump, on board booster tank, 1000' of LDH, basic Engine Company components; and, hydraulic extrication tools, saws, rope, air bags, air tools, search camera, air monitors and other essential truck company items.
2. When out for repairs, Squad 1 may be replaced with either a reserve pumper or reserve aerial, depending upon availability of apparatus.
3. Squad 1 shall always be dispatched as "Squad 1" regardless of the type of rig that is currently in service at any given time.
4. Fire Alarm shall be notified whenever the Squad is running with an Aerial Device so that the appropriate dispatch adjustments can be made.

### 1.9.2

#### Normal Fireground Operations

1. In normal strength of response fire ground situations, the Squad will operate as a city service "Truck Company". Therefore, the Truck Company Operations SOP shall be followed as applicable to the incident.
  - a) When the Squad is the first to arrive Truck Company the following procedure shall be followed; (see Truck Company Operations 1.8.3)
  - b) When the Squad is the second to arrive Truck Company the following procedure shall be followed (see Truck Company Ops 1.8.5)
2. The Incident Commander may also utilize Squad 1 to stretch an addition hand line or perform any other duties as needed depending on current conditions, arrival sequence, and strength of response assigned to the incident.

**1.9.3****Squad/ Acting as an Engine**

5. When the Squad Company is in a position that dictates they act as an Engine Company due to their arrival sequence or shortage of other pumbers, then it will engage as such as described in the following examples:
  - a) If the Squad is first due at a working fire; it will act as an Engine.
  - b) If the Squad is the second due and only one other pumper is assigned to a working fire, then it will act as an Engine and provide water supply.
  - c) If the Squad is second due at well involved structure fire where immediate water supply is essential and advantageous to the operations success, then they will provide Water Supply. In this scenario, the Squad may then return to "Truck Company" responsibilities or continue with master streams; whatever tactic is most beneficial to the operation.
  - d) When the Squad assumes base pumper responsibilities, later arriving engine companies must consider taking their own hoseline as the Squad has only two pre-connected 1-3/4" and one pre-connected 2-1/2"
6. Whenever engaged as a Pumper, the Squad will announce their additional role by radio as follows: "**Squad 1's on the scene, acting as an Engine**".

**1.9.4****Squad/ Running an Aerial Device**

1. During those times when the Squad is running with an aerial device, it has additional capabilities that will be utilized as needed under the following guidelines:
  - a) Whenever the Squad is running an aerial, it shall be utilized as such based on their arrival sequence as stated in OPS 1.8.
    - i. If first due, it shall position as the first arriving Aerial Device
    - ii. If second due they will position as a second Aerial Device covering the rear or an alternate side of the structure.
  - b) Whenever engaged as an Aerial, the Squad will announce their additional role by radio as follows: "**Squad 1's on the scene, acting as an Aerial**"

*This revised policy incorporates and replaces General Order 2012-31*



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS Chapter 1 Fireground Operations

**OPS # 1.10**

EFFECTIVE: 02 DEC 13 (REV)

## HIGH RISE OPERATIONS

**Purpose:** To provide members standard procedures that may be implemented to safely operate at fire incidents in high rise buildings or other structures equipped with supportive building systems (i.e. standpipes, HVAC, elevators). This policy will address basic functions attainable with deployment of first and second alarm resources. It should be noted that immediately upon confirmation of a working fire this will be the minimum amount of resources and personnel required to conduct operations. Terminology within this policy will adhere to NIMS standard.

### 1.10.1

#### Definition

1. High Rise Building: Over 75 feet in height from the level attainable by fire apparatus to the highest point of the building designed for occupancy.
2. Applicable portions of this procedure will be implemented as necessary for incidents in buildings that do not meet the standard definition of high rise but may contain similar tactical issues. This would include any building where an attack is mounted from the standpipe of a protected building.

### 1.10.2

#### Arrival and Deployment Guidelines

1. 1st Due Engine
  - a) Investigate alarm or report of fire
  - b) Take high rise pack/appliance bag to floor below the reported location of fire and await report from first arriving Truck Company (Ladder/Squad)
  - c) Once location has been confirmed by the first Truck Company, determine and identify Attack Stairwell to be used for standpipe hook-up
  - d) Operate the first attack line in accordance with fire attack policy.
2. 1<sup>st</sup> Due Truck Company (Ladder/ Squad)
  - a) Gather necessary keys for access to doors and apartments.
  - b) Proceed to fire floor via a fire rated stair enclosure
  - c) Report any heat and smoke conditions

- d) Locate and report the location of the fire
  - e) Identify and report the attack stairwell
  - f) Report condition of hoist way with respect to fire, smoke, or water impingement.
  - g) Hold fire in check until arrival of attack line using a water extinguisher as practical on compartmented fires and by controlling the door.
  - h) Determine life hazard and initiate evacuation of immediate victims if needed
  - i) Conduct a primary search beginning closest to fire area where viable victims may be located.
3. 2<sup>nd</sup> Due Engine Company
- a) Provide water supply to the FDC for Standpipe Operations
  - b) Officer/ 3<sup>rd</sup> FF proceed to two floors below the fire floor with SCBA cylinders, Medical Bag and Oxygen Bag for initial firefighter rehab
  - c) Officer shall establish the Attack Staging Area and act as the Attack Staging Manager.
  - d) Assist advancing attack company (s) with line deployment on fire floor (i.e. removing kinks in hose, turning-in the standpipe valve if not already opened)
  - e) This crew may act as the first relief crew for the 1<sup>st</sup> hoseline if additional manpower has not yet arrived in staging.
4. 3<sup>rd</sup> due Engine Company
- a) Proceeds to staging area (with additional high rise bundle/ appliance bag and air-bottles) where they will be assigned to either stretch the backup line per fire attack policy, or relieve the first due attack line if necessary.
5. Second Arriving Truck Company (Ladder/ Squad)
- a) Shall proceed to staging area with extra equipment and air-bottles.
  - b) Assist and/or relieve the 1<sup>st</sup> due Ladder Company with the primary search of the fire floor
  - c) May need to continue to the floor above the fire to conduct a primary search and to check for extensions above fire.

6. 1<sup>st</sup> due Rescue Company

- a) Rescue officer shall Establish Lobby Control; Officer act as Lobby Control Manager
- b) Rescue "B" firefighter shall gain control of the elevators
- c) Rescue officer shall shut necessary utilities and coordinate control of HVAC system as necessary with IC and building engineer. (consult building maintenance)
- d) When 2 cars are available companies may utilize one car for transport of crews to staging, and one car for evacuation of necessary occupants

7. 2<sup>nd</sup> Due Rescue Company

- a) Establish EMS/Medical Division; Officer act as EMS Medical Branch Manager
  - i. Set up triage, treatment and transport areas per SOP and request appropriate resources
  - ii. Establish exterior Rehab

8. Addition Mutual-Aid Companies shall be assigned as needed to:

- a) Provide for stairwell ventilation in the attack stairwell
- b) Perform a primary search and evacuation at the upper-most floor
- c) Perform a primary search and evacuation of floors between fire floor and upper-most floor
- d) Assist in checking for fire extension
- e) Recon the floor below fire for fire extension, smoke or water issues that would determine evacuation of occupants
- f) Relieve crews for advancing companies
- g) Assist in Medical Division as necessary
- h) Any other duties deemed necessary by Command

#### 1.10.3

#### Strategic/Tactical Guidelines

1. **Locate the Fire:** Initial companies shall determine the location and extent of the fire as rapidly as possible. Methods of size up shall include exterior observation, enunciator panel investigation, interview of occupants self evacuating, as well as interior observation.

As soon as feasible, companies will determine and identify an “attack stairwell” and “evacuation stairwell”

- a) Attack Stairwell- the stairwell where the fire attack will commence so as to limit smoke travel to other protected or compartmented areas of the building.
  - b) Evacuation Stairwell- a second stairwell used as an evacuation route out of the building or to an area of refuge. Every attempt should be made to keep this stairwell free from smoke and fire doors kept closed.
2. **Evacuate Relocate or Shelter Occupants:** Members shall rescue most endangered occupants closest to the fire as rapidly as possible while conducting a primary search. The IC shall determine which occupants not in immediate danger shall be relocated within the building or sheltered in place. This decision shall be based on type of building construction, location and extent of the fire, occupancy, and ability to control HVAC system, condition of stairwells or elevators and available personnel. Whenever safe and practical the IC shall endeavor to expose as few occupants as possible to travel within the fire building.
3. **Building Systems:** Members will note that not all buildings contain the same level of building systems and services. Companies must be familiar with the particulars of the buildings in their district in order to quickly know which systems may be an asset or an impediment to fire department operations.
- a) HVAC: Many residential occupancies have individually controlled HVAC for each occupancy unit. These systems will generally not affect travel of smoke or products of combustion throughout the building. In common areas or buildings with centrally controlled HVAC systems dampers may be installed to close automatically upon activation of a heat or smoke detector.
    - i. The IC shall immediately request the presence of a building engineer to brief the fire department on the capabilities of the HVAC system.
    - ii. Firefighters should advise the building engineer of any changes in air flow, or systems shut down necessary to safely mitigate the incident. Only a trained technician should operate the HVAC system controls.
  - b) Sprinklers & Standpipes: As soon as practical the IC should assign a firefighter to investigate the fire pump room to be sure the fire pump (if equipped) is operational and all required valves are open. A firefighter should standby sprinkler/standpipe riser valves so they are not closed prematurely.

- i. For instances where companies are stretching hose lines from a standpipe system, the engine company from the first alarm assignment assigned to water supply shall feed the standpipe system at the FDC.
  - ii. During incidents where a sprinkler system is operational and fire companies have stretched hose lines from fire department apparatus, the engine company assigned to water supply shall feed the base pumper. Then, the IC will assign a subsequent arriving Engine Company to augment the sprinkler system through the FDC at his earliest opportunity.
  - iii. Sprinkler control valves shall not be closed until authorized by the IC after confirmation from the Division Officer on the fire floor where the sprinklers are operating. A radio equipped firefighter shall remain at the valve until companies are clear of the fire area.
- c) Elevators: Modern elevator cars will return to their terminal point in the event of fire alarm activation. In the case of activation on the terminal floor they will respond to a pre-determined secondary floor (usually the floor above).
- i. This recall is known as **phase 1 operation**. Recalled cars will be checked for victims and hoist ways will be checked for smoke (shining a hand light in space between car and hoist way) and water (from sprinklers).
  - ii. A firefighter will be permanently assigned as an elevator operator.
  - iii. This firefighter will engage **phase 2 operation** (firefighter service). The car will be tested by ascending to the floor above the terminal point and returned to the lobby to stage for further use.
  - iv. Occupants of the car will wear full PPE/SCBA and equip themselves with a radio, hand light, forcible entry tools and an extinguisher at all times while using the car.
  - v. Elevators will be stopped at least two floors below the lowest fire floor.
4. **Confine & Extinguish:** A minimum of 2 companies shall investigate any incident. At least one company shall be an engine company with sufficient hose, tools and appliances to stretch and operate an initial attack line from a point of best advantage to the seat of a potential fire; the other a truck or acting truck company.
- a) Engine Company officers shall deploy the diameter hand line they feel best fits operational needs. The optimal selection is all 2.5 inch with solid bore; standard NPFD high rise bundles are set with one length of 2.5 with two

lengths of 1.75. Considerations must include fire flow, reach, penetration, maneuverability, and availability of personnel.

- i. The point of attachment to the standpipe system will ideally be at least one floor below the fire floor and entering from the attack stairwell so as limit smoke travel to unaffected sections. However, some situations may allow operation from a standpipe on the fire floor if the connection is located in a protected position and if a stretch from a lower floor is of such a distance it would allow a manageable fire to propagate into a public hall or other large non-compartmented area
- b) The Truck Company will equip itself with sufficient forcible entry tools (manual and hydraulic) as well as hooks, search rope, and a water extinguisher, in addition to a Thermal Imaging Camera.
- c) No fire companies will operate any elevator until the location of the lowest fire floor and probable extent of the fire has been determined by the initial investigating companies.
- d) Initial companies shall ascend via a smoke proof stairwell, any condition observed during ascent indicating a potential fire shall be immediately radioed to the IC. The engine company shall stage on the floor below the lowest reported fire floor while the ladder or squad company investigates. Depending on the location of the fire the engine may be re-routed across the floor below to another stairwell more advantageous for fire attack. Upon confirmation of a working fire the ladder or squad officer shall provide a size up to the IC indicating the location and approximate extent of the fire as well the stairwell best suitable for fire attack.

#### 1.10.4

#### Command Considerations

1. The IC shall be aware that for each hand line or search team in operation a back up team shall be assembled in the *Attack Staging Area* (two floors below the fire floor) for immediate relief when the operating company becomes fatigued or low on air.
2. Although sufficient personnel may not be immediately available the IC must consider for longer fire attacks, the recommended deployment strategy for continuous operation of one attack line requires three attack teams (engine companies).
  - a) The company operating the attack line is backed up by a company standing by in a fire rated enclosure (stairwell) ready to immediately relieve the attack team (on deck company).

- b) A third company is staged in attack staging to deploy to the backup position. (back up company)
3. Command Structure: The National Incident Management System is a modular system expandable to almost any size to respond to incident needs. For most high rise incidents the NIMS will need to be established to at least the following level:
- a) The Incident Commander and Operations Section should be staffed to manage Divisions (geographic areas) and Groups (functional assignments). A Public Information Officer, Safety Officer, and Liaison Officer (inter-agency coordinator) and Logistics Section supervised by a Manager should be utilized to oversee Lobby Control, Base, Ground Support, Attack Staging, Apparatus Staging, EMS (Medical), and Communications.
  - b) For all working fires the IC shall establish at a minimum the “ALS-Base” command deployment model. That is; Attack, Lobby Control, Staging (2 floors below) and Base.
4. Basic Group Functions: (larger scale incidents)
- a) Base- the Base area outside the structure will serve as a point of assembly and initial deployment for personnel and equipment. The functions of a Base and responsibilities of the Base Manager include:
    - i. Ensuring a safe location approximately 200 feet from the structure, as well as determining safe ingress and egress for apparatus and a safe approach route for firefighters deploying into the building.
    - ii. The Base Manager shall also maintain accountability for personnel and resources deployed to and from base, also ensuring adequate reserves of personnel and equipment (i.e., air supply units to refill SCBA, sufficient hose, and radio equipment).
  - b) Lobby Control: This function shall be established forthwith and is pre-determined to be the first due EMS unit unless otherwise ordered by the IC. The duties of Lobby Control include:
    - i. Monitoring the continued safety and serviceability of elevators. Lobby Control will delegate which elevators are designated for firefighter use.
    - ii. Maintain control of all stairwells exiting to the interior of the building. Fire companies shall be properly directed to ascend the firefighting stairwell and civilian evacuation maintained in the evacuation stairwell.

- iii. Insure civilians completely exit the building via the determined safe route and keep a path of access open for firefighters to enter the building.
  - iv. Keeps an accountability log for fire companies ascending the stairs or elevator noting approximate time in/out, unit designation and assignment
  - v. Remind ascending companies reporting to Attack Staging that no firefighter shall report to Attack Staging empty handed. Additional tools, hose, SCBA cylinders, lights, etc. are always needed for the Attack Staging Area.
  - vi. During certain incidents the Lobby Control Manager may be assigned the duties of system control. This may include acting as a liaison with the building engineer to coordinate control of HVAC, electrical, gas, water, or other service functions.
- c) Ground Support: This function is established to provide transport and accountability for equipment moved from Base to Attack Staging. Ground Support operating in the firefighting stairwell can also serve to redirect any civilian evacuees attempting to use this means of egress. For intermediate vertical distances one firefighter every two or three floors can be used to relay equipment need at Staging. This operation may be supervised by a Manager roving in the stairwell to monitor atmospheric conditions and the physical well being of the Ground Support members
- d) Attack Staging: The Attack Staging Area is a point of deployment for fire companies' en-route to the fire floor as well as a rehab area where firefighters relieved from the fire floor may rest, obtain hydration, and receive medical evaluation and initial treatment
- i. An Attack Staging Area shall be established as soon as possible by the IC (assigned to the Water Supply Engine Company) at any working fire in a high rise structure. The location shall be two floors below the lowest fire floor unless deemed unsafe or impractical by the IC.
  - ii. The Attack Staging manager shall be responsible for maintaining accountability of personnel in and out of the Attack Staging Area.
  - iii. A location as close as practical to the firefighting stairwell shall serve as a cache for spare equipment to be deployed. An area away from the "ready cache" shall contain used/spent equipment.
  - iv. Firefighters awaiting deployment to the fire floor shall maintain a state of readiness near the firefighting stairwell. Members of the FAST Company shall also stage at this location unless otherwise directed.

- e) Rehab: shall be established in Attack Staging Area at a location remote from firefighters awaiting deployment. This area shall be staffed with rescue personnel sufficient to support the number of companies deployed on the fire floor. The Attack Staging Manager shall maintain a supply of beverages and any sustenance required based on the expected duration of the incident
  - i. Distinct zones in Attack Staging may be created with tape or writing on a wall or floor with marker to indicate the location of specific areas. The Attack Staging Manager shall maintain sufficient equipment and personnel "staged" to support the scope of fire suppression operations.
- f) EMS/Medical: The EMS/ Medical Group may operate in several locations with supervisors in Attack Staging-Rehab and EMS Branch for civilian evacuees. When EMS personnel are deployed at both Interior Rehab in Attack Staging and EMS Branch, an overall Medical Manager may be established
  - i. The Medical manager must access the appropriate personnel for on-scene evaluation and treatment of firefighters and civilians as well as transport capability based on incident dynamics.
  - ii. Resources capable of treating a large number of heat stresses and shortness of breath and chest pain cases should be expected, as high rise operations are particularly taxing on firefighters.
  - iii. The Medical Supervisor should consider rescues and private ambulances for emergency transport and maintain a number of these units apparatus staging at all times.
- g) Communications: The key to a successful high rise operation hinges on good communication between the IC, fire alarm, and units deployed throughout the building. Members of the Communications Division shall be summoned immediately on confirmation of a working high rise fire. These technicians can trouble shoot and perform field repairs on equipment as well as provide spare radio batteries and chargers and additional cellular phones. They may also act as a liaison with surrounding area fire departments by monitoring additional radio frequencies at the Command Post. Separate channels should be considered for managing different groups
  - i. Fire attack may be on one frequency.
  - ii. EMS and rehab may be on another frequency.
  - iii. Attack Staging, Ground Support and Base may be on another frequency.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 1 Fireground Operations

**SOP # OPS 1.11**

EFFECTIVE: 01 JAN 11

## OUTSIDE FIRES

**Purpose:** To establish guidelines for safe and efficient suppression of common outside fires not involving structures.

### 1.11.1

#### Overview

1. Common Outside Fires include: dumpsters, rubbish cans, mulch beds, brush/ trash in vacant lots, vehicle fires and the like.
2. Strategic Guidelines: Property involved in many outside non-structural fires may be of little or no value (with the exception of vehicle fires). Civilian life hazard is often low. Officer(s) must conduct a risk/benefit analysis to gauge the appropriate level of commitment of resources and personnel based on exposure to risk.

### 1.11.2

#### Tactical Guidelines

1. Trash/ Small Brush Fires:
  - a) For rubbish or brush burning in a small open area, members shall isolate bystanders from danger using appropriate fire department or police resources. Consideration of potential exposures to smoke and/ or fire spread shall factor into tactical options.
  - b) Fire attack shall be conducted from an upwind position whenever practical.
  - c) The diameter of hose used for suppression shall be at the discretion of the officer in charge considering the following size up factors:
    - i. Location and extent of fire, probability of spread to structural property, available personnel, resources and water supply.
    - ii. Proper consideration shall be given to use of larger hose streams to suppress fires that may be deep seated beneath layers of brush or rubbish.
    - iii. The reach, penetration and GPM delivery of larger streams will hydraulically overhaul some of the material lessening the need for extensive manual overhaul efforts.

2. Dumpster Fires:

- a) Members operating at dumpster fires shall be aware that the dumpster may contain any mixture of chemicals or other substances that may produce violent and/or toxic reactions when combined or exposed to heat or water. As part of size up firefighters shall carefully observe the characteristics of smoke and flame issuing from the dumpster noting unusual colors and flame behavior.
- b) Any bystanders shall be cleared of the area before operations begin.
- c) Company officers shall employ suppression and overhaul tactics appropriate for the size and contents of the container as well as its proximity to other property.
- d) When incidents involve compacting units attached to a dumpster, members shall de-energize the compactor unit if possible. If this is not possible all personnel shall remain away from the compactor side of the dumpster and not direct hose streams in that direction.
- e) Dumpster fires in containers directly connected to the interior of a building shall be treated as a structural fire until such time as an interior investigation proves there is no fire extension.

3. Vehicle Fires:

- a) Fire companies responding to vehicle fires shall position their apparatus to a point of best advantage uphill from the incident using their apparatus as protection from traffic hazards. On limited access highways or other instances where the primary suppression apparatus may not provide adequate protection another fire company shall be special called to provide protection for suppression activities.
- b) Method of extinguishment shall be determined by the officer in charge selecting from portable extinguishers to hose line options. Size up criteria shall drive the decision based on size and location of the fire as well as size of the vehicle and potential exposures. Officers shall plan for adequate water supply when selecting the diameter of handline employed. Incidents on limited access highways may require transfer of tank water from a special called water supply engine company.
- c) Firefighters operating at vehicle fires shall be mindful of sudden deployment of airbag systems, energy absorbing bumpers and other devices that may react violently when exposed to high temperatures.

4. Commercial Vehicles:

- a) Large trucks, buses, and construction vehicles may pose additional hazards to firefighters. Members shall perform the same size up criteria as for any vehicle fire. Given the size and GPM requirements to suppress a fire in the cargo area or

trailer of most commercial trucks a full first alarm assignment shall be requested and deployed as needed.

- b) Consideration must be given to the potential content of any truck carrying freight or chemicals as well as the quantity of fuel that may be stored in the vehicles fuel tanks. Many vehicles including buses are powered by CNG (compressed natural gas). While approaching the scene members shall be alert for unusual fire and smoke conditions and shall attempt to read the placards on the truck to determine its cargo.
- c) The officer of the first in company shall ascertain from the driver or shipping papers (carried inside the cab) the specific hazards and quantity of cargo onboard.
- d) Members shall establish a safe perimeter based on available information. Suppression activity shall commence only after the content and hazards have been identified. Use of large caliber streams to maximize reach and penetration as well as hydraulic overhaul, may be in order.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Fireground Operations

**SOP # OPS 1.12**

EFFECTIVE: 01 JAN 11

## SEARCH & RESCUE

**Purpose:** To establish guidelines for searching and rescuing victims in the most efficient and the most expeditious manner without duplication of effort by companies.

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### 1.12.1

#### Search

1. A search is an orderly (planned) and systematic examination of a building or area for the purpose of locating victims.
2. All searches should be done with a team of two or more. (*The Buddy System*)
3. Physical, voice, or visual contact must be maintained with other team members.
4. Tools to be carried by the search teams:
  - a) Portable radio
  - b) Thermal Imaging camera (TIC)
  - c) Flashlight
  - d) Forcible entry tools

### 1.12.2

#### Primary Search

1. A primary search is an immediate search for life before the fire has been brought under control.
2. The primary search is a rapid, but thorough, systematic search.
3. The primary search shall have an emphasis on checking the most likely locations to find victims. (escape routes and hiding places)
4. The primary search must be a routine function, to some extent, at all structure fires.
5. Areas of priorities for a search are as follows:
  - a) Most severely threatened first.
  - b) The largest number of victims.

- c) The remainder of the hazard zone.
- d) The exposed areas.

#### **1.12.3**

#### **Secondary Search**

1. A secondary search is a thorough and complete search, to insure that no possible victims have been overlooked.
2. The secondary search is performed after the fire is under control.
3. The secondary search must include the entire building and the entire perimeter of the building and any space that can conceal a human being including infants.
4. The secondary search shall be completed by a company other than the one that did the primary search.
5. IF THE PRIMARY OR SECONDARY SEARCH IS DELAYED OR NOT COMPLETED FOR ANY REASON, THE INCIDENT COMMANDER MUST BE NOTIFIED.

#### **1.12.4**

#### **Tactical Guidelines**

1. FIRE FLOOR:
  - a) The first due Truck Company is *generally* responsible for the primary search of the fire floor. It shall conduct a search of the fire area as soon as condition permit.
  - b) After opening the door to the fire area, the search team should immediately probe the immediate area with a hand or tool looking for any victims near the door.
  - c) The door shall then be closed until the engine company has water and are ready to advance into the fire area.
  - d) Once the advance is made the search team can crawl behind the engine company to search and ventilate the fire area, as close to the fire as is safe, then working back towards the entrance and then the rest of the fire floor.
2. FLOOR ABOVE:
  - a) The second truck company is *generally* responsible for the primary search of floors above the fire.

- b) All members operating above the fire must constantly be alert to the conditions on the floor below them. One or more doors should be forced to provide an area of refuge in the event fire conditions get bad fast.
- c) Engine and Ladder companies operating on the fire floor must make companies operating above the fire aware of any changing conditions affecting their safety.
- d) The search of these areas should start as soon as you enter the floor and progress in the direction of the fire.
- e) Hallways and staircases must be searched as soon as possible for those that may have tried to escape.
- f) Units performing searches shall be certain the area around and behind the entrance doors are searched for possible victims. Once a quick check of this area is completed then the room or floor search can begin.
- g) Upon entering the room to be searched, if heat and smoke are entering from the hall, the door should be closed. A detailed search can now be established, venting any windows as the search continues. Closing the door will prevent the possibility of pulling the fire toward the vented room.

#### **1.12.5**

#### **Vent Enter & Search (VES)**

1. Venting, entering and searching (VES) is a method of searching and venting any upstairs bedrooms via ladder from the exterior. This is an option for the search teams assigned the floor above the fire. It will gain immediate access to areas of probable victims especially if the interior access is blocked or inaccessible due to fire conditions.
2. A complete removal of the window, sash and blinds or curtains must be done before entering. This will provide a clear opening in event of self rescue or victim rescue.
3. The immediate area of the floor below the window should be search first. This can be done with a sweeping of a tool inside the window from the ladder.
4. Once entering the room you should make your way to the door, closing it, preventing fire conditions from entering the room while searching.
5. Once the search is complete, exit the room and continue to the next area to be searched.

**1.12.6****Search Guide Ropes**

1. Any time there is a problem of losing one's way due to disorientation, a mazelike arrangement, large open spaces or extremely heavy smoke a guide rope (tag line) shall be used.
2. A small diameter rope such as  $\frac{1}{4}$  inch of sufficient length can be used.
3. One end of the rope is to be attached to a substantial object on the outside of the search area.
4. The remaining rope is deployed as the search is being done. This will provide a direct means of safe egress.

**1.12.7****Thermal Imaging Cameras (TIC)**

1. A thermal imaging camera shall be used when available.
2. Remember that TICs are an electronic device that can fail without warning.
3. Firefighters who use these devices must still perform all of the other basic procedures of fireground search. This includes maintaining contact with another member, a search line, a hose line, or a wall; and, ensures that landmarks could lead them back to safety.
4. These devices should also be used to monitor the heat conditions at the ceiling level to warn the firefighters of worsening fire conditions.

**1.12.8****Victim Rescue**

1. If an occupant is discovered removal through the interior is preferred. If interior removal is not possible prepare for removal via ladder or porch roof.
2. In the case of several occupants on upper floors, all hands not committed to actual fire control must be directed to their removal. The Engine Company's primary function during this critical period should be to protect the interior stair for victim removal.

3. When a victim is found command must be notified immediately. Command will assign a company to assist in the removal of the victim.
4. There are a number of drags or carries that can be used in removing a victim quickly.
5. Webbing, blankets and other equipment can be used to assist in the removal.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 2 EMS

**SOP # OPS 2.1**

EFFECTIVE: 01 MAR 14 (REV)

### ASSISTING RESCUE COMPANIES

**Purpose:** To establish guidelines for the efficient use of resources while assisting rescue companies in the transport of patients to emergency facilities.

#### 2.1.1

##### Overview

1. In all situations, company officers shall utilize manpower based on the necessity of the call with the overall goal of providing proper patient care while keeping companies available for service as much as possible in the interest of public safety. Additional manpower will only be taken during the transport phase of a call when it is absolutely necessary for patient care. An assisting company shall not be utilized for the sole purpose of patient transfer from stretcher at the ER. This task must be completed utilizing ER staff rather than grounding first responder apparatus.

#### 2.1.2

##### Procedures

When it is necessary for a fire suppression company to provide manpower to a Rescue for assistance in the transporting phase of an incident, the following shall apply:

1. Any company staffed with an additional firefighter above their minimum that gives one company member to the transporting rescue, shall return in service immediately. They shall then retrieve their member if the transport is to Fatima, or will return to quarters if the transport is to an out of town facility.
2. Any single company that gives one or two members to the transporting rescue that results in their staffing level falling below their minimum, shall retrieve their members from Fatima or any Providence area facility and return their company in service as quickly as is safely and practically possible.
3. A maximum of one complete fire suppression company is allowed to assist with the "transport phase" of an incident. This provides 4 members for patient care and 1 member to chauffeur.

*NOTE: This restriction is only on the "transport phase"; it does not restrict the amount of companies that may be called to the scene of an incident for assistance.*

4. Any Company that is traveling to an emergency facility to retrieve member(s) shall do so in accordance with the Apparatus Safety and Response SOP; that is, utilizing a "Code C Response."
5. Rescue Companies that are returning manpower to a station shall remain out of service until the manpower is returned unless they are needed for a subsequent alarm. Then, they shall respond with the additional manpower and determine a proper means to return the member(s) based on current operational conditions.

#### **2.1.3**

##### **Multiple Rescue Incidents**

1. If multiple companies are engaged at an incident and transport assistance is required for one or more rescues, Chief Officers and Company Officers shall assign assistance to rescues in a manner that grounds the least amount of fire apparatus.
  - a) It is not permissible to utilize a single member from multiple companies thus grounding additional apparatus unnecessarily

#### **2.1.4**

##### **Assisting Transport to Out of Town Facilities**

1. When transporting to an out of Town facility, only one assisting fire suppression company is allowed per rescue to travel to retrieve members
  - a) If an entire 3 member company is utilized in the transport phase of an incident, then another company will return the grounded apparatus to its quarters where it will remain out of service until the crew is returned by the transporting rescue; unless, manpower is available in that house to staff the apparatus such as at shift change.
  - b) It is assumed that the vast majority of rescues calls needing transport assistance should be able to accomplish the task with two members of a fire company, thus allowing the chauffeur of the fire apparatus to travel to any area facility to retrieve the crew

#### **2.1.5**

##### **Assisting Transport to Fatima Hospital**

1. When transporting to Fatima with Code 99's or other critical situations requiring the assistance of an entire fire company, an additional in service fire company shall transport the grounded rig to Fatima to expedite return to service times.

**2.1.6**  
**Special Situations**

1. During extenuating circumstance such as extreme weather events or rush hour traffic, Company Officers shall utilize their discretion and may opt not to travel to an out of town facility to retrieve members if conditions will result in extended out of service times.
2. During shift change hours, a company may return to quarters and utilize oncoming personnel to staff their company when doing so would result in a company returning to service sooner. In this situation, members used in the transport phase will be returned to quarters by the transporting rescue.
3. Incident Action Plans (IAP's) are developed and issued for preparation of specific severe weather events. Such IAP's may place additional restrictions on transport facilities and the amount of manpower allowed for assistance.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 2 EMS

**SOP # OPS 2.2**

EFFECTIVE: 01 JAN 11

### EMT FIELD AND CLINICAL INTERNSHIP

**Purpose:** To establish policy and guidelines for EMS personnel when student EMT's are riding to satisfy field and/or clinical internship requirements of their initial EMS program.

#### **2.2.1** POLICY

1. The EMS Coordinator will be the primary contact for student EMT's to obtain authorization to ride for field internship and/or clinical time. The EMS Coordinator will discuss scheduling and availability with the student.
2. Student EMT's required to complete field internship time, that is observation in nature only, will be required to comply with the following:
2. All EMT students will be required to submit proof of enrollment in an approved EMT course by the RI Department of Health. The acceptable proof shall be a copy of course completion certificate with course approval number and contact information for primary instructor, or a letter from the primary instructor stating the student is authorized to perform the field internship along with course approval number and contact information the primary instructor.

#### **2.2.2** Requirements

4. Student EMT Paramedics, and other level providers, requiring completion of field internship and clinical time that requires the performance of pre-hospital skills will be required to comply with the following:
  - a) Student EMT Paramedics will be required to submit proof of student liability insurance for their intended practice level.
  - b) Proof of authorization to begin field internship and clinical time will be submitted in the following methods only:
    - i. Field internship ride card issued by educational institution along with primary instructor contact information
    - ii. Course completion certificate with course approval number issued by the RI Department of Health, or in the case of out of state students, approval from the authority issuing course approval and contact information the primary instructor.

5. In the event field internship is begun prior to course completion, documentation from the primary instructor outlining which skills the student will be allowed to perform, at that point, will be required. Documentation will be required to be updated periodically to reflect new skills that can be performed as the student becomes eligible after successful classroom performance. Course approval number issued by the RI Department of Health will also be required.
6. Students must present a current BCI form from local police department or Attorney General's office.
7. Students must complete and sign the current department approved waiver of liability form which exempts the Town from any liability.

### **2.2.3** **Procedure**

1. A calendar displaying student ride time will be created and placed on the public share folder. The scheduling will be coordinated through the EMS Coordinator who will then place the student's name on the calendar, or with the approval of the EMS Coordinator, Rescue Officers may add a student to the calendar after all required documentation is received, and only if the required internship is observation in nature. The intent of the calendar is to provide advanced notice to the Battalion Chief and supervisory personnel of a scheduled student rider.
2. At no time will more than one (1) student be allowed to ride on a piece of apparatus.
3. Students will be required to wear navy blue pants and navy blue collared shirt with no identifying emblems or wording.
4. Student's will be provided with an appropriate name tag and identification for operational and security purposes.
5. Students will be required to sign a contract of agreement that will indicate scheduled dates, clothing requirements, waiver requirements, conduct, and other information as deemed necessary.
6. Should an educational institution seek affiliation through contractual agreement, it will be the responsibility of the institution to forward the names and information of the intended student riders. The name of primary instructor and contact information of the educational institution will also be provided. The educational institution will be responsible for coordinating documentation and scheduling with the EMS

Coordinator, however all students will still be required to individually complete a waiver of liability form.

7. Students will be assigned by the EMS Coordinator to a Rescue Officer for completion of their required time. Students will not be permitted to ride with Acting Officers.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 2 EMS

**SOP # OPS 2.3**

EFFECTIVE: 15 MAR 13

### REPORTABLE INCIDENTS

**Purpose:** To establish definitions and guidelines for the notification and reporting of 'Reportable Events' and "Reportable Incidents."

#### 2.3.1

##### Definitions

1. The following are Reportable Events:

- a) Fire affecting an EMS Vehicle or service place of business
- b) Theft of an EMS vehicle
- c) Any case in which a licensed ambulance is involved in an accident involving personal injury or property damage in excess of five hundred dollars (\$500.00) and in which a report is required under the provisions of section 31-26-6 of the Rhode Island General Laws, as amended.
- d) Kidnapping or elopement of a patient.
- e) Delay in Emergency Department Transfer (greater than 30 minutes upon arrival to transfer of care)

2. The following are Reportable Incidents:

- a) Patient injury as a result of an incident (drop)
- b) Medication Error
- c) Protocol Violation
- d) Medical Device Failure
- e) Communication Device Failure
- f) Other equipment failure
- g) Delay in response and treatment
- h) Confrontation with a patient, family or hospital staff

#### 2.3.2

##### Procedure

1. When it is necessary for an ems /fire company to provide information for reportable events and or incidents the following shall apply:

- a) Report incident or event to Battalion Chief, active incidents may require a Battalion Chief response and/or EMS Director response.

- b) The person /persons involved shall immediately fill out a 941 incident report documenting in detail the facts of the incident or event and e-mail the report to the Chief of Department, EMS Director, Safety Chief and Battalion 1.
- c) If a patient injury should occur due to equipment malfunction or mishap or accident while in EMS care, tend to patients injury's and transport patient to appropriate medical facility
- d) In the event of Equipment or Medical device failure, remove that equipment from service.
- e) Communication device failure shall be reported to Director of Telecommunications



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS Chapter 3 Haz-Mat/ DECON

**SOP # OPS 3.1**

EFFECTIVE: 22 APR 13 (REV)

## REGIONAL DECON UNIT RESPONSE

**Purpose:** to establish a standard response procedure in those situations where the North Providence Regional Decontamination Unit is activated.

### 3.1.1

#### Procedure

1. Whenever the DECON Unit is requested for an out of Town assignment, the dispatch shall be: DECON 1, Engine 1, Squad 1 and Battalion 1. (as available)
  - a) Engine 2's crew will staff the DECON unit. If Engine 2 is not available, the next due Engine will be dispatched and assume that task.
  - b) If there is a shortage of companies in service when a call for the DECON Unit is received, Fire Alarm will consider the following and consult with Battalion 1:
    - i. It is permissible to mobilize the DECON Unit with limited apparatus, and await the return of other apparatus to service to supplement the response.
    - ii. If a Still/ Box or other call is ongoing or received simultaneously, Fire Alarm can hold the DECON response and alert the Battalion Chief that a "DECON Response" is holding.
    - iii. Some Haz-Mat/DECON Teams are manned with call in's only, therefore a 1 hour window is often common to assemble a response team.
    - iv. Battalion 1 shall determine if an alternate method of staffing is needed (i.e.: utilizing the DECON Call in List etc.) based upon current conditions.
2. Fire Alarm shall immediately backfill Headquarters with 1 Engine from Mutual Aid, and call in a Battalion Chief to operate as Battalion 2.
3. Based upon run activity, Fire Alarm shall endeavor to maintain a 2 Engines and 1 Ladder minimum strength in Town during a DECON activation.
4. The Battalion Chief will assess the situation and advise Fire Alarm and Batt. 2 as follows:
  - a) For incidents expected to extend beyond 2 hours, the Battalion Chief will notify Battalion 2 to backfill Engine 2 (1 Officer/ 2 Firefighters).
  - b) For extended DECON operations requiring reliefs, the Battalion Chief will coordinate with Battalion 2 as follows:

- i. Additional Manpower call in's for the DECON Incident will be from the DECON Master List.
  - ii. Other specialized personnel will be called in as requested by the Battalion Chief.
  - iii. During prolonged DECON Incidents, the Battalion Chief will endeavor to return Engine 1 back to the Town as reliefs become available. This is due to the fact that Squad 1 has equipment and meters to support DECON as well as a water supply.
5. If there is a working fire or other full scale incident ongoing in North Providence at the time of the request, Fire Alarm will notify Metro Control that our DECON Unit is not available.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 3 Haz-Mat/ DECON

**SOP # OPS 3.2**

EFFECTIVE: 22 APR 13 (REV)

## REGIONAL DECONTAMINATION UNIT OPS

**Purpose:** To provide enhanced decontamination capability with specialized equipment and trained personnel for response to Weapons of Mass Destruction events, industrial accidents and terrorism incidents as part of the Statewide Regional Preparedness Response System.

### 3.2.1

#### General Information

1. A significant hazardous materials emergency, whether accidental or intentional, may require additional outside resources, even for the most prepared community.
2. This policy establishes the Organization, Responsibilities and Operations of the Regional Decontamination Unit.

### 3.2.2

#### Organization

1. The Haz-Mat/ DECON division of the Department shall be overseen by a Battalion Chief assigned as a collateral duty.
2. A Haz-Mat/ DECON Officer shall be assigned at all times and responsible for:
  - a) Overall Haz-Mat/DECON preparation and operations
  - b) Haz-Mat Operations annual refresher program per AHJ guidelines
  - c) The organization and management of the Regional DECON Unit
3. A Haz-Mat/DECON Team Leader will be assigned to assist the Haz-Mat/DECON Officer as needed in the execution of the program.
4. All Company Officers permanently assigned to Engine Company 2 shall be designated as Haz-Mat/DECON Assistant Team Leaders.
5. The Officer of Engine 2 (or the covering Engine in their absence), shall be pre-designated as the DECON Team Leader when deployed for an incident.

### **3.2.3**

#### **Responsibility**

1. On the first day of each cycle, the members of Engine Company 2 under the direction of the Company Officer, shall check the DECON Trailer and equipment for readiness as part of their normal inspection and maintenance duties, including:
  - a) Inventory and placement of equipment
  - b) Meters, radios, generators etc.

### **3.2.3**

#### **Operations**

1. Mass Casualty Victim Decontamination (DECON) Response Teams will be requested and dispatched according to the current Southern New England Fire Emergency Assistance Plan.
2. Companies responding may assemble in Town and respond as a task force, or may respond individually and assemble on the scene based upon current operational conditions (i.e.: availability of apparatus and location of the incident).
3. The DECON Team will operate under the NIMS guidelines as a Unified Command is usually in place for these multi-jurisdictional events, as follows:
  - a) Battalion 1 shall report to the Unified Command post (as established)
  - b) DECON Team Leader shall operate as the DECON Branch Manager, unless a DECON Branch has been established with an earlier arriving team. If previously established, they shall work under the DECON Branch Managers direction.
4. The DECON Team Leader shall obtain the following information:
  - a) Type of Agent
  - b) Number of Victims (or personnel that need Decontamination).
  - c) Ambulatory or Non-Ambulatory
  - d) Level of protection required
5. Initial size-up shall be performed, including:
  - a) Determination of actual DECON needs; and the hazard area.
  - b) Assess whether additional DECON support is required; (i.e.: Additional Team, or additional manpower)
6. The DECON Team will set up on site at the incident based upon the following:
  - a) Establish an area in the warm zone and upwind / uphill of the incident

- b) Maintain communication with Haz-Mat entry team
  - c) All personnel working the DECON operation shall be dressed in the appropriate PPE
  - d) DECON personnel working within the confines of the DECON line shall be on supplied air until designated a safe zone
2. The function of DECON is to decontaminate, not treat. Treatment of victims in the decontamination line will hinder operations.
  3. Personnel in the "Warm Zone" shall be limited to 45 minutes in rotation before they are required to decontaminate and exit the system.
  4. Decontamination procedures for personnel in the warm zone shall follow Hazmat Level "A" decontamination procedures including:
    - a) The air mask shall be the last item removed.
    - b) All personnel shall go through medical monitoring and rehab before being placed in back in rotation.
  5. No individual can be forced to undergo DECON procedures. If someone refuses they shall be isolated and COMMAND notified for further instruction.
  6. Team Members rehabilitation shall be conducted in accordance with department SOP # SAF 1.10, Firefighter Rehabilitation.

### **3.2.4** **MEDICAL MONITORING**

**Pre-entry Monitoring:** The following Medical Monitoring must be completed prior to engaging members in encapsulated protective suits:

1. Vital signs: BP, Pulse, Respirations, Temperature
2. Skin evaluation: Examine for rashes, lesions, open sores/wounds
3. Mental status: Recent medications, illnesses, substance consumption etc.
4. EXCLUSION CRITERIA: The following conditions shall exclude a member from operating within a protective suit:
  - a) Diastolic BP > 105mm Hg
  - b) Pulse > 70% of maximum heart rate (220-age) x .7
  - c) Respiratory rate > 24 per minute
  - d) Temperature over 100.5 degrees F
  - e) Presence of open sores/wounds
  - f) Altered mental status



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS Chapter 3 Haz-Mat/ DECON

**SOP # OPS 3.3**

EFFECTIVE: 01 JAN 11

### HAZARDOUS MATERIALS INCIDENTS

**Purpose:** To establish an organized way to mitigate hazardous material incidents within the towns limits, and to establish basic guidelines for a standard incident response.

#### 3.3.1

##### Objectives

1. To describe operational concepts, organization, and support Systems required to be implemented at an incident.
2. To establish an operational structure that has the ability to mitigate an incident with minimal damage to human health, natural systems, and property within the Town of North Providence.
3. To establish lines of authority and management for a Hazardous Material Incident.
4. To properly utilize firefighters and officers in the best possible way for maximum safety and proficiency.
5. To set up a standard way of response, and setup for an Incident.

#### 3.3.2

##### Definitions

1. Hazardous Material- A substance (gas, liquid, or solid) capable of creating harm to people, property, and or the environment.
2. Hazardous Material Incident- The release or potential release of a hazardous material into the environment.

#### 3.3.3

##### Hazardous Materials Incident Classifications

1. There will be three classifications of hazardous material incidents, and they will be known as Level 1, Level 2 and Level 3. With 1 being the least and 3 the largest or full scale incident.
2. The criteria for these classifications will be based on the following guidelines.
  - a) Chemical involved
  - b) Potential hazard to life, Property, or the Environment.

- c) Size of container or storage area.
- d) Extent of evacuation and involvement of other agencies.
- e) If DECON is needed or injuries are involved.
- f) Level of technical expertise and equipment needed to mitigate the incident.

### **3.3.4**

#### **Level 1 Incident**

1. This level of incident should be handled with the officer of the on scene company in charge of the incident.
  - a) Criteria for Level 1
    - i. No release or small release contained or confined and can be handled without special equipment or additional resources.
    - ii. Will have minimal effect on the environment.
    - iii. Does not require evacuation or set up of control zones ( hot, warm, or cold)
2. Examples of Level 1 incidents: CO detector, small spills such as gasoline, oil, odor of gas or gas grill.

### **3.3.5**

#### **Level 2 Incident**

1. This level of incident will be handled through the incident command system, and the necessary Regional Support teams are to be activated through the Metro Control System.
  - a) Criteria for Level 2
    - i. Release of chemical may not be controllable without special resources.
    - ii. Limited evacuation area usually confined to area of hazard.
    - iii. Must establish control zones.
    - iv. Will have a moderate effect on the environment.
    - v. ICS will be implemented.
    - vi. Fires involving hazardous materials that will not create a threat or a chemical plume.

2. Examples of Level 2 incident: If the number 2 is designated in any category on the NFPA 704 sign; If PCBs are involved with or without fire; EPA regulated waste, acid spill, overturned truck that is placarded with no visible release, a container that is breached, all of which have a moderate risk to the community.

### 3.3.6

#### Level 3 Incident

1. A release of hazardous material that may or may not be controlled even with special resources.
  - a) Criteria for Level 3 incident:
    - i. Large area, mass evacuation.
    - ii. If any of the following Hazardous Chemicals are involved, POISONS A, EXPLOSIVES A/B, ORGANIC PEROXIDE, FLAMMABLE SOLID, CHLORINE, ANHYDROUS AMMONIA, RADIOACTIVE MATERIALS, NFPA 3 OR 4 FOR ANY CATEGORY INCLUDING SPECIAL HAZARDOUS, PCBs INVOLVED IN FIRE, DOT INHALATION HAZARDS, EPA EXTREMELY hazardous SUBSTANCES, CRYOGENICS, AND DANGEROUS WHEN WET MATERIALS.
    - iii. Any incident that requires a DECON Activation.
    - iv. Any Incident that has any injuries either to firefighters or civilians.
    - v. Materials involved in a fire creating a problem to the environment or creating a container failure or a possible failure by, detonation, explosion or BLEVE.
  2. State and federal officials must be called in (DEM, EPA, EMA, NRC, WASTE MANAGEMENT) depending on the hazard involved.
  3. Examples of Level 3 Incident: Major Industrial leak spill or fire; major transportation accident or leak, spill, or fire involving chemicals.

### 3.3.7

#### Control Zones

1. Control Zones will be set up at all Hazardous Materials Incidents.
2. First arriving company will establish zones.
3. They may be upgraded or downgraded at any time if deemed necessary.

**3.3.7-1**  
**HOT ZONE**

1. Area immediately surrounding a hazardous material incident, which extends far, enough to prevent adverse effects from the hazardous materials released to personnel outside of this zone.
  - a) Access into this zone will be limited to only those persons necessary to control the incident
  - b) All persons entering this area will have the proper personnel protective clothing on with SCBA.
  - c) A log is to be kept to record entry and exit times of all personnel whom enter the hot zone.
  - d) All employees entering and exiting will go through a control point at the beginning of this zone

**3.3.7-2**  
**WARM ZONE**

1. This area is where decontamination is done and control points are set up.
2. Only employees allowed in this area are DECON and support for the entry team.
3. All persons in this area shall be checked for contamination before leaving.

**3.3.7-3**  
**COLD ZONE**

1. This area contains command post and other support functions that are necessary to control the incident.
  - a) This also shall be a restricted area from civilians and press.
  - b) Staging may be done in this area or outside this area.

**3.3.8**  
**Chemical Information**

2. There must be three sources of information on the chemical involved before choosing a level of protection, a DECON Procedure or entering the hot zone.
3. There must be three sources of information before choosing a method of mitigation.
4. Information may be selected from but not limited to, any reference books that this department has available, MSDS sheet, persons that work with chemicals,

monitoring equipment, or other resources available to Command at the time of the Incident.

**3.3.9**  
**Entry**

1. No member of the North Providence Fire Department shall enter a hazardous environment (hot zone) not even to affect a rescue until all precautionary measures have been taken.
2. There will always be a back up team in place any time an entry is to be made.
3. Chemical must be properly identified before any entry is possible.
4. Entry team must have proper level of protection that is compatible with the chemical involved and a back up team with at least the same level of protection or greater.
5. All employees in hot zone of level 2 or 3 incidents will be logged in and out of the area and also fill out a personnel entry report.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 3 Haz-Mat DECON

**SOP # OPS 3.4**

REVISED: 26 FEB 13

### AIR MONITORING/ GAS DETECTION

Purpose: To establish a policy for the distribution, maintenance and usage of all air quality and gas detection devices currently in use within the Department.

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#### 3.4.1

#### Assigned Gas Monitors

1. The following are the current compliment of gas detection devices and locations:
  - a) Engine 1: (1) SCOTT Protégé multi-gas monitor  
(1) SCOTT Protégé ZM CO monitor  
(1) GammaRAE II, (AA Battery Operated)
  - b) Engine 2: (1) SCOTT Protégé multi-gas monitor  
(1) SCOTT Protégé ZM CO monitor  
(1) GammaRAE II, (Rechargeable Battery Operated)
  - c) Engine 3: (1) SCOTT Protégé multi-gas monitor  
(1) SCOTT Protégé ZM CO monitor  
(1) GammaRAE II, (Rechargeable Battery Operated)
  - d) Ladder 1: (1) SCOTT Protégé multi-gas monitor  
(1) SCOTT Protégé ZM CO monitor  
(1) SCOTT HCN (Hydrogen Cyanide) monitor  
(1) TIF Combustible Gas Meter/ Audible detection only  
(1) GammaRAE II, (Rechargeable Battery Operated)  
(1) Ludlum duel detector scaler/ratemeter
  - e) Squad 1: (1) SCOTT Protégé multi-gas monitor  
(1) SCOTT Protégé ZM CO monitor  
(1) MultiRAE Gas Detector  
(1) SCOTT PHCN (Hydrogen Cyanide) monitor  
(1) TIF Combustible Gas Meter/ Audible detection only  
(1) GammaRAE II, (Rechargeable Battery Operated)  
(1) Ludlum duel detector scaler/ratemeter
  - f) DECON 1: (2) Ludlum duel detector scaler/ ratemeter  
(1) Chemical Agent Detector (HAZMATCAD)

(1) MultiRAE Gas Detector  
(1) GammaRAE II, (AA Battery Operated)

- g) Rescue 1: (1) RAD 57
  - (1) SCOTT Protégé ZM CO monitor
  - (1) GammaRAE II, (AA Battery Operated)
- h) Rescue 2: (1) RAD 57
  - (1) SCOTT Protégé ZM CO monitor
  - (1) GammaRAE II, (AA Battery Operated)
- i) Batt. 1: (1) GammaRAE II, (AA Battery Operated)
- j) Car 2: (1) SCOTT Protégé multi-gas monitor
  - (1) SCOTT Protégé ZM CO monitor
- k) Car 4: (1) SCOTT Protégé ZM CO monitor

### **3.4.2** Care and Maintenance

1. Sunday shall be designated “Gas Monitor Testing Day” Department wide.
2. Company Captains are responsible to keep a log of all testing and insure the testing program is being carried out within their company.
3. The Company Officer of each piece of apparatus is responsible for insuring the proper testing of all meters assigned to their rig on the following schedule.
4. On the first Sunday of each month, a calibration of all 4 way meters is required utilizing the calibration adapters provided for each monitor, and following manufacturer instructions.
5. Test cylinder containing live gases are to be stored WITHOUT REGULATOR ATTACHED so as to insure that there is no leaking of gases.
6. **No monitor shall ever be exposed to exhaust of vehicles as a test measure.**
7. All **Protégé 4- Gas Monitors (BLUE)** shall be “Bump Tested” every Sunday utilizing test gas cylinders provided to each House following manufacturer’s recommendations.

- a) A “bump test” is a quick test in which the appropriate gas is introduced to the meters sensors using the regulator and tubing provided.
  - b) The monitor is to be “**fresh air started**”, followed by an introduction of the appropriate gas through the provided tubing in a “blow by” technique.
  - c) The readings should fall within approximately 10% of the listed concentration printed on the provided cylinder.
  - d) If the “bump test” does not yield a reading close to acceptable limits, it is to be calibrated following manufacturer recommendations.
8. All **Protégé ZM Gas Monitors (RED)** shall be “Bump Tested” **monthly only**, therefore ***the first Sunday of each month*** shall be pre-designated for that purpose.
- a) The Protégé ZM bump test is simply an introduction of the CO gas and an associated response from the device, no range required.
  - b) PROTÉGÉ ZM’s DO NOT REQUIRE CALIBRATION. For any device malfunction, tag the unit and send it to the Safety Officer.
  - c) The Protégé ZM also has a “TEST” feature. When conducting equipment checks, anytime the word TEST is present on the left side of the display screen, simply press the red function button once, and a self test sequence shall be performed automatically.

### **3.4.3** **Gas Monitoring General Usage**

1. Whenever Air Monitoring is required by Department Policy such as Carbon Monoxide Emergencies, Natural Gas Emergencies, Confined Space Emergencies, Overhaul phase of all structure fires and all other time required due to work being performed in an IDLH atmosphere, the following rules shall apply:
  - a) All monitors are to be fresh air started, and zeroed.
  - b) Two sources (monitors) must be used in all situations to provide redundancy in the testing, and insure accurate readings and measurements
  - c) Appropriate PPE shall be utilized by members conducting monitoring.
  - d) Pump and Probe features are to be utilized for exterior leak detection, so that confined or specific areas can be monitored and assessed.
  - e) Interior analysis generally do not require the use of Pump and Probe features; unless, for example, a multiple occupancy with common halls are present and the probe can be inserted through an opening of an apartment that you do not have full access to.
2. All structural fires require air quality monitoring for CO and HCN after being brought “under control” and prior to SCBA required usage is lifted.

3. All investigators and inspectors shall not be permitted in any post fire area until air monitoring is completed.

#### **3.4.4**

#### **Scott Protégé ZM Particulars**

1. Scott Protégé ZM Gas Monitors (RED) are assigned to each company for use in constant monitoring of air quality during EMS incident responses within structures. They shall be stored in the main top shelf of hard cover medical boxes; or, secured to the strapping of soft cover medical bags.
  - a) Protégé ZM's are in "always on" mode at all times
  - b) The battery life is displayed on the screen when on, starting at "24 months"
  - c) The factory set Low Alarm activates at 35 PPM, and the High Alarm activates at 200 PPM.
    - i. Low Alarm Indicators: 1 slow flash and one slow beep per second
    - ii. High Alarm Indicators: 2 fast flashes and two fast beeps per second

#### **3.4.5**

#### **GammaRAE II Particulars**

2. GammaRAE II is a gamma radiation detector and full-range dosimeter in a single instrument. It is designed specifically to meet the needs of first responders, it has the rapid response of a detector and the accurate dose measurement of a dosimeter
  - a) GammaRAE II's are in "always on" mode at all times and stored in the front cab area of apparatus for early and automatic detection of a radiation hazard.
    - i. Rechargeable detectors will be stored in wired docking holders
    - ii. AA Battery operated units require monthly battery changing, the battery life is approximately 600 hours.

*SEE OPS 6.2 FOR SPECIFICS ON NATURAL GAS EMERGENCIES*

*SEE OPS 6.8 FOR SPECIFICS ON CARBON MONOXIDE EMERGENCIES*



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 4 Special Operations

**SOP # OPS 4.1**

EFFECTIVE: 01 MAR 14 (REV)

## SPECIAL OPERATIONS TEAM

Purpose: To describe the components and usage of the Special Operations Team.

### 4.1.1

#### General

1. A Special Operations Team is established within the North Providence Fire Department. This team consists of members of the Department that have advanced training in any of the technical rescue disciplines. The purpose of this Team is to establish a list of qualified members that will be called in to support a technical rescue operation based on incident needs locally or as part of a regional response. Members of this Team are classified based on their expertise as "Specialist" or "Support".
  - a) This Team shall have a "Team Leader", "Assistant Team Leader" and "Special Ops Chief" at all times as assigned by the Chief of Department. Any member's actively part of a state or regional USAR team shall be the first call in's on any activation
  - b) Any members with a special skill or desire may request to become a part of this Team in some capacity based on current needs of the Department

### 4.1.2

#### Activation

1. With the multitude of equipment on board our ladder and squad /rescue pumper, and the numerous disciplines that may be deployed at a given incident, it is necessary to utilize our specially trained members as incidents shall dictate. Therefore, the Special Operations Team shall be activated when:
  - a) The Incident Commander deems an incident as a Special Operations incident and request an SOT response
  - b) Any time the Battalion Chief determines that our department assisting on out of town assignment will require such support
2. The Incident Commander will request the *Activation of the Special Operations Team* through Fire Alarm and specify the number and classification of the Team members to be called in.

- a) Fire Alarm will in turn put out a Department “Text Blast” informing members of an ongoing Technical Rescue Operation, along with the address
- b) The ops chief, team leader, assistant team leader and the USAR designated member(s) will be mandatory call-ins on all incidents
- c) Fire Alarm will then assemble the remainder of the team as requested by the Incident Commander from the appropriate call in list
- d) Fire Alarm will notify the Chief of Department and Department Safety Officer



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 4 Special Operation

**SOP # OPS 4.2**

EFFECTIVE: 15 MAR 13 (REV)

## BASIC TECHNICAL RESCUE GUIDELINES

**Purpose:** The purpose of this procedure is to describe and set basic operating guidelines for the Squad & Ladder Companies relative to their capabilities to potentially mitigate technical rescue operations.

### 4.2.1

#### Technical Rescue

1. The Squad and Ladder companies are equipped with an array of equipment used to successfully and safely rescue a victim that may be trapped or injured in an unusual and complex situation that requires special equipment. These situations may occur within a Confined Space such as a manhole or tank. The rescue could be a victim trapped within a trench collapse, or a building collapse. Other technical rescues could be in a high angle situation needing rope to affect a rescue; persons trapped within a vehicle, a machine or a water rescue or any other situation requiring special training and equipment.
  - a) At no point shall a rescuer exceed their level of operational capability and training.
  - b) Regularly assigned members shall be continually trained by their company officers to identify, and safely utilize standard equipment used for breaching, cutting, spreading or lifting.
  - c) When prolonged and/or specialized operations are ongoing, the NPDFD Special Operations Team shall be utilized for expertise, as well as other state assets that are available through the Southern New England Fire and Emergency Assistance Plan.
2. It shall be the responsibility of the Company Officer and the personnel assigned to the company to ensure their familiarity with the use of, maintenance of and the location of any equipment carried on the vehicle in order to quickly and safely use the equipment in its proper manner. These members must make a commitment of time and energy to constantly stay current with the equipment.
3. When functioning at a technical rescue incident the Officer's will perform a complete size-up of the situation and relay a report to the Incident Commander including any additional resources needed. During the size-up the Officer shall determine if there

is a rescue or recovery situation. (During a recovery operation time will no longer be a factor in the Action Plan.)

4. The Officer's will then confer with the Incident Commander in developing a plan of action to successfully mitigate the situation as quickly and as safely as possible.
5. The Action Plan comply with all state and federal laws and standards relating to technical rescues and shall be done based with safety of rescue personnel as a priority.
6. The Officer's will then assign and utilize any additional personnel needed in order to safely affect a rescue.
7. The Incident Commander may utilize the Ladder or Squad Officer as the Operations Officer at a technical rescue incident.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 4 Special Operations

**SOP # OPS 4.3**

EFFECTIVE: 01 JAN 11

## CONFINED SPACE OPERATIONS

**Purpose:** To provide a guideline of operations, procedures, responsibilities and minimum safety requirements to follow when entering, working in or exiting a confined space during normal atmospheric pressure.

### 4.3.1

#### Classifications

1. NIOSH (National Insurance for Occupational Safety and Health) has three (3) classifications for confined spaces. These are based on life threatening characteristics.
  - a) Class A - an environment that is immediately dangerous to life or health. Entry is by permit only and usually has a posted sign.
  - b) Class B – an environment that has the potential for causing injury and/or illness if protective measures are not used, but is not immediately dangerous to life or health.
  - c) Class C – an environment that has potential hazards, which would not require any special modification of the work procedures.

### 4.3.2

#### Definitions

1. Confined Space
  - a) One large enough and so configured that a person can bodily enter and perform work.
  - b) One that has limited or restricted means of entry or exit.
  - c) One that is not designed for continuous human occupancy.
2. Lockout/Tag out
  - a) The placement of a Lock/Tag on the entry
  - b) Always isolate devices in accordance with the established procedures, and indicate that the device will not be operated until the removal of the lock/tag.
3. Hazardous Atmosphere

- a) Any atmosphere which may cause immediate or delayed death, injury or illness, and any exposures that are toxic, poisonous, corrosive, flammable or have the ability to be physically incapacitating or dangerous
- b) Hazardous atmospheres include levels of flammability of 10% of the lower explosive limit (LEL), oxygen deficient atmospheres with levels below 19.5%, or enriched atmospheres above 21.5%, or airborne combustible dust greater than its LEL.

#### 4.3.3

#### Precautions

1. A major cause of confined space injuries and/or fatalities is the failure to recognize the incident for what it is.
2. Do not underestimate the seriousness of confined space incidents. More than half of the casualties of confined space incidents are the rescuers.

#### 4.3.4

#### Considerations

1. Hazard Identifications: Hazards will be identified for each confined space. The hazard identification process will include, but not be limited to, a review of the following:
  - a) The past and current uses of the confined space which may adversely affect the atmosphere of the confined space.
  - b) The physical characteristics, configuration and location of the confined space.
  - c) Biological hazards
  - d) Mechanical or physical hazards
  - e) Existing or potential hazards in the confined space such as Flammable and Toxic Environment (FATE).
2. Categories: The four distinct categories of hazardous atmospheres:
  - a) Flammable
  - b) Toxic
  - c) Irritants an/or corrosive
  - d) Asphyxiating
3. Gases: The common gases normally found in below grade or confined space operations:
  - a) Carbon Dioxide
  - b) Carbon Monoxide

- c) Hydrogen Sulfide
- d) Methane
- e) Sulfur Dioxide

#### **4.3.5 Size Up**

1. Recognize the emergency as a confined space incident.
2. Activate the Incident Command System to the degree necessary to control the scene.
3. Plan operations and alternatives carefully and accumulate information required to conclude the operation safely.
4. Have the Safety Officer respond to work in conjunction with the Incident Commander, Operations Officer, Hazmat Officer, and entry crews to ensure employees safety.
5. Consult with plant engineers and plant emergency responders (if applicable), regarding the characteristics of the involved confined space.

#### **4.3.6 General**

1. Stabilize the Immediate Area
  - a) Set up an operations perimeter.
  - b) Confirm “Lockout/Tag out” condition for the affected confined space and assign personnel.
2. Eliminate Ignition Source
  - a) Park apparatus outside the operations area
  - b) Shut down plant operations in the immediate area (when applicable)
  - c) Never use equipment that could be an ignition source in the area involved
3. Explosive Proof Equipment
  - a) Use only explosive proof equipment in the area involved
  - b) Conventional flood and hand lights are not considered explosive proof

#### 4. Lighting

- a) Keep flood lights outside the immediate area
- b) Handlight may be used under limited and restricted conditions.
- c) Taping the light switch in the open position should eliminate the problem of ignition

#### **4.3.7 Procedure**

1. Develop a Contingency Plan – the operation should follow a clear and concise course of action, with a back-up plan in place.
2. Entry and Exit – each entry and exit point will be evaluated to determine the most effective method for entry and egress travel distances
3. Equipment – determine what types of equipment are required to enter, retrieve the individual and exit the confined space in the safest manner possible.
4. Hazard Evaluation – hazard identification will be evaluated by the Hazmat Officer.
5. Isolation and Lockout/Tag out – all energy sources which are potentially hazardous to the confined space entrance will be secured, relieved, disconnected, and/or restrained before employees are permitted to enter the confined space. Lockout/Tag out of equipment, systems and processes will be confirmed and secured prior to permitting entry into the confined space.
6. Protective Clothing:
  - a) Full protective clothing will be worn throughout any incident, if conditions dictate its use.
  - b) On occasion, protective clothing may not be practical due to extremely limited working area, warm temperature, etc. This decision to dress down will be made by the Safety Officer.
  - c) On other occasions, full protective clothing will not provide adequate protection and encapsulated suits will be incorporated into the operation. The Haz-Mat Officer will determine this.
7. Respiratory Protection:
  - a) SCBA will be worn by all employees who enter a confined space

- b) Under no circumstances will anyone remove the facemask within a confined space. (Note: Removing the facemask to provide air to the victim or to shout a message to the outside frequently results in the rescuers' death.)
- c) If conventional SCBA is not practical, a confined space Supplied Air Respiratory Extension System (SAR) should be used. The Incident Commander will attempt to locate one if one is not available.
- d) Safety lines and harnesses will be attached to anyone entering the confined space.
- e) A Fast Company will be fully suited and ready to enter the confined space. One Fast Company person for each person in the confined space is required.
- f) Personnel should not travel more than 100 feet within a confined space when using SCBA, thirty minutes cylinders.
- g) Thirty (30) and sixty (60) minute cylinders should be used when the confined space permits adequate clearances. When there is inadequate clearance the SAR unit should be used.
- h) The standard oxygen resuscitator should be used cautiously due to the possibility of creating an oxygen-enriched atmosphere within the confined space.

8. Monitoring the Atmosphere:

- a) The confined space must be monitored prior to entry and during the entire operation (every 10-min.). Even if conditions were acceptable before entering, they may change.
- b) Test the oxygen readings first and at all levels of confined space.

9. Ventilation:

- a) The confined space should be ventilated before the entry team enters. Ventilation will be maintained during the operation. Caution should be used when ventilating a confined space not to place atmosphere within the lower and upper explosive limits.
- b) Mechanical ventilation can be used to blow air into confined space. Always keep fans and ventilators away from apparatus exhaust.
- c) Smoke ejectors with sleeves are another source of ventilation
- d) Always be aware that ventilating may carry gases to an ignition source

10. Communications:

- a) Voice or eye contact is preferred although in many cases this is not practical. Consider relay personnel for excessive distances.
- b) Portable radios use is permitted as long as they are explosive proof.

11. Victim Removal:

- a) Patient assessment
- b) If a victim is injured, the entry team must weigh taking the time to stabilize the injuries against permitting the victim to be further injured by the conditions within the confined space.
- c) Only life threatening injuries should be treated, and the treatment should be weighed against, whether or not to remain in the confined space.
- d) When a victim is ready to be removed, it may be necessary to rig a hauling system.
- e) NFPA approved rescue ropes should be used for victim removal.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 4 Special Operations

**SOP # OPS 4.4**

EFFECTIVE: 01 JAN 11

## STRUCTURAL COLLAPSE

**Purpose:** The purpose of this procedure is to establish guidelines for conducting building/structural collapse operations.

### 4.4.1

#### Arrival

1. First arriving company officer will begin an immediate size-up of the situation.
2. Command should immediately begin to assess the need for additional resources. If additional resources are necessary, identify staging area. Command should assess the need for outside heavy equipment early, and request mobile cranes, front-end loaders, etc., with large capacity. (Example: 110-ton crane).
3. Conduct a hazard assessment which includes: potential for secondary collapse, explosion with fire due to broken gas and electrical lines, falling debris, toxic atmosphere, etc.
4. Secure all hazards as soon as possible. This will include shutting off the utilities (i.e., gas, electrical, water). If it is not possible to secure all hazards, Command should notify all rescue personnel operating on scene of the hazards present.

### 4.4.2

#### Initial Rescue Operations

1. **REMOVAL OF SURFACE VICTIMS:** Initial on scene companies should be directed in rescuing victims that can be seen on the surface. Rescuers must be aware of all the physical hazards present at the scene of a structural collapse.
2. **ESTABLISH A PERIMETER:** While initial rescue of surface victims is going on, Command should establish a perimeter around the whole collapse site and keep all incoming civilian personnel out of the immediate area.
3. **ESTABLISH TRANSPORTATION CORRIDOR:** During initial stages of a campaign operation, Command should attempt to ensure that there will be roadways into and out of the collapse site. This may include establishing liaison with the Police Department and having P.D. re-route all traffic well around the collapse site.

4. ESTABLISH VICTIM STAGING AREA: Command should designate Treatment and Transportation Sectors. An area should be established away from the hazards of the collapse to account for, treat, and transport victims.
5. REMOVE ALL CIVILIAN & NON-ESSENTIAL RESCUE PERSONNEL: After initial surface victim removal has been completed, Command should ensure that all personnel are removed from the collapse site. This will allow for the removal of all civilians and the re-grouping of rescue personnel so that a specific action plan can be instituted for the search and rescue of the remaining trapped victims. At this time, Command should order a PAR from sector officers. Members previously operating in the collapsed structure should be quickly debriefed as to building layout and possible location of victims.
6. ESTABLISH BUILDING TRIAGE TEAM: After all personnel have been removed from the collapse site, Command should establish building triage teams. This may include structural engineers and/or Fire Department personnel that are specifically trained in the recognition of structural collapse. Prior to these teams engaging in triage activity, Command shall notify them as to the specific action plan and building marking system. If there is a possibility of hazardous materials involvement, Command should assign a Haz Mat Technician to each building triage team.

#### **4.4.3**

#### **Extended Rescue Operations**

1. ESTABLISH ACTION PLAN FOR SEARCH TEAMS: After all personnel have been removed from the collapse site and all personnel accounted for, Command shall establish a specific action plan for the search and rescue of the remaining victims.
2. ESTABLISH ACTION PLAN FOR SEARCH & RESCUE: Prior to beginning search and rescue operations, Command shall design specific search teams. This may include personnel with technical search equipment (i.e., acoustic, fiber optic, etc.), dog teams, or firefighter using the hailing (call-out) method of searching for victims. After the building triage teams have completed evaluations of buildings, the search teams will conduct searches of those buildings. Search teams should use standard building marking system after building has been searched. If building triage teams determine that the building is structurally unstable, search and rescue teams shall not enter until appropriate shoring and stabilization has been accomplished. After the removal of all personnel from the collapse site and before resuming building triage and search, a lobby control shall be established and no personnel will return to the collapse site without going through lobby control.

3. ESTABLISH RESCUE TEAMS: Rescue teams will follow search teams that have searched previously triaged buildings. Each rescue team shall consist of at least two (2) trained members of the Technical Rescue Team. If there is a possibility of hazardous materials involvement, each rescue team shall have at least one (1) Haz Mat Technician with air monitoring equipment. Rescue teams are not to attempt rescue in a building that has been determined to be unsafe by the building triage teams.
4. LOCATING VICTIMS: After the search teams have searched a building and received a "positive" find (i.e., acoustic or fiber optic positive reading), the building should be verified again by another means if possible (i.e., search dogs or hailing system). If the building is known to have live victims trapped, rescue teams shall attempt to locate the victims. If the rescue team must support structural components of the building prior to entry, they shall do so and make the area as safe as possible.
5. BREACHING WALLS, FLOORS, AND ROOFS: If at all possible, rescue teams should attempt to gain access vertically. The horizontal breaching of walls should be done only if there is no other means to reach the void space that victims may be trapped in. Horizontal breaching of load bearing walls may precipitate a secondary collapse of the structure. The potential for secondary collapse is less if rescue teams breach structural members from above or below. Prior to breaching a structural load bearing member, a specially trained structural collapse specialist (structural engineer, architect, technical rescue specialist) should approve and oversee the breaching operation. If the atmospheric conditions are not known in the room of desired entry, a "pilot" hole shall be punched to monitor the atmosphere prior to breaching operations.
6. CONFINED SPACE ENTRY & RESCUE: After the victim has been located, the rescue team should treat that space the victim is located in as a confined space. Rescue team members should proceed with the rescue, following confined space rescue operation guidelines. The rescue team leader shall designate the proper method of entry into the space and shall ensure the safety of the entry rescuers. All spaces shall be monitored for flammable, toxic, and otherIDLH atmospheres before entry is made. All members making entry shall be on SCBA with appropriate tender to rescuer ratio of 1:1.
7. RESCUE AND EXTRICATION OF VICTIMS: Once the rescue team has located the victim(s) an immediate assessment of the victim shall be done. Rescue teams should consider the effect lifting objects off the victim will have on that victim (i.e., crush syndrome). The rescuer shall determine the safest and most effective method of victim extrication. The rescue team leader shall ensure the safety of the extrication of the victim.

8. REMOVAL OF RESCUE TEAMS FROM THE BUILDING: After all located victims have been removed from the building the rescue teams should "pull out" of the building and update the marking system. Rescue teams should keep in mind that any cribbing and shoring in place should be left in place. The removal of those systems could precipitate a secondary collapse.

#### 4.4.4

##### Select Debris Removal

1. LOCATING VICTIMS: If rescue teams have not been able to locate victims through other methods, then they should be located by removing debris. If there is a potential for live victims, rescue teams must be very careful when removing debris so as not to cause a secondary collapse or further injury to the victim(s). If a victim location is known, either by family members or previously rescued victims, an attempt should be made to remove debris to reach that victim. In light-weight frame construction buildings, this could be accomplished by cutting and hand removing structural members. If the building is of reinforced concrete, it may require breaking large pieces into smaller and more manageable size pieces. This may also require the use of a crane to pick and move the structural components to reach potential victims. Rescue team members should assist in the break-up and removal of structural components. A safety officer shall oversee all of these operations to ensure site safety for all operating personnel. If structural components are removed from the site, they should be marked in some way so as to I.D. them with the particular building for future investigative purposes. As debris is removed, all operations should be stopped periodically to search (acoustic, dog team, hailing) for victims. After enough debris has been removed to reasonably ascertain that there are not any victims, then search and rescue operations can be suspended in that building.

#### 4.4.5

##### General Debris Removal/Termination

1. After it has been determined that no victims could be found alive in the building, a general debris removal can begin. If there is a potential for deceased victims to be trapped in the rubble, removal crews should be alert for signs of those deceased.
2. During general debris removal, if heavy equipment operators spot a sign of a deceased victim(s), a selected debris removal shall be conducted to remove the victim(s) respectfully. Coroner and/or other investigative personnel should be notified to handle the removal of the body (ies). As debris is removed, each dump truck load shall be marked as to the general area found and final location of the debris. This will help investigators to complete their investigations and reports. Command may elect to turn general debris removal over to the Responsible Party for final

disposition of the building. If this is done, the R.P. should be notified of the proper handling of debris for investigative purposes. Prior to termination of the incident, Command shall account for all personnel that have been operating at the collapse site. Each company officer should ensure crew and equipment accountability before returning to service.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 5 Incident Command

**SOP # OPS 5.1**

EFFECTIVE: 01 JAN 11

## INCIDENT COMMAND SYSTEM

Purpose: To establish a standard Incident Command System that safely and effectively manages all types of emergency incidents following the guidelines set forth in the NIMS (National Incident Management System).

### **5.1.1** Overview

1. Most incidents are managed locally and are typically handled by local communications/ dispatch centers and emergency management/response personnel. ICS is a widely applicable management system designed to enable effective, efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is a fundamental form of management established in a standard format, with the purpose of enabling incident managers to identify the key concerns associated with the incident—often under urgent conditions—without sacrificing attention to any component of the command system.
2. ICS is used to organize on-scene operations for a broad spectrum of emergencies from small to complex incidents, both natural and manmade. The field response level is where emergency management/response personnel, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. Resources from the Federal, State, tribal, or local levels, when appropriately deployed, become part of the field ICS as prescribed by the local authority.
3. As a system, ICS is extremely useful; not only does it provide an organizational structure for incident management, but it also guides the process for planning, building, and adapting that structure. Using ICS for every incident or planned event helps hone and maintain skills needed for the large-scale incidents.
4. ICS is used by all levels of government—Federal, State, tribal, and local—as well as by many NGOs and the private sector. ICS is also applicable across disciplines. It is normally structured to facilitate activities in five major functional areas:
  - a) Command
  - b) Operations Planning
  - c) Logistics

- d) Finance/Administration
- 5. Intelligence/Investigation is an optional sixth functional area that is activated on a case-by-case basis.
- 6. Acts of biological, chemical, radiological, and nuclear terrorism may present unique challenges for the traditional ICS structure. Incidents that are not site specific, are geographically dispersed, or evolve over longer periods of time will require extraordinary coordination among all participants, including Federal, State, tribal, and local governments, as well as NGOs and the private sector.

### 5.1.2

#### Management Characteristics

- 1. ICS is based on proven management characteristics, each of which contributes to the strength and efficiency of the overall system.
  - a) Common Terminology- ICS establishes common terminology that allows diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.
    - i. Organizational Functions- Major functions and functional units with incident management responsibilities are named and defined. Terminology for the organizational elements is standard and consistent.
    - ii. Resource Descriptions- Major resources—including personnel, facilities, and major equipment and supply items—that support incident management activities are given common names and are “typed” with respect to their capabilities, to help avoid confusion and to enhance interoperability.
    - iii. Incident Facilities- Common terminology is used to designate the facilities in the vicinity of the incident area that will be used during the course of the incident.
  - 2. Modular Organization- The ICS organizational structure develops in a modular fashion based on the size and complexity of the incident, as well as the specifics of the hazard environment created by the incident. When needed, separate functional elements can be established, each of which may be further subdivided to enhance internal organizational management and external coordination. Responsibility for the establishment and expansion of the ICS modular organization ultimately rests with

Incident Command, which bases the ICS organization on the requirements of the situation. As incident complexity increases, the organization expands from the top down as functional responsibilities are delegated. Concurrently with structural expansion, the number of management and supervisory positions expands to address the requirements of the incident adequately.

3. Management by Objectives- Management by objectives is communicated throughout the entire ICS organization and includes:
  - a) Establishing incident objectives.
  - b) Developing strategies based on incident objectives.
  - c) Developing and issuing assignments, plans, procedures, and protocols.
  - d) Establishing specific, measurable tactics or tasks for various incident management functional activities, and directing efforts to accomplish them, in support of defined strategies.
  - e) Documenting results to measure performance and facilitate corrective actions.
4. Incident Action Planning- Centralized, coordinated incident action planning should guide all response activities. An Incident Action Plan (IAP) provides a concise, coherent means of capturing and communicating the overall incident priorities, objectives, strategies, and tactics in the context of both operational and support activities. Every incident must have an action plan. However, not all incidents require written plans. The need for written plans and attachments is based on the requirements of the incident and the decision of the Incident Commander (IC) or Unified Command (UC). Most initial response operations are not captured with a formal IAP. However, if an incident is likely to extend beyond one operational period, become more complex, or involve multiple jurisdictions and/or agencies, preparing a written IAP will become increasingly important to maintain effective, efficient, and safe operations.
5. Manageable Span of Control- Span of control is key to effective and efficient incident management. Supervisors must be able to adequately supervise and control their subordinates, as well as communicate with and manage all resources under their supervision. The type of incident, nature of the task, hazards and safety factors, and distances between personnel and resources all influence span-of-control considerations.
6. Incident Facilities and Locations- Various types of operational support facilities are established in the vicinity of an incident, depending on its size and complexity, to accomplish a variety of purposes. The IC will direct the identification and location of facilities based on the requirements of the situation. Typically designated facilities

include Incident Command Posts, Bases, Camps, Staging Areas, mass casualty triage areas, point-of-distribution sites, and others as required.

7. Comprehensive Resource Management- Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management and emergency response. Resources to be identified in this way include personnel, teams, equipment, supplies, and facilities available or potentially available for assignment or allocation. Resource management is described in detail in Component III.
8. Integrated Communications- Incident communications are facilitated through the development and use of a common communications plan and interoperable communications processes and architectures. The ICS 205 form is available to assist in developing a common communications plan. This integrated approach links the operational and support units of the various agencies involved and are necessary to maintain communications connectivity and discipline and to enable common situational awareness and interaction. Preparedness planning should address the equipment, systems, and protocols necessary to achieve integrated voice and data communications.
9. Establishment and Transfer of Command- The command function must be clearly established from the beginning of incident operations. The agency with primary jurisdictional authority over the incident designates the individual at the scene responsible for establishing command. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and effective operations.
10. Chain of Command and Unity of Command- Chain of command refers to the orderly line of authority within the ranks of the incident management organization. Unity of command means that all individuals have a designated supervisor to whom they report at the scene of the incident. These principles clarify reporting relationships and eliminate the confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to direct the actions of all personnel under their supervision.
11. Unified Command- In incidents involving multiple jurisdictions, a single jurisdiction with multiagency involvement, or multiple jurisdictions with multiagency involvement, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

12. Accountability- Effective accountability of resources at all jurisdictional levels and within individual functional areas during incident operations is essential. To that end, Check-In/Check-Out, Incident Action Planning, Unity of Command, Personal Responsibility, Span of Control, and Resource Tracking are the principles of accountability, which must be adhered to.
13. Dispatch/Deployment- Resources should respond only when requested or when dispatched by an appropriate authority through established resource management systems. Resources not requested must refrain from spontaneous deployment to avoid overburdening the recipient and compounding accountability challenges.
14. Information and Intelligence Management- The incident management organization must establish a process for gathering, analyzing, assessing, sharing, and managing incident-related information and intelligence.

### 5.1.3

#### **INCIDENT COMMAND AND COMMAND STAFF**

1. Incident Command is responsible for overall management of the incident. Overall management includes Command Staff assignments required to support the command function. The Command and General Staffs are typically located at the Incident Command Post (ICP). The command function may be conducted in one of two general ways:
  - a) Single Incident Commander- When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single IC should be designated with overall incident management responsibility by the appropriate jurisdictional authority. (In some cases where incident management crosses jurisdictional and/or functional agency boundaries, a single IC may be designated if agreed upon.) Jurisdictions should consider designating ICs for established Incident Management Teams (IMTs). The designated IC will develop the incident objectives on which subsequent incident action planning will be based. The IC will approve the IAP and all requests pertaining to ordering and releasing incident resources.
  - b) Unified Command- UC is an important element in multijurisdictional or multiagency incident management. It provides guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively. As a team effort, UC allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction through a common set of incident objectives and strategies and a single IAP. Each participating agency maintains its

authority, responsibility, and accountability. UC functions as a single integrated management organization, which involves:

- i. Co-located command at the ICP.
  - ii. One Operations Section Chief to direct tactical efforts.
  - iii. A coordinated process for resource ordering.
  - iv. Shared planning, logistical, and finance/administration functions, wherever possible.
  - v. Coordinated approval of information releases.
2. Command Staff- In an incident command organization, the Command Staff typically includes a Public Information Officer, a Safety Officer, and a Liaison Officer, who report directly to the IC/UC and may have assistants as necessary. Additional positions may be required, depending on the nature, scope, complexity, and location(s) of the incident(s), or according to specific requirements established by the IC/UC.
- a) Public Information Officer- The Public Information Officer is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The Public Information Officer gathers, verifies, coordinates, and disseminates accurate, accessible, and timely information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external audiences. The Public Information Officer may also perform a key public information-monitoring role. Whether the command structure is single or unified, only one Public Information Officer should be designated per incident. Assistants may be assigned from other involved agencies, departments, or organizations. The IC/UC must approve the release of all incident-related information. In large-scale incidents or where multiple command posts are established, the Public Information Officer should participate in or lead the Joint Information Center (JIC) in order to ensure consistency in the provision of information to the public.
  - b) Safety Officer- The Safety Officer monitors incident operations and advises the IC/UC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the IC/UC and supervisors at all levels of incident management. The Safety Officer is, in turn, responsible to the IC/UC for the systems and procedures necessary to ensure ongoing assessment of hazardous environments, including the incident Safety Plan, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety as well

as the general safety of incident operations. The Safety Officer has immediate authority to stop and/or prevent unsafe acts during incident operations. It is important to note that the agencies, organizations, or jurisdictions that contribute to joint safety management efforts do not lose their individual identities or responsibility for their own programs, policies, and personnel. Rather, each contributes to the overall effort to protect all responder personnel involved in incident operations.

- c) Liaison Officer- The Liaison Officer is Incident Command's point of contact for representatives of other governmental agencies, NGOs, and the private sector (with no jurisdiction or legal authority) to provide input on their agency's policies, resource availability, and other incident-related matters. Under either a single-IC or a UC structure, representatives from assisting or cooperating agencies and organizations coordinate through the Liaison Officer. Agency and organizational representatives assigned to an incident must have the authority to speak for their parent agencies or organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other agencies or organizations, public or private, involved in incident management activities may be assigned to the Liaison Officer to facilitate coordination.
- d) Additional Command Staff- Additional Command Staff positions may also be necessary, depending on the nature and location(s) of the incident or specific requirements established by Incident Command. For example, a legal counsel might be assigned to the Planning Section as a technical specialist or directly to the Command Staff to advise Incident Command on legal matters, such as emergency proclamations, the legality of evacuation and quarantine orders, and legal rights and restrictions pertaining to media access. Similarly, a medical advisor might be designated to provide advice and recommendations to Incident Command about medical and mental health services, mass casualty, acute care, vector control, epidemiology, or mass prophylaxis considerations, particularly in response to a bioterrorism incident. In addition, a special needs advisor might be designated to provide expertise regarding communication, transportation, supervision, and essential services for diverse populations in the affected area.

#### **5.1.4** **IC Organization/ General Staff**

1. Incident Command Organization- The incident Command and Management organization is located at the ICP. Incident Command directs operations from the ICP, which is generally located at or in the immediate vicinity of the incident site. As

emergency management/response personnel deploy, they must, regardless of agency affiliation, report to and check in at the designated Staging Area, Base, Camp, or location and notify the IC/UC to receive an assignment in accordance with the procedures established by the IC/UC.

2. GENERAL STAFF- The General Staff is responsible for the functional aspects of the incident command structure. The General Staff typically consists of the Operations, Planning, Logistics, and Finance/Administration Section Chiefs. The Section Chiefs may have one or more deputies assigned, with the assignment of deputies from other agencies encouraged in the case of multi jurisdictional incidents.
  - a) OPERATIONS SECTION- This Section is responsible for all tactical activities focused on reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal operations. Lifesaving and responder safety will always be the highest priorities and the first objectives in the IAP.
    - i. Operations Section Chief- The Operations Section Chief is responsible to Incident Command for the direct management of all incident-related tactical activities. The Operations Section Chief will establish tactics for the assigned operational period. An Operations Section Chief should be designated for each operational period, and responsibilities include direct involvement in development of the IAP.
    - ii. Branches- Branches may be functional, geographic, or both, depending on the circumstances of the incident. In general, Branches are established when the number of Divisions or Groups exceeds the recommended span of control. Branches are identified by the use of Roman numerals or by functional area.
    - iii. Divisions and Groups- Divisions and/or Groups are established when the number of resources exceeds the manageable span of control of Incident Command and the Operations Section Chief. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the incident into functional areas of operation. For certain types of incidents, for example, Incident Command may assign evacuation or mass-care responsibilities to a functional Group in the Operations Section. Additional levels of supervision may also exist below the Division or Group level.
    - iv. Resources- Resources may be organized and managed in three different ways, depending on the requirements of the incident.

- Single Resources: Individual personnel or equipment and any associated operators.
  - Task Forces: Any combination of resources assembled in support of a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.
  - Strike Teams: A set number of resources of the same kind and type that have an established minimum number of personnel. All resource elements within a Strike Team must have common communications and a designated leader.
  - The use of Task Forces and Strike Teams is encouraged, when appropriate, to optimize the use of resources, reduce the span of control over a large number of single resources, and reduce the complexity of incident management coordination and communications.
3. PLANNING SECTION- The Planning Section collects, evaluates, and disseminates incident situation information and intelligence to the IC/UC and incident management personnel. This Section then prepares status reports, displays situation information, maintains the status of resources assigned to the incident, and prepares and documents the IAP, based on Operations Section input and guidance from the IC/UC. The Planning Section is comprised of four primary Units.
- a) **Resources Unit:** Responsible for recording the status of resources committed to the incident. This Unit also evaluates resources committed currently to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.
  - b) **Situation Unit:** Responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses.
  - c) **Demobilization Unit:** Responsible for ensuring orderly, safe, and efficient demobilization of incident resources.
  - d) **Documentation Unit:** Responsible for collecting, recording, and safeguarding all documents relevant to the incident.
  - e) **Technical Specialist(s):** Personnel with special skills that can be used anywhere within the ICS organization.
    - i. Planning Section Organization- The Planning Section is normally responsible for gathering and disseminating information and intelligence critical to the incident, unless the IC/UC places this function elsewhere. The Planning Section is also responsible for assembling the IAP. The IAP includes the overall incident objectives and strategies established by Incident Command. In the case of a UC,

- the IAP must adequately address the mission and policy needs of each jurisdictional agency, as well as interaction between jurisdictions, functional agencies, and private organizations. The IAP also addresses tactics and support activities required for the planned operational period, generally 12 to 24 hours.
- ii. The IAP should incorporate changes in strategies and tactics based on lessons learned during earlier operational periods. A written IAP is especially important when:
- Resources from multiple agencies and/or jurisdictions are involved;
  - The incident will span several operational periods;
  - Changes in shifts of personnel and/or equipment are required
  - There is a need to document actions and decisions.
4. LOGISTICS SECTION- The Logistics Section is responsible for all service support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. This Section also provides facilities, security (of the incident command facilities and personnel), transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, and emergency responder medical services, including inoculations, as required. Within the Logistics Section, six primary Units fulfill functional requirements:
- a) **Supply Unit:** Orders, receives, stores, and processes all incident-related resources, personnel, and supplies.
  - b) **Ground Support Unit:** Provides all ground transportation during an incident. In conjunction with providing transportation, the Unit is also responsible for maintaining and supplying vehicles, keeping usage records, and developing incident Traffic Plans.
  - c) **Facilities Unit:** Sets up, maintains, and demobilizes all facilities used in support of incident operations. The Unit also provides facility maintenance and security services required to support incident operations.
  - d) **Food Unit:** Determines food and water requirements, plans menus, orders food, provides cooking facilities, cooks, serves, maintains food service areas, and manages food security and safety concerns.
  - e) **Communications Unit:** Major responsibilities include effective communications planning as well as acquiring, setting up, maintaining, and accounting for communications equipment.
  - f) **Medical Unit:** Logistics Section Organization Responsible for the effective and efficient provision of medical services to incident personnel.

5. **FINANCE/ ADMINISTRATION SECTION-** A Finance/Administration Section is established when the incident management activities require on-scene or incident-specific finance and other administrative support services. Some of the functions that fall within the scope of this Section are recording personnel time, maintaining vendor contracts, administering compensation and claims, and conducting an overall cost analysis for the incident. If a separate Section is established, close coordination with the Planning Section and Logistics Section is also essential so that operational records can be reconciled with financial documents.
  - a) The Finance/Administration Section is a critical part of ICS in large, complex incidents involving significant funding originating from multiple sources. In addition to monitoring multiple sources of funds, the Section Chief must track and report to Incident Command the accrued cost as the incident progresses. This allows the IC/UC to forecast the need for additional funds before operations are negatively affected. Figure 8 illustrates the basic organizational structure for a Finance/Administration Section. When such a Section is established, the depicted Units may be staffed as required. Within the Finance/Administration Section, four primary Units fulfill functional requirements:
    - i. **Compensation/Claims Unit:** Responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.
    - ii. **Cost Unit:** Responsible for tracking costs, analyzing cost data, making estimates, and recommending cost savings measures.
    - iii. **Procurement Unit:** Responsible for financial matters concerning vendor contracts.
    - iv. **Time Unit:** Responsible for recording time for incident personnel and hired equipment.
6. **INTELLIGENCE/ INVESTIGATION FUNCTION-** The collection, analysis, and sharing of incident-related intelligence are important elements of ICS. Normally, operational information and situational intelligence are management functions located in the Planning Section, with a focus on three incident intelligence areas: situation status, resource status, and anticipated incident status or escalation (e.g., weather forecasts and location of supplies). This information and intelligence is utilized for incident management decision making. In addition, technical specialists in the Planning Section may be utilized to provide specific information that supports tactical decisions.
  - a) Incident management organizations must also establish a system for the collection, analysis, and sharing of information developed during intelligence/investigation efforts. Some incidents require intelligence and

investigative information, which is defined in either of two ways. First, it is defined as information that leads to the detection, prevention, apprehension, and prosecution of criminal activities or the individuals involved, including terrorist incidents. Second, it is defined as information that leads to determination of the cause, projection of spread, assessment of impact, or selection of countermeasures for a given incident (regardless of the source) such as public health events, disease outbreaks, or fires with unknown origins.

- i. ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.
  - Within the Planning Section: This is the traditional placement for this function and is appropriate for incidents with little or no investigative information requirements nor a significant amount of specialized information.
  - As a Separate General Staff Section: This option may be appropriate when there is a significant intelligence/investigations component to the incident for criminal or epidemiological purposes or when multiple investigative agencies are involved. A separate Intelligence/Investigations Section may be needed when highly specialized information requiring technical analysis is both critical and time sensitive to lifesaving operations (e.g., chemical, biological, radiological, or nuclear incidents) or when there is a need for classified intelligence.
  - Within the Operations Section: This option may be appropriate for incidents that require a high degree of linkage and coordination between the investigative information and the operational tactics that are being employed.
  - Within the Command Staff: This option may be appropriate for incidents with little need for tactical information or classified intelligence and where supporting Agency Representatives are providing real-time information to the IC/UC.
- ii. The mission of the Intelligence/Investigations Function is to ensure that all investigative and intelligence operations, functions, and activities within the incident response are properly managed, coordinated, and directed in order to:
  - Prevent/deter additional activity, incidents, or attacks.

- Collect, process, analyze, and appropriately disseminate intelligence information.
- Conduct a thorough and comprehensive investigation.
- Identify, process, collect, create a chain of custody for, safeguard, examine/analyze, and store all probative evidence.
- Determine source or cause and control spread and impact, in the investigation of emerging incidents (fire, disease outbreak, etc.).

### **5.1.5**

#### **Incident Management Teams**

1. An IMT is an incident command organization made up of the Command and General Staff members and other appropriate personnel in an ICS organization and can be deployed or activated, as needed. National, State, and some local IMTs have formal certification and qualification, notification, deployment, and operational procedures in place. In other cases, IMTs are formed at an incident or for specific events.
2. The level of training and experience of the IMT members, coupled with the IMT's identified formal response requirements and responsibilities, are factors in determining an IMT's type, or level.

### **5.1.6**

#### **Incident Complex**

1. INCIDENT COMPLEX: MULTIPLE INCIDENT MANAGEMENT WITHIN A SINGLE ICS ORGANIZATION
2. Description: An Incident Complex refers to two or more individual incidents located in the same general area that is assigned to a single IC or a UC. When an Incident Complex is established over several individual incidents, the general guideline is that the previously identified incidents become Branches within the Operations Section of the IMT. This provides greater potential for future expansion if required. Each Branch thus has the increased flexibility to establish Divisions or Groups. Additionally, because Divisions and Groups may already have been established at each of the incidents, the same basic structure can be propagated. If any of the incidents within a complex has the potential to become a large-scale incident, it is best to establish it as a separate incident with its own ICS organization.
3. The following are examples where a complex may be appropriate:

- a) An earthquake, tornado, flood, or other situation where many separate incidents are occurring in close proximity.
  - b) Several similar incidents are occurring in close proximity to one another.
  - c) One incident underway with an IMT assigned, with other smaller incidents occurring in the same area.
4. A complex may be managed under a single IC or a UC. The following are additional considerations for the use of a complex:
- a) The incidents are close enough to be managed by the same IMT.
  - b) A combined management approach could achieve some staff or logistical support economies.
  - c) The number of overall incidents within the jurisdiction requires consolidations wherever possible to conserve staff and reduce costs.
  - d) A single Incident Command can adequately provide Planning, Logistics, and Finance/Administration activities to the complex.

### **5.1.7**

#### **Area Command**

1. Area Command is an organization to oversee the management of multiple incidents handled individually by separate ICS organizations or to oversee the management of a very large or evolving incident engaging multiple IMTs. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.
2. Area Commands are particularly relevant to incidents that are typically not site specific, are not immediately identifiable, are geographically dispersed, and evolve over longer periods of time (e.g., public health emergencies, earthquakes, tornadoes, civil disturbances, and any geographic area where several IMTs are being used and these incidents are all requesting similar resources). Incidents such as these, as well as acts of biological, chemical, radiological, and nuclear terrorism, require a coordinated intergovernmental, NGO, and private-sector response, with large-scale coordination typically conducted at a higher jurisdictional level. Area Command is also used when a number of incidents of the same type in the same area are competing for the same resources, such as multiple hazardous material incidents, spills, or fires.
3. When incidents are of different types and/or do not have similar resource demands, they are usually handled as separate incidents or are coordinated through an

Emergency Operations Center (EOC) or Multiagency Coordination Group (MAC Group). If the incidents under the authority of the Area Command span multiple jurisdictions, a Unified Area Command should be established (see Figure 9). This allows each jurisdiction to have appropriate representation in the Area Command.

4. Area Command should not be confused with the functions performed by MACS: Area Command oversees management coordination of the incident(s), while a MACS element, such as a communications/dispatch center, EOC, or MAC Group, coordinates support.
5. Responsibilities: For incidents under its authority, an Area Command has the following responsibilities:
  - a) Develop broad objectives for the impacted area(s).
  - b) Coordinate the development of individual incident objectives and strategies.
  - c) (Re) allocate resources as the established priorities change.
  - d) Ensure that incidents are properly managed.
  - e) Ensure effective communications.
  - f) Ensure that incident management objectives are met and do not conflict with each other or with agency policies.
  - g) Identify critical resource needs and report them to the established EOC/MAC Groups.
  - h) Ensure that short-term “emergency” recovery is coordinated to assist in the transition to full recovery operations.

### **5.1.8** **Multiagency Coordination Systems**

1. Multiagency coordination can and does occur on a regular basis whenever personnel from different agencies interact in such activities as preparedness, prevention, response, recovery, and mitigation. Often, cooperating agencies develop a MACS to better define how they will work together and to work together more efficiently; however, multiagency coordination can take place without established protocols. MACS may be put in motion regardless of the location, personnel titles, or organizational structure. MACS includes planning and coordinating resources and other support for planned, notice, or no-notice events. MACS defines business practices, standard operating procedures, processes, and protocols by which participating agencies will coordinate their interactions. Integral elements of MACS are dispatch procedures and protocols, the incident command structure, and the coordination and support activities taking place within an activated EOC. Fundamentally, MACS provide support, coordination, and assistance with policy-level decisions to the ICS structure managing an incident. that allows all levels of

government and all disciplines to work together more efficiently and effectively. Multiagency coordination occurs across the different disciplines involved in incident management, across jurisdictional lines, or across levels of government.

2. Written agreements allow agencies within the system to conduct activities using established rules and are often self-defined by the participating organizations. A fully implemented MACS is critical for seamless multiagency coordination activities and essential to the success and safety of the response whenever more than one jurisdictional agency responds. Moreover, the use of MACS is one of the fundamental components of Command and Management within NIMS, as it promotes scalability and flexibility necessary for a coordinated response.
3. **DEFINITION:** The primary function of MACS is to coordinate activities above the field level and to prioritize the incident demands for critical or competing resources, thereby assisting the coordination of the operations in the field. MACS consist of a combination of elements: personnel, procedures, protocols, business practices, and communications integrated into a common system. For the purpose of coordinating resources and support between multiple jurisdictions, MACS can be implemented from a fixed facility or by other arrangements outlined within the system.
4. In some instances, MACS is informal and based on oral agreements between jurisdictions, but usually it is more formalized and supported by written agreements, operational procedures, and protocols. The formal process, where issues are addressed before an incident occurs, is the preferred and recommended approach, as it streamlines the coordination function. While ad hoc arrangements between jurisdictions may result in effective multiagency coordination on relatively minor incidents, coordination on larger, more complex incidents is most successful when it takes place within a planned and well-established system.
5. **SYSTEM ELEMENTS:** **Multiagency Coordination System (MACS)** includes a combination of facilities, equipment, personnel, and procedures integrated into a common system with responsibility for coordination of resources and support to emergency operations.
  - a) Facilities- The need for location(s)—such as a communications/dispatch center, EOC, city hall, virtual location—to house system activities will depend on the anticipated functions of the system.
  - b) Equipment- To accomplish system activities, equipment (such as computers and phones) must be identified and procured.
  - c) Personnel- Typical personnel include Agency Administrators/Executives, or their appointed representatives, who are authorized to commit agency resources and funds in a coordinated response effort. Personnel can also be

- authorized representatives from supporting agencies, NGOs, and the private sector who assist in coordinating activities above the field level.
- d) Procedures- Procedures include processes, protocols, agreements, and business practices that prescribe the activities, relationships, and functionality of the MACS. Identifying the interactive communications activities and associated implementation plans are critical components of the system.
6. The two most commonly used elements of the Multiagency Coordination System are EOCs and MAC Groups.
- a) **Emergency Operations Center-** EOCs may be organized by major discipline (e.g., fire, law enforcement, or emergency medical services); by emergency support function (e.g., transportation, communications, public works and engineering, or resource support); by jurisdiction (e.g., city, county, or region); or, more likely, by some combination thereof. ICPs need good communication links to EOCs to ensure effective and efficient incident management.
- i. The physical size, staffing, and equipping of an EOC will depend on the size of the jurisdiction, resources available, and anticipated incident management workload. EOCs may be organized and staffed in a variety of ways. Regardless of its specific organizational structure, an EOC should include the following core functions: coordination; communications; resource allocation and tracking; and information collection, analysis, and dissemination.
- ii. Upon activation of a local EOC, communications and coordination must be established between Incident Command and the EOC. ICS field organizations must also establish communications with the activated local EOC, either directly or through their parent organizations. Additionally, EOCs at all levels of government and across functional agencies must be capable of communicating appropriately with other EOCs, including those maintained by private organizations. Communications between EOCs must be reliable and contain built-in redundancies. The efficient functioning of EOCs most frequently depends on the existence of mutual aid agreements and joint communications protocols among participating agencies.
- b) **MAC Group-** Typically, Agency Administrators/Executives, or their designees, who are authorized to represent or commit agency resources and funds are

brought together to form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the system. Personnel assigned to the EOC who meet the criteria for participation in a MAC Group may be asked to fulfill that role.

- i. A MAC Group does not have any direct incident involvement and will often be located some distance from the incident site(s). In many cases a MAC Group can function virtually to accomplish its assigned tasks.
  - ii. A MAC Group may require a support organization for its own logistics and documentation needs; to manage incident-related decision support information such as tracking critical resources, situation status, and intelligence or investigative information; and to provide public information to the news media and public. The number and skills of its personnel will vary by incident complexity, activity levels, needs of the MAC Group, and other factors identified through agreements or by preparedness organizations. A MAC Group may be established at any level (e.g., national, State, or local) or within any discipline (e.g., emergency management, public health, critical infrastructure, or private sector).
7. PRIMARY FUNCTIONS OF MACS-The Multiagency Coordination System should be both flexible and scalable to be efficient and effective. MACS will generally perform common functions during an incident; however, not all of the system's functions will be performed during every incident, and functions may not occur in any particular order.
- a) **Situation Assessment-** This assessment includes the collection, processing, and display of all information needed. This may take the form of consolidating situation reports, obtaining supplemental information, and preparing maps and status boards.
  - b) **Incident Priority Determination-** Establishing the priorities among ongoing incidents within the defined area of responsibility is another component of MACS. Typically, a process or procedure is established to coordinate with Area or Incident Commands to prioritize the incident demands for critical resources. Additional considerations for determining priorities include the following:
    - i. Life-threatening situations.
    - ii. Threat to property.
    - iii. High damage potential.

- iv. Incident complexity.
  - v. Environmental impact.
  - vi. Economic impact.
  - vii. Other criteria established by the Multiagency Coordination System
- c) **Critical Resource Acquisition and Allocation-** Designated critical resources will be acquired, if possible, from the involved agencies or jurisdictions. These agencies or jurisdictions may shift resources internally to match the incident needs as a result of incident priority decisions. Resources available from incidents in the process of demobilization may be shifted, for example, to higher priority incidents.
- i. Resources may also be acquired from outside the affected area. Procedures for acquiring outside resources will vary, depending on such things as the agencies involved and written agreements.
- d) **Support for Relevant Incident Management Policies and Interagency Activities-** A primary function of MACS is to coordinate, support, and assist with policy-level decisions and interagency activities relevant to incident management activities, policies, priorities, and strategies.
- e) **Coordination With Other MACS Elements-** A critical part of MACS is outlining how each system element will communicate and coordinate with other system elements at the same level, the level above, and the level below. Those involved in multiagency coordination functions following an incident may be responsible for incorporating lessons learned into their procedures, protocols, business practices, and communications strategies. These improvements may need to be coordinated with other appropriate preparedness organizations.
- f) **Coordination With Elected and Appointed Officials-** Another primary function outlined in MACS is a process or procedure to keep elected and appointed officials at all levels of government informed. Maintaining the awareness and support of these officials, particularly those from jurisdictions within the affected area, is extremely important, as scarce resources may need to move to an agency or jurisdiction with higher priorities.
- g) **Coordination of Summary Information-** By virtue of the situation assessment function, personnel implementing the multiagency coordination procedures may provide summary information on incidents within their area of responsibility as well as provide agency/jurisdictional contacts for media and other interested agencies.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES

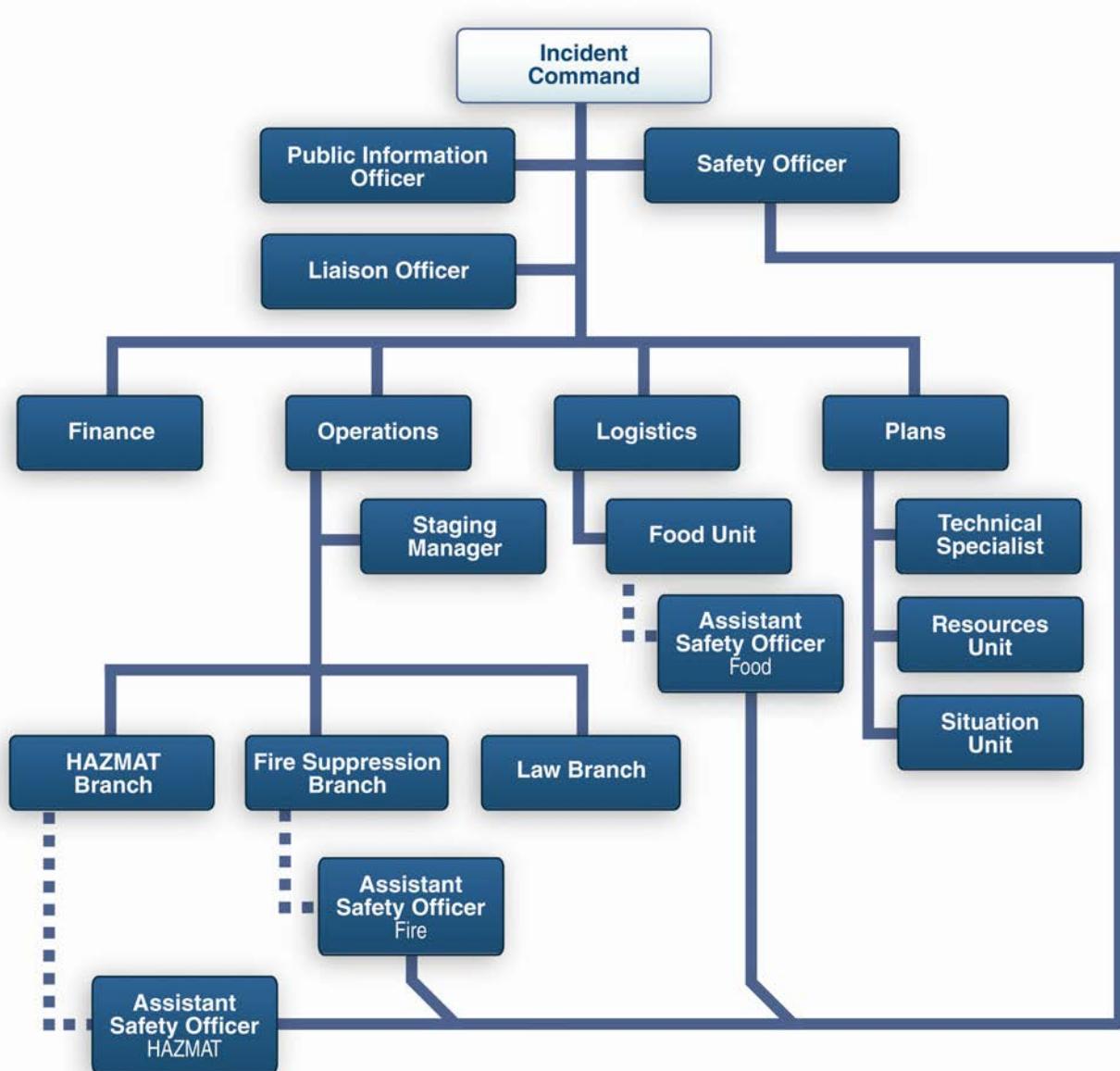


OPS: Chapter 5 Incident Command

**SOP # OPS 5.2**

EFFECTIVE: 01 JAN 11

### INCIDENT COMMAND ORGANIZATION TABLE



The dotted-line connections represent coordination and communication between the two points, not necessarily a direct link within the chain of command.

## OPS 5.3 FIREGROUND COMMAND WORKSHEET

|                      |                |           |                   |                  |                   |
|----------------------|----------------|-----------|-------------------|------------------|-------------------|
| ESTABLISH COMMAND    |                |           |                   |                  |                   |
| F.A.S.T. COMPANY     |                |           | (LADDER / ENGINE) |                  |                   |
| PROGRESS REPORTS     |                |           |                   |                  |                   |
| EMS / REHAB DIVISION |                |           |                   |                  |                   |
| ON DECK COMPANY      |                |           |                   |                  |                   |
| BENCHMARKS           | Primary Search | Will Hold | Under Control     | Secondary Search | Overhaul Complete |
| FLOOR DIVISION (S)   |                |           |                   |                  |                   |
| SAFETY DIVISION      |                |           |                   |                  |                   |
| GROUND LADDER BLDG   |                |           |                   |                  |                   |
| UTILITIES TERMINATED |                |           |                   |                  |                   |
| AIR QUALITY          |                |           | CO - CYANIDE      |                  |                   |
| COMMAND COMPANY      |                |           |                   |                  |                   |
| GAS COMPANY          |                |           |                   |                  |                   |
| ELECTRIC COMPANY     |                |           |                   |                  |                   |
| HAZ-MAT OFFICER      |                |           |                   |                  |                   |
| FDC CONNECTION       |                |           |                   |                  |                   |
| MOBILE REPEATER      |                |           |                   |                  |                   |

## **OPS 5.4: B-1 Metro Control RESOURCE GUIDE**

### **Fires:**

- 2<sup>nd</sup> Alarms receive 3 Engines, Ladder, Battalion Chief
- 3<sup>rd</sup> Alarms and greater receive 3 Engines, Ladder

### **Mass Casualty Incidents:**

*Once an incident is deemed an MCI, Incident Commanders shall request additional resources as follows:*

- Utilize an 8 Level System, where 5 EMS Rescues are sent for each level requested.
- Metro will automatically send an MCI trailer on Levels 3&6

### **Foam Incidents:**

*Once an incident is deemed a Foam Task Force Incident, IC's shall request additional resources as follows:*

- PRIMARY RESPONSE (3 Foam Units, 1 Tender)
- SECONDARY RESPONSE (3 Foam Units, 1 Tender)

### **HAZ-MAT – WMD:**

- Request Haz-Mat Technician Teams as needed
- Request Decon Unit as needed
- Envelope or other Bio incident refer to Metro section
- Contact RIEMA for resource advice as needed

### **Miscellaneous Resources:**

All Special Resources: Dive Teams/ Tower Ladders/ Air Supply Units/ Lighting Units/ Tankers are requested individually through Metro Control.

### **Direct Call Agencies:**

All State and Federal Resources: Field IC Posts/ Incident Management Teams/ USAR Teams, Mobile Emergency Ops Centers/ DMAT/ DMORT/ EMA for State to State assistance...

RIEMA direct: **946-9996**



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 5 Incident Command

**SOP # OPS: 5.5**

EFFECTIVE: 01 JAN 11

## ICS SIDES & QUADRANTS

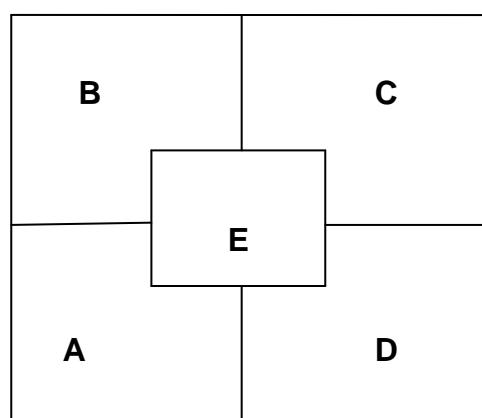
**Purpose:** To establish a standard method of identifying locations within and around a given structure. This system incorporates the NIMS common terminology while recognizing that much of the fire service in this region has utilized a number related system that may be utilized out of habit.

### **5.5.1** Procedure

1. When it is necessary to identify the exterior sides or interior quadrants, the following letter/ number system shall be utilized:
  - a) All buildings shall be “dropped” into an imaginary box so as to always have 4 sides to identify.
  - b) The main entrance/ street address side is usually Side 1 (NIMS Side A).
  - c) Whenever Side 1 (NIMS Side A) is not obvious, the Incident Commander will designate “Side 1/ Side A” over the air so as to inform all companies of the proper landmark from which to identify locations.
  - d) Quadrants will be utilized to identify interior locations.
2. The following diagram illustrates the proper side and quadrant locations:

**Side 3/ NIMS Side C**

**Side 2/ NIMS Side B**



**Side 4/NIMS Side D**

**Side 1/ NIMS Side A  
Street Side/ Main Address**



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 6 Other Emergencies

**SOP # OPS 6.1**

EFFECTIVE: 01 JAN 11

## ELEVATOR EMERGENCIES

**Purpose:** To establish guidelines for the safe operations involving the removal of occupants from stalled or malfunctioning elevators.

### 6.1.1

#### General Procedure

1. On all confirmed stalled elevator cars with occupants trapped, building maintenance for the facility is to be immediately requested. Then, the elevator on call service member is to be requested to respond. If at all possible, only injured or medical emergencies should be extricated through atypical means.

### 6.1.2

#### ENGINE COMPANY (or first to arrive)

1. The engine company's primary task is to locate the elevator car in question. This can be determined by the floor indicator or from persons on the scene.
2. Contact should then be made with the passengers. Personnel should reassure the occupants that the fire department is on the scene and rescue operations are underway. Members should determine the status of the passengers and if there is any immediate danger. The Company Officer will give a report including the location of the stalled car, and the number and status of passengers.
3. Once communications are established with the passengers inside the elevator car, the following sequence of instructions should be given:
  - a) Ask the passengers to ensure that the STOP button is in the RUN position.
  - b) Ask the passengers to press the door open button. If this does not open the doors, ask the passengers to simultaneously press the floor select button for the nearest floor, and the door open button. At the same time personnel should press the call button on the nearest floor.
  - c) If this does not cause the doors to open, instruct the passengers to apply the STOP button, and wait further instructions.

**6.1.3****LADDER COMPANY (or first Truck Company to arrive)**

1. The ladder company's primary task is to shut off power to the troubled elevator car after attempts to open doors by normal means fail.
2. At least one firefighter (two is recommended) will go to the elevator machine room, bringing a portable radio, hand light(s), forcible entry tool(s) and/or keys to the elevator machine room. The remaining company members will bring forcible entry tools, poles, hand lights and a folding ladder to the location of the stalled car and assist with further operations.
3. Upon orders from the Incident Commander, entrance will be made into the elevator machine room, and power shut off to the troubled elevator. If members cannot determine which the correct switch is, shut off power to all elevators for safety reasons. Command will be notified when the power to the elevator has been shut off and the member who terminated power will stand by the power switch to ensure that no one turns the power back on while the rescue operation is underway.
  - a) TO MINIMIZE THE RISK OF ELECTROCUTION, FORCIBLE ENTRY TOOLS WILL NOT BE TAKEN INTO THE ELEVATOR MACHINE ROOM.

**6.1.4****SECONDARY FUNCTION**

1. The secondary function of the Ladder Company is, if other options do not succeed and it has been determined that the occupant must be immediately extricated due to medical reasons, to enter the hoist-way, gain access to the elevator car, and extricate the passengers.
2. The Ladder Company Officer will be responsible for sizing up the elevator and recommending an appropriate incident action plan to the Incident Commander.
3. Entry into the hoist-way or elevator car will only be made after power to the elevator has been shut off. This includes entry into a stalled elevator car that is stopped more than 18 inches from a floor landing.

**6.1.5****RESCUE COMPANY**

1. The Rescue Company's primary function is to provide emergency medical care to any passenger after their extrication from the elevator car. Rescue personnel will

stand by with appropriate medical equipment until the passengers are removed. Only under emergency conditions will rescue personnel enter a stalled car or the hoist-way to provide medical care.

#### 6.1.6

#### Other Considerations

1. Never leave the machine room unattended with power off and operations underway.
2. Once the operation is complete, NEVER restore power to the troubled elevator. Notify building maintenance personnel to contact the elevator repair contractor.
3. Elevator doors that are forced open, or otherwise left open exposing the hoist-way, cannot be left unattended. Position an employee to guard the opening until building personnel can assume responsibility for the opening, or the doors can be made to close.
4. The forcing of hoist-way doors should only be considered as a last resort. It is generally preferable to calm anxious passengers, and await the arrival of elevator mechanic.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 6 Other Emergencies

**SOP # OPS 6.2**

EFFECTIVE: 01 JAN 11

## NATURAL GAS EMERGENCIES

**Purpose:** To establish response and mitigation guidelines for natural gas emergencies and fires.

**Properties:** Natural gas is a gaseous fossil fuel with methane as its primary compound, is lighter than air and will rise in a room and disperse in open environments. Natural gas vapors have also been known to follow pipes and find cracks in pavement or foundations to communicate from a source to an ignition point. Its danger range is between 5% and 15% mix within air. Mixtures of less than 5% or more than 15% natural gas will not ignite.

### 6.2.1

#### Investigation of Gas Odor or Broken Mains

1. Companies responding to the address or vicinity of a gas leak whether interior or exterior shall approach the reported location with caution staging apparatus well short of the structure or vicinity.
2. Members shall interview the reporting party outside of the structure or area of suspected leak. The officer in charge shall ascertain as much detailed information as possible from witnesses or the reporting party. This interview shall include possible source, time elapsed since the odor was first noticed, and location and number of any people in possible danger areas.
3. Depending on the extent of the leak a safe zone shall be established and enforced by police. This may be limited to a single dwelling or multiple blocks in some cases.
4. Members of Ladder 1 or Squad 1 shall employ their multi-gas meters and hydrocarbon meters to assist in determining the extent and source of any leak. While investigating natural gas odors members must take care not to create sources of ignition. This may include static electricity; light switches, and sparks from tools.
5. The gas company shall be notified forthwith and an estimated time of arrival shall be provided by the fire alarm office. If a metered source is determined to be responsible for the leak the meter shall be shut by firefighters. If the leak is caused by a broken main members shall evacuate to a safe zone, isolate the area and attempt to limit possible ignition sources. Use of an unmanned stream may aid in dissipating vapors. However members must take care not to fill in an excavation area with water from a hose stream. Firefighters should not enter any structure and

should immediately evacuate if the lower explosive limit is surpassed. Ventilation of a gas filled structure may bring levels beyond the upper explosive limit down through the explosive range.

### 6.2.2

#### Gas Fed Fires- Interior

1. Natural gas fed fires may occur within a building as the cause of a structural fire or resulting from exposure to gas lines or appliances by a fire of another origin. Firefighters may become aware of an interior gas fed fire by volume and intensity of fire in a relatively condensed area. In addition the fire may remain unabated even with a stream directed in its vicinity.
2. When gas fed fires are suspected the control of natural gas service to the property becomes an urgent priority. The Incident Commander shall assign whatever resources necessary to find and shut the gas service at the meter. The gas company shall also be notified of the severity of the incident and priority response requested.
3. Once members on an attack line become aware they have encountered a natural gas fed fire they shall immediately communicate this information to the IC using an urgent message format. They shall switch tactics from fire suppression to confinement until such time as the natural gas supply is terminated. They shall not attempt to extinguish the origin of gas fed fire causing unburned gas to consume an attack area. Considering the potential for additional gas leaks and points of ignition the Incident Commander may opt to withdraw members from the building until such time as the gas may be terminated.

### 6.2.3

#### Gas Fed Fires- Exterior

1. Exterior natural gas fires may occur from a broken main, meter or other appliance. In most circumstances firefighters will have no immediate method of terminating the gas supply.
2. Firefighters shall **not** enter excavations in an attempt to plug leaks or control the flow of gas.
3. Upon arrival at an exterior gas fed fire the officer in charge shall size up the life and property hazards and request the appropriate resources to evacuate endangered persons and provide for exposure control.

4. A fire stream or streams appropriate for the size of the leak and fire shall provide exposure control and cooling of the area of fire involvement. The action of the streams shall provide confinement rather than extinguishment.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 6 Other Emergencies

**SOP # OPS 6.3**

EFFECTIVE: 01 JAN 11

### (LPG) PROPANE GAS EMERGENCIES

**Purpose:** To establish response and mitigation guidelines for propane gas emergencies and fires.

**Properties:** Liquefied Petroleum Gas is a mixture of several hydrocarbon gases, mostly propane. Unlike natural gas, propane is heavier than air and will collect in low points, possibly traveling great distances, hugging the ground as it seeks a point of ignition. Propane has a wider explosive range than gasoline, 2.1% LEL (lower explosive limit) to 9.5% UEL (upper explosive limit). An odorant is added to assist in detection.

#### 6.3.1

##### Investigating Propane Odors

1. Companies should approach the reported location with caution staging apparatus at a safe distance.
2. Most of these types of investigations are focused around portable LPG tanks for typical backyard grilles, or larger LPG tanks used in areas that do not have underground Natural Gas service in an area.
3. Full LPG cylinders have a vapor space at the top, and when the tank is susceptible to heat by sunlight other heat impingement, will bleed off vapor through a relief valve. In these instances, cooling the vapor space of a cylinder by applying water or relocating the tank to a shaded area will allow the relief valve to close.

#### 6.3.2

##### BLEVE Dangers

1. A BLEVE is a Boiling Liquid Expanding Vapor Explosion caused by fire impingement of the vapor space of a tank causing the vapor temperature to rise until the cylinder meets its failure point.
2. The single most important tactic to employ is to cool the vapor space of a tank or cylinder with the appropriate size line depending on the size of the cylinder. On larger tanks this can be accomplished with a portable monitor. Other situations would call for a handline deployed from a safe, flanked distance. Larger fixed cylinders that are secure are easier to keep in place. With smaller tanks, keeping the tank upright is imperative.

3. Extinguishment of a relief valve gas fire is not appropriate; rather, cool the tank to avoid BLEVE while the gas burns off or the relief closes thus extinguishing the fire.

### 6.3.3

#### Typical Gas Grill Fires

1. Gas grills that have not been maintained or cleaned may result in grease fires or part failures below the burner that could result in fire impinging on the vapor space of a propane cylinder, melting the relieve and control valve and resulting in a dangerous situation for arriving firefighters. At this point, BLEVE could occur resulting in a catastrophic failure of a cylinder.
2. As with other situations, the strategy must be to protect life, protect exposures and then extinguishment. A safe attack includes:
  - a) Dispersing by standers, establish a hot zone
  - b) Attack the fire from a protected position, i.e. behind a car, from the corner of a house etc.
  - c) Extinguish exposed objects that are burning to prevent fire extension
  - d) Cool the vapor space of the cylinder without tipping, and without extinguishing ignited vapors
  - e) Protect firefighters until the tank empties or the resulting action causes the relief valve to close and stop the leak of vapors



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS Chapter 6 Other Emergencies

**SOP # OPS 6.4**

EFFECTIVE: 01 JAN 11

### BOMB THREATS

Purpose: To establish a standard procedure in the event that a bomb threat is received.

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#### 6.4.1

##### General Procedure

1. The threat of a Bomb within an occupied area or structure is primarily a Police Department initiated event. The Fire Department is there in a support function remaining in a staged location.
2. The Battalion Chief shall maintain a presence as the Departments representative in situations where a Unified Command is established, or as a liaison with the OIC on scene for the Police Department.
3. Department members will not be engaged in the search or removal of a device.
4. Department presence is for potential rescue or removal of victims, assisting with establishing safe zones using caution tape, or any other function deemed appropriate by the Battalion Chief.
5. Members shall remain aware of the dangers explosive devices, and the potential of secondary devices in conditions of potential terrorism related incidents.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS Chapter 6 Other Emergencies

**SOP # OPS 6.5**

EFFECTIVE: 06 JUN 13 (REV)

## MARINE COMPANY 1

**Purpose:** To establish guidelines for the safe operation of Marine Company 1 on or along the waterways of the Town of North Providence or when operating on the waterways of a surrounding community when providing mutual aid.

### **6.5.1** Specifications

1. Marine Company 1 is a 14-foot inflatable craft with a 25 hp Mercury Marine Engine.
2. The tow hitch remains with the boat, so that each vehicle with a receiver can transport the boat if Engine 1 is unavailable.
3. The capacity of the craft is:
  - a) Minimum crew: Two (2)
  - b) Maximum crew: Six (6)
  - c) Maximum weight 1600 lbs. or Four (4) scuba divers with two crewmembers.

### **6.5.2** Assignment

1. Marine 1 is assigned to Engine Company 1 at Station 1.
2. If Engine 1 is not available, Fire Alarm is to dispatch the next closest Apparatus with a tow receiver. Those vehicles are:
  - a) Squad 1
  - b) Engine 3 and Engine 4
  - c) Battalion 1, Battalion 2, DECON 1

### **6.5.2** General Guidelines

1. Only members who have been trained and have a working knowledge, and are familiar with operating Marine Company One will operate the craft. Only members who can swim will be permitted to operate from this craft.

2. Survival suits are required by all members operating from Marine Company 1 who are part of a surface rescue.
3. Others operating must don a floatation vest while in the craft.
4. Fire boots, bunker pants, helmets, or jackets, will not be worn on Marine 1.
5. The officer of Marine 1 will ensure that the craft is not overloaded.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS Chapter 6 Other Emergencies

**SOP # OPS 6.6**

EFFECTIVE: 01 MAR 14 (REV)

### COLD WATER/ ICE RESCUE

**Purpose:** To establish a standard and safe approach for conducting cold water/ice rescue operations. The objective is to carry out a successful rescue operation, which poses the very least amount of risk to the personnel involved.

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Cold water rescue can be open water or ice conditions. Temperatures from 70 degrees or less can be considered cold water rescue. Victims in extremely cold water have the ability to survive after an extended period of time.

#### **6.6.1** Operational Plan

1. Companies operating shall conduct a size up including the following:
  - a) Ice condition
  - b) Water condition and temperature
  - c) Distance to the victim(s)
  - d) Number of victims
  - e) Animal or human rescue
  - f) Victim above or below the water
  - g) Personnel available
  - h) The need for a Dive Team
2. Command will be established and an operational plan formulated including:
  - a) Don appropriate/available survival gear or equipment
  - b) Secure a lifeline to any firefighter attempting to perform the actual rescue.
  - c) Monitor the life line and rescue efforts at all times
  - d) Consider using items such as life rings, pike poles, ladders, to assist with the rescue

**6.6.2**  
**Ice Rescue**

1. The first rescuer shall don a survival suit, and proceed toward the victim with the ice sled and rescue sling. The sled is to be tethered to the 550/ floatable rescue rope, and the rescuer tethered to the sled.
  - a) A second rescuer shall be at the ready to back up the first rescuer
  - b) The rescuer proceeding to the victim will extend the sled to the victim and instruct the victim to extend their forearms through the orange strap
  - c) If victim is not physically able, the rescuer will apply the rescue sling
  - d) Victim is to be hauled to shore with either the sling alone on ice, or on the ice sled for ice covered in snow
2. On-Shore Crew Operations: It is the responsibility of the on-shore crew to monitor and control the rescue crew's lifeline. When the rescuer has hold of the victim the shore crew will pull the rescuer and victim back to shore.
3. EMS Crew: An uncommitted EMS unit will be standing by for treatment when the victim is retrieved. It is their responsibility to have their equipment and apparatus prepared for patient treatment and transportation.

**6.6.3**  
**Cold Water Rescue/ No ice**

1. Rescuers shall don protective suits and or life vests depending upon temperature
2. Rescuers shall utilize Marine 1 as available and accessible to approach victim using the "reach, throw, go" principle as follows:
  - a) Reach to the victim with a floatation ring or fixed object
  - b) Throw a lifeline to the victim
  - c) Enter the water as a last resort to affect rescue

**6.6.3**  
**Other Considerations**

1. NIGHT OPERATIONS: During night operations Incident Command will prepare for increased lighting of the scene and additional personnel.

2. REHAB: EMS unit will be responsible for the rescuer, medical monitoring and providing warmth for fire personnel.
3. ANIMAL RESCUE: In the case of animal rescue, firefighters will attempt to not come in direct contact with the animal. The snare pole will be used to retrieve and keep the animal at bay as much as possible. During such an operation the Incident Commander will notify Animal Control Officer to respond to take control or the animal once retrieved.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS Chapter 6 Other Emergencies

**SOP # OPS 6.7**

EFFECTIVE: 01 JAN 11

### LIFEFLIGHT OPERATIONS

**Purpose:** To provide safety guidelines when loading and unloading patients from a life flight helicopter, or any other incident involving a helicopter.

#### 6.7.1

##### Landing Zone Requirements

1. Minimum area should be approximately 120' x 120'
2. Maximum 15-20 degree slope.
3. Area must be clear of wires, trees, poles, emergency vehicles debris, or other obstacles
4. In cases where a highway is utilized as a landing zone, traffic should be stopped at least 150' in all directions

#### 6.7.2

##### Approaching the Helicopter

1. All approaches must be made from the front and sides. Never approach from the rear.
2. Always wait for a signal from the pilot before approaching.
3. If it becomes necessary to go from one side of the helicopter to the other, always go around the front, never the rear.
4. Always approach in a crouched stance.
5. Always follow the instruction of the crew members.

#### 6.7.3

##### Safety Considerations

1. Only approach a helicopter that is off with rotors completely stopped.
2. Do not have any loose clothing or hats on.

3. Check landing zone for debris which could become a projectile from rotor wash.
4. Never lift hands above your head.
5. Do not operate a door, which is the crew's job.
6. Do not lean on the craft, there are hot spots from the motor and other hazards.
7. Never approach a craft without the signal of the crew.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 6 Other Emergencies

**SOP # OPS 6.8**

EFFECTIVE: 01 JAN 11

## CARBON MONOXIDE EMERGENCIES

**Purpose:** To establish response and mitigation guidelines for carbon monoxide (CO) emergencies.

**Properties:** Carbon Monoxide is an odorless, colorless and toxic gas. Because it is impossible to see, taste or smell the toxic fumes, CO can kill before its presence is known. At lower levels of exposure, CO causes mild effects that are often mistaken for the flu. Symptoms include headache, dizziness, disorientation, nausea and fatigue. The effects of CO exposure can vary greatly from person to person depending on age, health and concentration and length of exposure.

### 6.8.1

#### Sources of CO

1. Sources of Carbon Monoxide include the following:

- a) Unvented kerosene and gas space heaters
- b) Leaking chimneys and furnaces
- c) Backdrafting from furnaces
- d) Gas water heaters
- e) Wood stoves and fireplaces
- f) Gas stoves
- g) Gasoline or other gasoline powered equipment
- h) Automobile exhaust from attached garages, or proximate to structures

2. Incomplete oxidation during combustion and unvented gas or kerosene heaters may cause high concentrations of CO in indoor air. Worn or poorly maintained combustion devices can be significant sources; as an improperly sized, blocked disconnected or leaking flue.

### 6.8.2

#### Health Effects

1. At low concentrations, fatigue in healthy people and chest pain in people with heart disease. At higher concentrations, impaired vision and coordination; headaches; dizziness; confusion; nausea. It may also cause flu like symptoms that may clear up when leaving the affected area.

2. At moderate concentrations, angina, impaired vision and reduced brain function may result.
3. At higher concentrations, CO exposure can be fatal.
4. Acute effects are due to the formation of carboxyhemoglobin in the blood, which inhibits oxygen intake.

#### 6.8.3

#### Response and Mitigation

1. Without the presences of symptomatic patients:
  - a) Companies responding to investigate CO alarm activation shall utilize issued Carbon Monoxide meters while adhering to IDLH atmosphere regulations of personal protection.
  - b) They shall not ventilate the area until an accurate reading can be measured to determine what the long term exposure to occupants was.
  - c) Two sources shall always be used as a redundant measure to officially clear a dwelling of CO when possible.
  - d) If merely trace amounts are detected in service areas, the problem is to be transferred to the occupant.
  - e) Any significant reading shall require evacuation of occupants until the structure is cleared by a qualified service representative of National Grid or a licensed contractor hired by the homeowner.
2. With the presence of symptomatic patients:
  - a) Any response with symptomatic patients, the occupants are to be immediately moved to outside air, or if not possible the building immediately ventilated and potential sources shut immediately.
  - b) High levels of CO in an occupied structure require a complete primary and secondary search for victims who may have succumb to the effects.
  - c) Once a shut down has taken place without investigation, National Grid or a licensed contractor hired by the owner are the only ones who can clear a building and deem it ready for occupancy.

***NOTE: For distribution and use of Department detection devices, along with proper use procedures, see Operations 3.4: Air Monitoring/ Gas Detection.***



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 6 Other Emergencies

**SOP # OPS 6.9**

EFFECTIVE: 01 MAR 14 (REV)

### WATER EMERGENCIES

**Purpose:** To establish a procedure for common water emergencies and more severe flooding situations resulting from hurricane or tropical storm warnings issued by the National Weather Service.

#### 6.9.1

##### Equipment Distribution

1. Each in service Engine, Ladder or Squad shall be equipped with 1 submersible pump carried on board.
2. 2.5" trash pumps will be assigned to the respective stations as follows:
  - a) Station 1: Two Honda 2.5" pumps
  - b) Station 2: One Honda 2.5" pump
  - c) Station 3: One Honda 2.5" pump

#### 6.9.2

##### Water Emergency Response

1. Common Water Emergency responses shall be "Code C" unless additional information is provided that associates a possible additional electrical or life hazard.
2. The primary function of companies responding to water emergencies is to remove the hazard associated such as compromised utilities. Any affected utility, gas or electric shall be terminated to provide for a safe working environment.
3. When possible, portable pumps shall be set up and left with the homeowners to reduce the overall water present. Property owners should be informed we can only remove water to the level of the submersible pump when they are available.
4. Companies leaving pumps are required to follow up on their progress. It is not necessary to notify fire alarm of pump locations. That information is left up to the individual company to manage the pumps assigned to their company or station.
5. Follow ups on pumps for service or removal of equipment shall not require an additional incident number. One number per incident is sufficient for recording.

### 6.9.3 Flooding

1. Summer storms can generate a substantial amount of rainfall over a short period of time. This can overwhelm the carrying capacity of the storm drains.
2. Some common hazards of flash flooding are:
  - a) Street closures/ Cars trapped in water.
  - b) Fallen tree limbs.
  - c) Downed utility lines.
  - d) Electrical/ Gas hazards in basements.
3. Streets and waterways shall not be pumped by apparatus or portable pump. In some situations, the clearing of storm drains will expedite relief.
4. In flooding situations when numerous calls are received, Fire Alarm will make lists of calls by districts and prioritize calls by severity. When calls are backed up, the following will be considered:
  - a) Fire Alarm shall endeavor to keep all companies operating in their own response districts as much as possible.
  - b) Companies shall focus on “remove the hazard” and compile an on board list of addresses that require a portable pump.
  - c) As pumps become available, companies in the districts shall manage the location of the next pump out. Fire Alarm will not be burdened with keeping lists of locations of pumps. This shall be the responsibility of the in service companies.

### 6.9.3 Emergency Operation Center

1. Once a storm creates a State of Emergency, the Town EOC shall be opened at the Fire Department Headquarters following the guidelines set forth in the Towns Disaster Mitigation Plan. A Department member shall staff this Center at all times.
2. Incidents will be managed following the NIMS protocols whereas on site Incident Commanders may Command isolated incidents; or, a single IC may Command several separate but related events as “Branches” of a single large scale incident from the EOC within the framework of a Unified Command. i.e.: A single IC can manage an area with several “Branch Directors” on individual scenes.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 6 Other Emergencies

**SOP # OPS 6.9A**

EFFECTIVE: 20 AUG 12

### HURRICANES/ TROPICAL STORMS

**Purpose:** To establish a procedure to provide essential emergency services to the public while maintaining a safe work environment for firefighters during hurricanes and tropical storms from pre to post land fall time frames.

#### **6.9A.1**

##### **Preseason Preparations**

1. The following preseason preparations shall be addressed to insure the proper level of readiness:
  - a) All companies shall familiarize themselves with the flood prone areas within their response districts.
  - b) Companies shall inventory all storm related equipment; i.e. pumps, saws, generators etc.
  - c) Note the physical condition of station roofs, windows and doors that may require maintenance.
  - d) Insure station generators are in working order and have ample fuel.
  - e) Inventory and check batteries and chargers for portable radios and equipment.
2. All members are to remain aware that they should have a plan in place to secure their family and property in preparation for reporting to duty during storms.

#### **6.9A.2**

##### **Hurricane Watch: (36 hours out)**

1. The Hurricane Watch time frame is when the storm may become a threat within 36 hours. The following items shall be addressed by the appropriate divisions:
  - a) Command and general staff will develop and implement a storm specific Incident Action Plan
  - b) Command Staff will amend work schedules as necessary to provide for proper coverage and rehab of members.
  - c) Requisition additional supplies that may be needed.
  - d) Once the EOC opens, a Fire Department representative will be represented in the EOC at all times throughout the duration of the storm.
  - e) Test and ensure all power equipment is operational.

- f) Top off fuel in all reserve apparatus, chain saws, generators, power units, portable pumps etc.
- g) Fill cascade bottles and top off all SCBA.
- h) Secure all loose items around the exterior of the firehouses.
- i) Members review and implement their family preparedness plans.

#### **6.9A.3**

##### **Hurricane Warning: (24 hours out)**

1. The Hurricane Warning time frame is when the storm is expected to hit within 24 hours. In addition to reviewing all of the requirements of section 6.9A.2, the following items shall be addressed by the appropriate divisions:
  - a) All batteries for portable equipment/ radios will be charged including portable radios for the backup VHF system.
  - b) The administration will issue media advisories notifying the public that certain weather conditions may occur which may cease fire department response during the height or eye of the storm.
  - c) Command staff will implement recall plans as needed
  - d) All members reporting for duty shall bring enough uniforms, undergarments and personal care articles (shower items, meds, dry foods) for a 3 day anticipated stay.
  - e) Spare apparatus will be staffed as indicated in the storm specific Incident Action Plan.

#### **6.9A.4**

##### **Hurricane Operations**

1. The Hurricane Operations period is the time from landfall until such time as the conditions/ winds decrease to a manageable level.
2. All members shall wear full bunker gear and eye protection for responses to protect from flying debris.
3. Aerial devices shall not operate with sustained winds in excess of 35 MPH.
4. With wind speeds from 35 – 60 MPH, chief and company officers will alter or cease operations when sufficiently dangerous conditions exist.
5. For the safety of emergency response members, the department will discontinue fire/ems response when sustained wind speeds exceed 50 MPH or wind gusts

consistently exceed 65 MPH. When the order to cease response is given due to hazardous wind conditions:

- a) Units responding to or on the scene of an emergency shall continue their work until completed, at which time the units will return to the assigned stations.
  - b) Units out of the house but not engaged in a call will return to their station as soon as possible.
6. METRO CONTROL will cease mutual aid at 50 MPH sustained winds.
7. Once the order is given to cease response, Fire Alarm will continue taking calls and prioritize them by urgency and prepare to send calls out as soon as operations resume. Fire Alarm will be in contact with and guided by the Unified Command in place in the Emergency Operations Center.
8. Operating Companies will maintain “Emergency Traffic Only” radio ops to reduce radio traffic on the primary operating channel; however, reports of hazardous conditions encountered including high water, road damage or blocked roads are included as Emergency messages.
9. Companies operating in storm/ post storm conditions will insure all safety precautions including:
- a) Use extreme caution and limit speed: utilize code “c” and use caution responses only for adequate road safety.
  - b) Be aware of hazards in the water such as downed electrical lines, wildlife etc.
  - c) Considered all downed wires live.
  - d) Use extreme caution when walking through water; six inches of moving water can take a person down; AND, utilize a pike pole or stick to ensure the ground has not washed away or collapsed beneath you.
  - e) Ensure any generator used to supply electricity for emergency usage is elevated and exhaust vented outside. Remember CO risks.
  - f) If a station must be evacuated, members will ensure that utilities are shut and the station is secure prior to relocating to their designated shelter.
10. Companies must expedite operations realizing that due to extreme conditions, alarms will not be able to be reset. Officers should make the scenes as safe as possible and move on; do not get bogged down at one incident that may be similar to 10's or 100's of other incidents.

11. National Grid will be delayed and standing by at the scene of wires down will not be possible. Companies shall clearly mark the hazardous area with caution tape in a safe manner and make the proper notifications and request Police support.
12. If operations were seized, once operations are resumed, company officers shall report to the EOC an assessment of Personnel, Equipment and Facility damage.
13. During post storm operations, members must realize that their own safety is the top priority; and, many post hurricane hazards such as live wires down, gas leaks, building fires, unsafe structures, flooding, haz-mats, heat stress, and trauma victims may be handled with much less resources than usual.
14. In all situations of limited manpower and equipment, chief and company officers must make decisions based on available resources while looking at the big picture. (i.e.: a lone company at the scene of a building fire should take steps to insure the fire does not spread to an exposure building putting all of their resources on that effort as opposed to a traditional attack due to limited resources.)
15. Basic water emergency calls will be held; however, once sent they should be handled as "Remove Hazard Only". Pumps will only be deployed once all emergency response calls are mitigated and we enter the clean up phase.
16. Incident Commanders/ Chief Officers will establish and strictly enforce periodic rehabilitation times for companies operating for extended periods of time.

#### **6.9A.5** Communications Plan

1. Unless otherwise specified in a specific IAP, all dispatch operations will be conducted on 800 MHz Fire 1; companies will be moved to or provided separate channels as necessary.
2. Communications between Police, Fire, DPW and EOC will be conducted on Town wide 1. On scene communications between agencies working together at an incident may be assigned Town wide 2 or 3 for interagency interoperability.
3. If the 800 MHz System fails, Fire Alarm will switch to VHF channel 1 for dispatching. Then, on scene companies have the option of using VHF; or utilizing ITAC 1 or the mobile repeater channel (without the repeater) for on scene truck to truck communications as conditions warrant and as ordered by Command. When ITAC or the mobile repeater channel is used in this scenario, communications are just truck to truck (talk around).

4. If all systems are lost, an alternative plan with cell use or face to face communications will be activated as necessary.
5. All radio communications are **Emergency Traffic Only**. Do not tie up the radio with non-essential communications.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 6 Other Emergencies

**SOP # OPS 6.10**

EFFECTIVE: 01 JAN 11

### RESPONSE WITH POLICE

**Purpose:** To provide for the safe and effective guidelines for engaging in routine and or emergency related multi-agency responses involving the police.

#### 6.10.1

##### General

1. Fire Department members will utilize the following guidelines while engaging in routine or emergency related responses involving the police. These responses include but are not limited:
  - a) Staging for police operations
  - b) Requesting police for extreme life threatening situations
  - c) Requesting police for traffic control or crowd control
  - d) Requesting police for assistance with area evacuations
  - e) Requesting police for a coroners response
2. The Officer in Charge at any scene will make the request for police assistance through Fire Alarm.
3. When Fire or EMS is requested by the Police, it is the responsibility of the Officer in Charge to make contact with the officer in charge of the Police scene upon arrival if there is a commanding officer in a safe location. If staging, they are to await a radio report from Fire Alarm and then endeavor to constantly insure the scene is safe while cautiously proceeding into an incident.
4. Any members engaged at an incident shall follow the "Emergency Button" policy when they encounter an extreme emergency situation where a radio transmission is not possible.

#### 6.10.2

##### Staging

1. All requests for fire and or ems service by the police or the public involving the possibility of violence, weapons, suicide, or other potentially harmful circumstances, will require companies to "Stage for the Police."

- a) Staging will be initiated by Fire Alarm on known incidents, or by the Company Officers responding based on information received from fire alarm, police dispatch, police on the scene, or at the discretion of the company officers.
- b) Staging will require apparatus to be positioned out of the line of sight of the incident location at a distance judged to be prudent by the officer in charge. This should always be at least 150 yards from the scene.
- c) Companies will await an "All Clear" from the police through fire alarm or by a face to face report from police on the scene.
- d) Companies may only proceed to an incident when an "All Clear" can be confirmed.

#### **6.10.3**

##### **Extreme Emergency Situations**

1. In the event that a company is entering or operating at any incident that escalates into a violent or life-threatening situation, the company officer shall:
  - a) Withdraw members as soon as possible.
  - b) Call for the Police by radio with a brief description if possible.
2. If a company is unable to withdraw, and/or believes that a radio transmission may further jeopardize or escalate the incident, the company officer will:
  - c) Activate Emergency Button as directed in SOP # SAF 2.4
  - d) Continue to make every effort to withdraw companies from the situation while attempting to de-escalate the situation in a calm tactful manner.
  - e) Officers may opt to "key" their radio without directly speaking to Fire Alarm to alert others of a deteriorating scene to:
    - i. Transmit background noise to clue dispatch of deteriorating conditions, or
    - ii. Allow dispatch to hear you speak to the perpetrator to clue conditions (i.e.: "put the gun down")

#### **6.10.4**

##### **Other Police Actions**

1. Traffic Control- All requests for traffic control shall be made through Fire Alarm with "traffic control" as the nature of the request. Larger or escalating incidents would call for the additional request of a Police Supervisor to the scene.

2. Crowd Control- In the event crowd control is needed at any incident the officer in charge shall:
  - a) Identify the area to be controlled by deploying the use of fire line tape
  - b) Instruct the police as to who is authorized to be inside the controlled area
3. Evacuations- In the event a multi-agency or police assisted evacuation plan is needed, the Incident Commander shall:
  - a) Request a police supervisor to the Command Post
  - b) Identify the areas to be evacuated. Establish a perimeter.
  - c) Coordinate manpower needs and assignments.
  - d) Remain mindful that the exchange of accurate and timely information is essential to minimize the risk to members and the public
4. Coroner Request- When a request for the medical examiner's office is necessary, the Company Officer shall:
  - a) Request for the Police to respond with nature
  - b) Consult with the police representative and determine that the medical examiner response is indicated, and the Police should make notification



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 7 Apparatus and  
Equipment Maintenance

**SOP # OPS 7.1**

**EFFECTIVE: 01 JAN 11**

### POWER TOOL MAINTENANCE

**Purpose:** To facilitate the proper inspection and maintenance of Department power tools so as to insure their readiness for emergency service. Included in these requirements are all power saws, hydraulic equipment, generators and any and all mechanical devises.

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#### 7.1.1

#### General Information

1. Department power tools will be inspected, cleaned and maintained per manufacturer recommendations so as to insure their constant readiness for emergency service.
2. Power tools, which are found to be, defective, broken, damaged or inoperative, will be removed from service, tagged and scheduled for repair or replacement.
3. Whenever power tools must be replaced or whenever they may require repairs which are beyond the capabilities of Department personnel, the scheduling of such repairs or replacement will be coordinated through the Department Mechanic.
4. The Repair Division will have overall responsibility for the yearly maintenance and service of Department power tools.
5. Company Captains are responsible for the development and enforcement of scheduled maintenance and repair of equipment. Captains will establish checklists as appropriate to document compliance to company policy.
6. Company Officers are responsible for supervising the maintenance and inspection of Department power tools assigned to their respective companies.
7. Firefighters assigned to apparatus are responsible for the proper cleaning, inspection and maintenance of the power tools assigned to their respective companies.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 7 Apparatus and Equipment Maintenance

**SOP # OPS 7.2**

EFFECTIVE: 01 JAN 11

### HAND TOOL/APPLIANCE MAINTENANCE

**Purpose:** To facilitate the proper inspection and maintenance of Department hand tools and appliances so as to insure their readiness for emergency service. Included in these requirements are all poles, hooks, halligans, axes, spanners, gates, wyes, etc.

#### **7.2.1**

#### General Information

1. Department hand tools will be inspected, cleaned and maintained per manufacturer recommendations so as to insure their constant readiness for emergency service.
2. Tools, which are found to be, defective, broken, damaged or inoperative, will be removed from service, tagged and scheduled for repair or replacement.
3. Company Captains are responsible for the development and enforcement of scheduled maintenance and repair of hand tools. Captains will establish checklists as appropriate to document compliance to company policy.
4. Company Officers are responsible for supervising the maintenance and inspection of Department hand tools assigned to their respective companies.

#### **7.2.2**

#### Prying/ Pulling Tools

1. All hooks, poles, halligans, axes etc. shall be kept rust and debris free and tips oiled to maintain readiness for use.

#### **7.2.3**

#### Nozzles/ Gates/ Wyes

1. All nozzles, gates, wyes shall be regularly check for function and lubricated as necessary.
2. Nozzles, especially automatic style with many mechanical parts, need regular cleaning with mild soapy detergent and then rinsed. Bales need to be worked and check for functionality.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



OPS: Chapter 7 Apparatus and Equipment Maintenance

**SOP # OPS 7.3**

EFFECTIVE: 01 MAR 14 (REV)

## APPARATUS MAINTENANCE

**Purpose:** To establish a standard guideline for the inspection and maintenance of fire apparatus, both front line and reserve.

### 7.3.1

#### Responsibility

1. It is the responsibility of the Company Officer to insure compliance with all company policies and department directives relative to the care and maintenance of Department Apparatus.
2. The assigned Company Officer of the apparatus has the overall responsibility for the cleanliness, functionality and operational readiness of each apparatus.

### 7.3.2

#### Procedure

1. Each apparatus will be thoroughly checked at the beginning of each shift by the assigned chauffeur. This check must include an entire inspection of warning lights, tires, fuel level, oil level, antifreeze level, power steering fluid level and an overall inspection of the motor compartment for leaks or abnormal conditions.
2. Pump operators must insure the proper function of the pump, and aerial operators must insure the proper function of the aerial device.
3. Operators are also responsible for the location and condition of all equipment. That is, to account for the presence of and proper condition of all assigned equipment.
4. Any repairs necessary shall be documented in the Company Log Book (see ADM 2.7) and be reported using the FD Manager program following department policy (see ADM 6.2)
5. All apparatus is to be cleaned as necessary daily, weather permitting so as to be in presentable condition at all times.
6. All apparatus is to be waxed at least quarterly on the Company Captains schedule.

### 7.3.3 Inspections

1. Each piece of apparatus shall be readied for inspection annually. Company Captains shall assign sections of the rig to each group so that the work load is shared. Inspections shall take place in the month of May unless otherwise ordered by the Chief of Department.
  - a) All exterior surfaces are to be cleaned
  - b) Entire truck is to be waxed and windows cleaned
  - c) All interior cab areas are to be cleaned
  - d) All compartments are to be cleaned
  - e) All equipment is to be removed, cleaned, painted as applicable, lubricated as applicable, and neatly stored so as to be accessible and serviceable
  - f) Nozzles and appliances are to be cleaned
  - g) All hose beds are to be cleaned and engines shall have a fresh hose change
  - h) All equipment is to be properly labeled
  - i) All ladder are to be power washed, and applicable parts lubricated
  - j) Rims are to be painted as needed
  - k) Apparatus is to be brought to parade ready condition upon completion

### 7.3.4 Reserve Apparatus

1. The Department reserve apparatus is to be maintained in the same order as front line apparatus by the members of the houses to which they are assigned. The Captains of the assigned companies shall disperse the general maintenance on the trucks as they would with their own companies.
  - a) Ladder 1 is assigned to Station 1
  - b) Rescue 3 is assigned to Station 2
  - c) Engine 4 is assigned to Station 3 (although not housed at that location, there shall be a monthly check on the vehicle to insure its readiness.)
2. Companies borrowing reserve apparatus are to return the trucks properly cleaned and fueled to the extent possible with current weather and department conditions.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF Chapter 1 Firefighter Safety

**SOP # SAF 1.1**

EFFECTIVE: 01 JAN 11

### FAST COMPANY

**Purpose:** To establish a company on the fireground at any incident that may require rapid engagement of personnel for the purpose of rescue, search, assistance, or support of trapped or endangered firefighters. To insure the immediate availability of a Firefighter Assist and Search Team (FAST) Company or Companies to assist firefighters who become trapped or are in distress.

#### 1.1.1

##### General Guidelines

It will be the policy of the Department to have a FAST Company in place and ready to perform their duties as specified herein, for Structural Firefighting or any Special Operation.

1. It will be the responsibility of the Incident Commander to establish a FAST Company or Companies at the onset of any Structural Fire or Special Operations Incident. The incident commander may wish to have two FAST companies committed to execute a rescue; the second FAST Company may need to be utilized in case the first Company hasn't enough air to execute the rescue. The first FAST Company would only be a RECON team at this point.

#### 1.1.2

##### Situations Requiring a FAST Company

1. Working fires that have all first alarm companies operating.
2. Working fires with hazardous materials present or suspected.
3. All confined space or below grade, (trench rescue) operations.
4. Any incident that poses an unusual hazard or limited egress to department personnel.
5. Any other situation as determined by the Incident Commander.

### 1.1.3

#### Procedure

1. Unit will respond directly to the incident, and upon arrival, will position the apparatus away from the immediate area.
2. Gather FAST tools and stokes and report directly to the Incident Commander in full Personal Protective Equipment (PPE) and Breathing apparatus (SCBA).
3. The Company Officer will obtain the incident particulars from command.
4. Set up tools in a staging area near the Incident Commander.
5. Perform a situational size-up to obtain the necessary information.
6. If ground ladders have not been placed on the structure involved, place ground ladders from the Ladder or Engine companies to the fire floor, opposite the fire. If the roof operation is completed the aerial device could be used as a means of egress from an upper floor.
7. If the fire floor has windows that are protected with window bars it is the responsibility of the FAST Company to remove those bars to create an unobstructed means of egress for firefighters potentially using them to bail out.
8. After all of the above have been performed the FAST Company will stand fast at the Command Post until deployed or de-committed by the Incident Commander.
9. Along with the incident commander, the Fast Company will monitor the radio at all times noting what companies are operating and where they are operating in preparation of a MAYDAY.

#### 1.1.4

#### Equipment

1. It will be the responsibility of the Officer of the FAST Company to locate and have ready any/all tools necessary to perform their duties. Some equipment and tools that should be considered are:
  - a) Hand lights
  - b) Extra full SCBA cylinders (10)
  - c) Irons
  - d) Partner Saw – metal blade / combination blade
  - e) Chain saw / quick vent saw/ to extend a window into a door
  - f) Search rope
  - g) Stokes Stretcher (**also used to carry equipment to the scene**)
  - h) Thermal Imaging Camera
  - i) Medical Bags
  - j) Multi-Hooks
  - k) Sledge Hammer
  - l) Ground ladder(s)
  - m) Hydraulic tools
  - n) RIT pack with extra mask
  - o) Webbing

#### 1.1.5

#### Search Procedure (See full Policy OPS 1.12 Search and Rescue)

1. Always listen while searching for activated PASS devices.
2. Company Officers should, in most cases, be the lead person in a search team. The lead person should never leave the wall.
3. Always use search rope and have your tools.
4. In large areas use a tag line system for quicker search.
5. If a Thermal Imaging Camera is available, you will find that this will be your most valuable tool. DO NOT deviate from basic search practices. The camera can fail.

**1.1.6****Firefighter Removal**

1. Notify the Incident Commander that you have located the firefighter; identify the location and request assistance if necessary.
2. Silence the PASS Device (as possible) after locating downed firefighter, this will alert other firefighters that are searching that the downed member was located. It will also eliminate confusion if another PASS device is activated.
3. Assess the firefighter completely. If unconscious, place your ear to the SCBA face piece to determine if the firefighter is breathing.
4. Check SCBA cylinder pressure gauges for the amount of air. If the cylinder is low, do an SCBA changeover. If the member has mask failure change the mask with the extra mask equipped with the RIT pack.
5. Determine if there is entrapment or entanglement.
6. If the firefighter is not breathing, perform a rapid removal to the closest exit, or by making an enlarged opening (BREACH).
7. Always have a hose line between the fire and downed firefighter to insure the safety of the downed firefighter and the FAST Company; this will also buy time to find the best means of egress.
8. If the area is unsafe, move the downed firefighter to a safe area.
9. Drag the downed firefighter by loosening the shoulder straps on the SCBA, just enough to slip your gloved hands under and use them as handles, also try to connect the waist strap between the legs. If it takes too long to perform this procedure stop immediately and begin removal. Don't waste your air. If the member is equipped with a gemtor harness, use this as an attachment point for rope or webbing. A stokes stretcher may also be used to lift or carry the firefighter.
10. If during a removal of a downed firefighter the FAST Company determines they don't have enough air to continue the removal they can attach a search rope to the downed firefighter and make their way to the door. At the door the Company can attach the rope to a solid object. The second Company can now follow the rope to the downed member and use it to find their way back to the door. This will expedite the removal, also saving valuable air for the second FAST Company.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF Chapter 1 Firefighter Safety

**SOP # SAF 1.2**

EFFECTIVE: 01 MAR 14 (REV)

### **APPARATUS SAFETY AND RESPONSE**

**Purpose:** To establish guidelines for the safe and efficient operation of fire department apparatus and other vehicles.

#### **1.2.1**

##### **General**

1. Fire department vehicles shall be operated by members who have been approved by the Division of Training, or by student drivers under the supervision of a qualified officer or driver. All drivers must possess a valid driver's license.
2. It is the responsibility of the operator of each fire department vehicle to drive in a safe and prudent manner under all conditions. Company officers shall also assume responsibility for the actions of the vehicle operator.
3. Apparatus shall be operated in compliance with Rhode Island Motor Vehicle laws at all times.
4. Chauffeurs shall use "Jake Brakes" (engine compression release devices) in equipped vehicles in line with manufacturer recommendation.
  - a) Jake Brakes shall not be activated during slippery or icy road conditions
5. Locking differential feature on tandem axels is only for use to pull the rig from a stuck position, or to creep up an unstable incline. It is not used for any normal travel in any road conditions whatsoever.
6. The emergency vehicle operator's first priority is the safe arrival of the apparatus and the safety of the personnel riding in the vehicle. Use of unnecessary speed or reckless driving is prohibited at all times.
7. Helmets shall not be worn while traveling in apparatus per NFPA guidelines.

#### **1.2.2**

##### **Seat Belts**

1. All members riding in fire apparatus or vehicles shall be seated in approved riding positions and secured to the vehicle by seat belts any time the vehicle is in motion

except as otherwise provided below. Riding on tailboards or other exposed positions is prohibited.

2. Operators and Officers shall ensure all members are safely aboard and seat-belted prior to moving the vehicle.
3. The only exception to the seat belt requirement is for members actively performing emergency care in a rescue unit while transporting to a hospital, or members donning survival suits, and only when absolutely necessary.

### 1.2.3

#### Non Emergency Travel

1. During non-emergency travel, operators of all fire department vehicles must obey all traffic control signals and signs, and all State and Local motor vehicle laws.
2. Use of emergency warning lights and sirens are prohibited during non-emergency travel, except however, as provided below:
  - a) When apparatus is backed where vehicle or pedestrian traffic exists
  - b) When operating under conditions of heavy fog, rain or snow storms
  - c) When apparatus operating on a limited access highway cannot maintain speed comparable to the flow of traffic.
3. Headlights must always be on during non-emergency travel.

### 1.2.4

#### Emergency Response

1. Emergency Response is defined as having emergency warning lights on and sirens shall be sounded. Both lights and sirens must be utilized to exercise the privileges that the law provides to emergency vehicles.
2. Emergency vehicle operators must make every possible effort to make their presence and actions known to others, and must drive defensively.
3. Fire department vehicles are authorized by state law to exceed the posted speed limit by a maximum of 10 MPH *only* when responding under favorable conditions of light traffic, good visibility and dry roads. Under less than favorable conditions, the posted speed limits are the *absolute maximum* permissible.

4. During Emergency Response, drivers shall bring the vehicle to a stop for:
  - a) Red lights
  - a) Stop signs
  - b) Blind intersections
  - c) When the operator cannot account for all lanes of traffic
  - d) When vehicle clearance is in question
  - e) When directed by a law enforcement officer
  - f) When encountering a stopped school bus with flashing red lights
  - g) Railroad crossing
5. Drivers shall proceed through intersections only when the operator can account for all lanes of traffic in the intersection.
6. During emergency response and encountering a green light at an intersection, drivers are required to reduce their speed to 10 MPH or less while passing through said intersections. Apparatus is never allowed to proceed through an intersection at a speed in excess of 10 MPH under any situation.
7. No fire department vehicle shall pass another while responding unless signaled to do so by the officer of the apparatus ahead.

#### 1.2.4-1

#### **Emergency Response Use**

1. An “Emergency Response” shall be utilized by the following assigned companies under the following conditions:
  - a) All companies on still/boxes reporting a house, building or structure fire; or, any report of smoke or fire within a structure
  - b) All Rescues and Engine, Ladder or Squad Companies assisting rescues on initial dispatch EMS calls
    - i. When support companies are called to assist a rescue for a carry or other specific task, the company officer shall determine the safest and most appropriate response mode
  - c) Engines and Truck Companies responding to outside fires
2. For all other types of calls not specifically authorized herein, and not subject to automatic downgrades as described in section 1.2.6, the company officer of each apparatus shall determine the appropriate response.

**1.2.4-2****Emergency Response Use by Rescues in Transport**

1. Rescues in the Transport Phase of an incident with emergency or critical patients where transport time is vital in the care and survival of the patient, are permitted to utilize the "Emergency Response" guidelines.
2. Rescues in the Transport Phase with all non-critical patients where transport time is not a determining factor to the patients survival or condition, are required to utilize the "Use Caution Response" guidelines.

*NOTE: The procedures set forth in this section are in line with the Rules and Regulations Relating to Emergency Medical Services from the RIDOH Sept. 2012, revised section 12.20 titled "Flashing Warning Lights and Sirens."*

**1.2.5****Downgraded Responses (Use Caution and Code "C")**

1. It is the responsibility of all company officers and chief officers to reduce the use of "Emergency Response" driving as much as possible in order to increase the safety of firefighters and others on the roadways.
2. Company Officers/ Chief Officers shall downgrade responses when their initial assessment indicates a non-emergency; however, they are not yet prepared to issue the appropriate code or cancel the remainder of the response.
3. The following options are a means to safely continue assigned apparatus to a call while downgrading their response mode:
  - a) **RESPONDING WITH CAUTION/ ("Use Caution Response")**: Responding with Caution is a response with lights and sirens; however, the posted speed limit *shall not* be exceeded and drivers *must* come to a complete stop at all intersections, and obey all traffic signals.
    - i. Company Officers/ Chiefs shall downgrade a response from "Emergency Response" to "Responding with Caution" in any situation that it becomes appropriate such as:
      - A report of a house fire that upon arrival receives a verbal of food on the stove (FOS). In this case, confirmation of the report, a check for extension or need for smoke removal

may necessitate additional manpower, but “Emergency Response” is no longer required

- b) **CODE “C” RESPONSE:** “CODE C RESPONSE” is the discontinuing of “Emergency Response” or “Use Caution Response” by turning off lights and sirens, merging back into traffic, and obeying all traffic rules and laws while continuing travel to the scene of the current incident.
  - i. Code “C” Response is the equivalent of “Non Emergency Travel” except that the company is assigned to an alarm
  - ii. Company Officers/ Chiefs shall downgrade a response from “Emergency Response” or “Use Caution Response” to “Code C Response” in any situation that it becomes appropriate such as:
    - The first arriving company dispatched on a box alarm to a commercial building is met and advised that persons are working on the system.
    - An additional unit is needed at the scene of an incident for lighting, absorbent material, investigative or other tasks that do not require an upgraded response.
4. At any time during the Investigation Mode, a downgraded response incident may be upgraded to “Respond with Caution” or “Emergency Response”. At such time, upon instruction of the first arriving officer or chief officer, Fire Alarm shall make that announcement to responding companies in a manner similar to the following: “All companies on Box 123 resume Emergency Response.”

#### 1.2.6

#### Automatic Downgraded Responses

1. The following multi unit responses shall carry a mandatory “Automatic Downgraded Response” by certain companies on the alarm based upon their arrival sequence. The purpose is to keep as many firefighters as possible assigned to an alarm, while maximizing firefighter and civilian safety on the roadways.
  - a) Commercial, Residential and Master Box Alarms: On all calls for Fire Alarm Activations, only the first due engine and first due truck shall respond with “Emergency Response”. All other companies on the response shall be “Automatically Downgraded” to “Responding with Caution” and must adhere to those response guidelines.

- i. At any time during the response, if the call is upgraded by a second source reporting the presence of smoke/fire, or, if a "Code Red" is transmitted, then all companies are automatically upgraded to "Emergency Response"
  - ii. Note: A "smoke showing" report from an on scene fire company is reserved for occasions when a smoke condition is indicative of a working fire. It shall not be used when a smoke condition clearly indicates a possible "food on the stove" type incident
- b) For multi-unit responses to natural gas emergencies, elevator emergencies and the like, only the first due engine and first due truck shall respond with "Emergency Response." All other companies on the response shall be "Automatically Downgraded" to "Responding with Caution"
  - c) For response to Carbon Monoxide investigations, both engine and truck will use a "Responding with Caution" response as an "Automatic Downgrade."
1. Response to non-emergency calls (water emergencies, lock outs, service calls, panel alarms, etc.), shall be "Automatic Code C" responses.

### 1.2.7

#### Backing up Apparatus

1. The backing of apparatus should be avoided whenever possible. When it is necessary, spotters shall be used to assist the operator.
  - a) Spotter(s) must be visible to the driver in order for the vehicle to be backed-up. If spotter is not visible to the driver the apparatus shall be immediately stopped until such time the spotter becomes visible
2. Cab windows should be in the open position, and spotters should have portable radios at the ready to assist operators.
3. When backing into quarters, apparatus shall come to a complete stop and then warning lights turned on before proceeding to back into the station. The occasionally habit of pulling up to quarters without warning to oncoming traffic and utilizing the air horn to alert travelers is prohibited. This may panic a driver and cause an unsafe reaction.
4. If a spotter is used, they must have on a Hi Visibility Vest. Note: the purpose of spotters is to help guide the driver in safely moving the apparatus, not to stop traffic.

**1.2.7****Parking at Emergency Scenes**

1. When parking at the scene of an incident, apparatus should be placed so as to protect personnel who may be operating in the street. Apparatus is to be utilized as a shield from oncoming traffic whenever possible.
2. Warning lights, traffic cones or scene tape shall be used to make approaching traffic aware of the incident along with the assistance of the police department.
3. When apparatus is not being used as a shield, or does not need to be in the roadway for the operations of the incident, it shall be placed close to the curb, off the road or into parking lots.

**1.2.8****Companies Transporting with Rescues**

1. When a fire suppression company is in transit to retrieve crew members who are assisting in the transporting phase of an incident, they will proceed to the hospital utilizing a “Code C Response”.
  - a) THE FOLLOWING OF A RESCUE UNIT TO A HOSPITAL WITH LIGHTS AND SIRENS DURING THE TRANSPORT PHASE ON AN INCIDENT IS PROHIBITED AT ANY TIME

**1.2.10****LDH Hose Loading**

1. LDH hose will be picked up using a rolling pack, either alongside the supply line or directly over the supply line with the following guidelines:
  - a) A spotter (safety observer) must be utilized at the front bumper and the rear bumper on the drivers' side.
    - i. The spotters shall be in position as to be in constant visual and audible contact with the chauffeur
    - ii. The spotters shall have an unobstructed view of the hose loading operation

- iii. The spotters shall be other than those members loading hose
  - b) Non-fire vehicular traffic should be re-directed away from the area of the hose loading operation
  - c) At least 2 members shall be in the crouched position in the hose bed. Standing in the hose bed, on the tail step, sideboards or any other location on the apparatus while the vehicle is in motion is strictly prohibited
  - d) At least 1 member shall be walking behind the rig feeding the hose to the members packing within the bed.
2. While packing hose the apparatus shall only be driven in a forward direction at a speed of 5mph or less.
  3. Repacking of 5" hose with the pumper in reverse is prohibited. When it is impossible to configure the apparatus in the forward facing manner due to scene conditions, or the safety of the operation is in question, then the hose shall not be loaded on moving apparatus. In these circumstances the LDH hose "Rolling Rack" should be used to assist with the handling and packing of the LDH.

#### **1.2.9**

#### **Miscellaneous**

1. All tools, equipment or SCBA carried within an enclosed seating area on apparatus shall be secured by a positive mechanical means of storing an item in place to reduce potential injury to riding members.
2. **THERE IS NO SMOKING PERMITTED IN ANY FIRE APPARATUS OR VEHICLE**



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 1 Firefighter Safety

**SOP # SAF 1.3**

EFFECTIVE: 02 APR 13 (REV)

## SELF CONTAINED BREATHING APPARATUS

**Purpose:** To establish a policy for the use of SCBA in all IDLH atmospheres; that is known to be, appear to be, or have a threat of being hazardous; and, in atmospheres that are expected to be oxygen deficient.

### 1.3.1

#### General Guidelines

1. It will be the policy of the department that all members expected to respond and function in IDLH atmospheres, will be equipped with self-contained breathing apparatus (SCBA) as well as trained in their proper use.
2. It will be the responsibility of each member of the Operations Division to see that their SCBA is in proper working order, with a full bottle to guarantee the maximum amount of air, and is serviceable at all times.
3. The Safety/Training Officer will oversee yearly training in line with NFPA guidelines including but not limited to NFPA 1404, Standard for Firefighter Respiratory Protection Training.
4. All SCBA will be maintained in accordance with NFPA 1852\*, and in accordance with NPFD Standard Operating Procedure SAF 1.3A, SCBA Maintenance Program.

### 1.3.2

#### Daily/ After Use Inspection Procedure

1. Every member is responsible for the inspection of his/her SCBA.
2. Additionally, the chauffeur of each company is also responsible for the inspection of additional SCBA assigned to a given company that is not assigned to an individual user. (i.e.: the 4<sup>th</sup> pack on a rig)
3. Members shall inspect individually assigned SCBA at beginning of each shift, and after each use in the following manner:
  - a) Turn bottle on; activate shut off button to assure heads-up display (HUD), vibra-alert, and PASS device functions are working properly and that there are no leaks.

- b) Insure cylinder pressure gauge and remote gauge are checked to read within 10% of each other.
  - c) Visually inspect the SCBA back frame and harness assembly for serviceability. Insure that all shoulder and waist straps are in usable condition, and cylinder fits securely in the harness.
  - d) Visually inspect the SCBA cylinder for current Hydrostatic test date, defects to the composite coating, valve and stem assembly.
  - e) When shutting bottle, close valve and bleed air through the purge valve to insure proper function and to insure pressure is vacated from the system.
  - f) No SCBA will be placed in service with less than a full bottle.
4. If SCBA is found not functioning properly, it will be taken out of service by the Company Officer, tagged and replaced immediately following the guidelines set forth in SAF 1.3A.

### **1.3.3** Weekly Inspection Procedure

1. Where SCBA are not assigned to an individual user for a duty period (that is 4<sup>th</sup> packs on a company and/or reserve apparatus SCBA), they shall be inspected on a weekly basis.
  - a) This weekly inspection shall be conducted one each **Saturday** for all unassigned 4<sup>th</sup> SCBA and SCBA assigned to reserve apparatus that are stored within firehouses.
  - b) For reserve apparatus that is not stored within a firehouse, the equivalent of this weekly inspection shall be conducted before each use of the rig.
  - c) Company Captains shall maintain an in house log of these weekly SCBA inspections by either company journal or form.

### **1.3.4** SCBA Usage

1. SCBA will be used while operating in all IDLH atmospheres including:
  - a) In hazardous and smoke filled atmospheres.
  - b) When air quality cannot be determined.
  - c) Any atmosphere that may become contaminated.
  - d) Any oxygen deficient or potential oxygen deficient atmosphere.

2. This includes all personnel operating:
  - a) In active fire areas: including outside fires. (Ex. Vehicle, dumpster fires).
  - b) In a potential fire or explosive atmosphere. (Ex. Natural gas emergencies).
  - c) Carbon Monoxide incidents.
  - d) Where toxic products are suspected to be present, or by release without warning.
  - e) In any confined space emergency.
3. **During any Investigation Mode, all members with the exception of members in the street (ex. pump operators, EMS personnel, and staff officers) will wear an SCBA, although wearing the mask may not be necessary at the time of the investigation; no member will enter any area that could potentially become an IDLH atmosphere without donning an SCBA.**
4. Personnel using SCBA will not compromise the protective integrity of the face piece for any reason in any situation.
5. Beard and facial hair that interferes with the face piece seal will be prohibited, regardless of fit test measurements.
6. The SCBA face piece and head harness with straps will not be worn over protective hoods. Any head covering that passes between the sealing surface of the SCBA face piece and the members face will be prohibited.
7. The SCBA face piece and head harness with straps will not be worn over the head protection of any hazardous chemical protective clothing. Any helmet worn in conjunction with the hazardous chemical protective clothing will not interfere with the SCBA face piece-to-face seal.
8. Use of hard contact lenses during SCBA use will be prohibited. Use of soft contact lenses will be permitted during SCBA use. If eyeglasses must be worn, the employee will use frames that do not pass through the area where the face piece is designed to seal with the face.
9. While wearing SCBA members will use the waist straps, and adjust the shoulder straps to allow the majority of the SCBA weight to be distributed to the lumbar region of the back. This weight distribution is designed to lessen fatigue and enhance the firefighter's ability to use his/her shoulders and arms to engage in work. In addition, proper use of the waist straps will lessen the possibility of being entangled during search or fire suppression operations.

10. When removing SCBA outside the hazardous area, turn off SCBA, bleed down the mask and clear the PASS device to prevent unintentional activation. Unintentional PASS activations create confusion on or around the incident scene and may cause members to ignore a legitimate PASS device activation.
11. Always turn off bottle and bleed the system before disconnecting valve to avoid o-ring displacement/ damage.
12. All SCBA equipment, including individual masks will be cleaned to the manufacturer recommendations and re-inspected before placing in service, and after each use.\*

### 1.3.5

#### Air Management Policy

1. The Department has adopted and instructed the use of SCBA in accordance with NFPA 1404\*, standard on Air Management including but not limited to the following:
  - a) Members will exit the IDLH atmosphere BEFORE consumption of the reserve air supply begins.
  - b) The low air alarm is notification that the individual is consuming the reserve air supply, and is in an emergency situation.
  - c) Members must consider 2/3 of their air supply is for work, and 1/3 of their air supply is for an emergency situation.
  - d) Firefighters will follow the Rule of Air Management (ROAM) which states "Know how much air you have in your SCBA and manage that air so that you leave the hazardous environment before your low-air alarm activates."
  - e) Firefighters whose low air alarm is activated, and have not exited and do not have a clear unobstructed path to an exit shall transmit a "Low Air Mayday Message" similar to the following "**Engine 1C May Day for a Low Air Alarm**". Fire Alarm and Command will follow the protocol for May Day to insure the safe exit of the firefighter.

\*All Standards and guidelines referenced within this policy are available on the Department server under the Training – Safety folder within the SCBA Guides and Standards sub folder



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 1 Firefighter Safety

**SOP # SAF 1.3A**

EFFECTIVE: 02 APR 13

## SCBA CARE & MAINTENANCE PROGRAM

**Purpose:** To establish a policy for the care and maintenance of Open Circuit Self Contained Breathing Apparatus in accordance with NFPA 1852; and, to develop a systematic program that tracks and documents all repairs, maintenance, air pack flow tests and hydrostatic testing of cylinders.

### 1.3A.1

#### General Guidelines

1. The SCBA Care & Maintenance Program shall be supervised by the Safety and Training Officer.
2. The House Captain of Station 2 shall be responsible for the day to day compliance to the Program within the house, and shall report directly to the Safety and Training Officer as needed in the execution of the Program.
3. All Officers regularly assigned to Station 2, or any officer detailed to that position, shall be responsible for the management and compliance to the SCBA Care & Maintenance Program including:
  - a) Supervising all SCBA repair, exchange and cylinder filling
  - b) Insuring proper recording of all repairs, testing and cylinder filling
  - c) When Engine 2 is not in quarters, the OIC of the company requiring SCBA service shall supervise and record all service and filling activity.
4. The SCBA/Cascade Room located at Station 2 shall be exclusively for the care, maintenance, repair and storage of all SCBA air packs and cylinders.
5. Any member trained in the general repair of SCBA and assigned to Station 2, shall perform needed repairs provided the repair is within their scope of expertise utilizing tools and equipment provided by the Department.

### 1.3A.2

#### Record Keeping

1. All Air Packs and Cylinders shall be clearly marked for identification and general inventory purposes.

2. An accurate inventory of all SCBA Air Packs and Cylinders will be kept by the Training and Safety Officer at all times.
3. Each SCBA/ Air Pack shall have a folder dedicated to the storage of all maintenance information including flow test reports, inspection reports and repair reports. Folders will be organized and stored within the Cascade/SCBA room at all times.
4. Each time an Air Pack is removed from service for repairs, it shall be repaired in line with manufacturer specifications and documented as follows:
  - a) Repair completion slips from outside vendors and/or flow test reports shall be placed in the corresponding SCBA folder as soon as received.
  - b) If the repair is completed in house, an SCBA In House Repair Form shall be filled out and be placed in the corresponding SCBA folder by the member completing the repair.
    - i. After completion of in house repair, SCBA shall be re-inspected and documented on a Department SCBA inspection form which shall also be filed in the corresponding SCBA folder.
5. At the end of each year, the Safety and Training Officer shall transfer all records to a permanent data base for historical recording.

### **1.3A.3 Repair Procedure**

1. Any SCBA that has a defect, or fails inspection for any reason as specified in SOP SAF 1.3 Self Contained Breathing Apparatus; or SAF 3.3 Respiratory Protection Program, shall be removed from service.
2. At all times there will be SCBA located within the Cascade/SCBA Room clearly marked as "SPARE 1 through 5" for use when SCBA are placed OOS for Repairs.
  - a) These are the only SCBA that are to be utilized as a loaner pack when sending a front line SCBA out for repairs.
  - b) Only if all spare SCBA are in use are other arrangements to be made, such as utilizing a 4<sup>th</sup> SCBA, or utilizing an SCBA from a reserve apparatus.
3. Any SCBA that is placed OOS for Repairs must be tagged and logged into the SCBA room on the **IN/OUT Inventory Sheet** provided with the date, identification, and defect being reported.

4. The "SPARE" SCBA being placed in service must also be logged out of the SCBA room on the **IN/OUT Inventory Sheet** provided with all relevant information.
5. Repairs shall be managed by the Officers of Engine 2 and/ or the members of Engine 2 as supervised by the Officer.
  - a) Minor repairs shall be completed, recorded and the SCBA returned to the appropriate company ASAP.
  - b) Repairs requiring outside vendor assistance will be sent out utilizing the Department provided monthly Purchase Order numbers.
6. Every Tuesday by 15:00 hours, the Officer of Engine 2 shall e-mail the Safety Officer with a report on SCBA repairs that includes:
  - a) SCBA / Air Packs or Bottles that need to be sent out for repairs. This will generate an RGA # (Return Goods Authorization) from an outside vendor.
  - b) Any misc. parts that need to be ordered for in hours repairs.
  - c) Any other pertinent information relative to SCBA Care and Maintenance.

#### 1.3A.4

#### Cylinder Filling

1. Each time an SCBA cylinder is filled, it shall be:
  - a) Visually inspected for damage to the cylinder (fiber damage, resin damage, chemical damage etc.)
  - b) Insure cylinder hydrostatic test date is current
  - c) Filled to capacity
  - d) Logged in the SCBA **Cylinder Fill Sheet** in complete including serial #/ or bottle number, condition, hydro date, member completing fill etc.
  - e) Compressed breathing air stored in SCBA breathing air cylinders shall be replaced at least annually.

#### 1.3A.5

#### Cleaning & Disinfecting

1. The external surfaces of the SCBA shall be cleaned and disinfected according to manufacturers specifications including:
  - a) Face piece cleaned after each use/ disinfected as needed
  - b) Exhalation valve cleaned and flushed
  - c) Where internal components have been exposed to bodily fluids, exhaled breathe, dirt or debris, the second stage regulator shall be thoroughly cleaned
  - d) Straps/ harness to be cleaned with only approved agents: i.e.: mild detergent
  - e) No chlorine bleach ever permitted on straps/ harness assemblies

- f) All components should be dried; however, never in direct sunlight or high heat
  - g) Water or cleaning material shall be prevented from entering the connection between the cylinder valve and the mating SCBA inlet connector.
2. Any SCBA suspected of being contaminated shall be tagged out of service and segregated from other equipment and personnel. It shall be cleaned in accordance with manufacturer's instructions.
- a) When contaminated beyond use, it shall be disposed of accordingly.

#### 1.3A.6

##### Mandatory Testing

- 1. All SCBA/ Air Packs will be flow tested annually by a certified factory authorized representative in accordance with NFPA 1852.
- 2. All SCBA/ Cylinders will be hydrostatically tested every 5 years by a certified factory authorized representative in accordance with NFPA 1852.
  - a) Cylinders exceeding their service life shall be retired in the proper manner; that is, altering so as not to hold air and/ or destroyed and disposed.
  - b) Valve stems will be removed and stored for future use.

*\*All Standards and guidelines referenced within this policy are available on the Department server under the Training – Safety folder within the SCBA Guides and Standards sub folder*



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 1 Firefighter Safety

**SOP # SAF 1.4**

EFFECTIVE: 29 APR 11

## GENERAL SAFETY CONSIDERATIONS

**Purpose:** To establish a Department policy to remind members of the inherent dangers on the fire ground.

### 1.4.1

#### Fireground Dangers

##### 1. Searching for the fire location dangers

- a) The firefighter or Company Officer conducting an initial entry or searching, for the location of fire, should always be monitoring heat for conditions of flashover.
- b) The most effective defense against flashover danger is a coordinated effort to monitor heat, vent for life and fire and attack the seat of the fire
- c) Firefighters will always search in pairs.
- d) Searchlights should always be carried.
- e) Search lines should be used as conditions permit.
- f) Personal tools should always be carried.
- g) Portable water cans should be carried when necessary.
- h) PASS devices will be armed at time of entry.
- i) Firefighters searching a room should return (if possible) through the same door in which they entered.
- j) Always size up the structure to determine if there is a fire escape, outside balcony, or porch- roof, available for a quick escape.

##### 2. Advancing initial attack hose line dangers

- a) Rollover is a sporadic flash of flame mixed with smoke, coming out a doorway or window.
- b) Flashover is full-room involvement. The use of a hose lines and proper ventilation will greatly reduce a flashover.
- c) Backdraft is an explosion caused by the combustion of a flammable gas-air mixture, triggered by the introduction of air. Vertical ventilation will greatly reduce the chance of a backdraft.
- d) Overcrowding behind an attack team can lead to serious consequences. It may block or delay backward movements when retreating to an escape.

- e) When advancing a hose line, never pass fire. It could cut off your means of egress.
- f) Ceiling collapse can knock fire fighters unconscious, or cause a firefighter to drop a nozzle.

### 3. Operating above fire dangers

- a) While searching above for victims, remember the most deadly area in a structure fire is the floor above the fire. Carbon monoxide is generated by incomplete combustion which will quickly rise to the floor above.
  - i. Sizing up the fire: Condition of the fire floor should be analyzed before going above. If the fire appears beyond control of the hose line, do not proceed until additional resources or a different plan of attack is in place.

### 4. Peaked-Roof Danger

- a) A peaked roof is more dangerous than a flat roof in several ways. There are no stairways, fixed ladder, or adjoining building that can provide safe access to a peaked roof.
- b) There is no parapet around the edge of a peaked roof to keep a firefighter from walking off or falling off at night.
- c) A peaked roof is built to support less weight than a flat roof because it has been designed to shed snow.
- d) A burned-out roof deck is the most common type of peaked roof collapse. To protect you from a roof deck collapse use a portable roof ladder.
- e) To operate safely on a peaked roof, a firefighter must know roof rafter systems. Three types used to support peaked roofs are timber trusses, plank-and beam, and rafter construction spaced 16 on center. From a collapse standpoint, the most dangerous roof system is the truss.
- f) Roof slope, 30 degrees is the maximum angle for walking on a peaked roof without a roof ladder. 45 degrees is the maximum angle for safe roof ladder operations. Over 45 degrees firefighters should operate from aerial ladder.
- g) Always size up the surface of the peaked roof before climbing on it, determine the type of roof singles such as slate, tile, or asphalt which will be less slippery than slate or tile to be the most slippery.
- h) Try to determine the extent of fire spread in the attic space, by signs of smoke fingers showing through the extra roof singles.

- i) Other dangers may be present such as roof rotting, skylights, scuttle covers, disorientation, and fire cutting of escape.
- j) Ladder placement is vital to the safety of the firefighter for means to escape during roof operations. Always try to place the aerial device to the unburned part of the structure to ensure the safety of the roof team.

## 5. Cellar Fire Dangers

- a) When Company's enter a burning cellar, one firefighter should be stationed at the top of the stairway, until a back up hose team takes over. This will protect the escape route of the firefighters operating in the cellar fire.
- b) Self-contained breathing apparatus must always be worn before entering a cellar even if there is only a light haze of smoke i.e.: When entering a cellar to shut off utilities.

## 6. Propane Gas Fire Dangers

- a) Always wear full PPE.
- b) All propane containers have potential for a "BLEVE".
- c) A minimum of a 500 ft radius for apparatus and personnel is required.
- d) When shutting off the flow to a propane cylinder, use wide pattern low velocity streams, positioned between the control valve and the burning outlet this should protect firefighters.
- e) Always keep containers upright and cool the vapor space to reduce BLEVE potential.

## 7. Aerial Ladder Climbing Dangers

- a) Ladder belts must be worn.
- b) Climb an aerial ladder and grip either the rungs or the side rails.
- c) The weight of an air tank can change a firefighter center of gravity.
- d) To determine if the floor inside a window has not burned away, reach with your tool and strike the floor; listen for the tool to strike the floor.
- e) When assisting victims down an aerial ladder, place a firefighter in front and in back of the victim helping them with hand and foot placement.

## 8. Forcible Entry Dangers

- a) The only protection a firefighter has against an explosion blast is full PPE.
- b) Four safety precautions a forcible entry team can use to prevent or reduce the effects of a backdraft explosion are;

- i. Control the door; do not let it open accidentally during forcible entry.
  - ii. Vent the roof quickly, this action could prevent or dissipate the chance of a backdraft.
  - iii. Keep a charged hose line ready at the door.
  - iv. When using a axe or halligan tool to force entry, the firefighter holding the
- c) Halligan tool should be the team leader and control the operation.

## 9. Master Stream Operation Dangers

- a) A collapse danger zone that must be established is the distance from the unstable wall/building at least **1 ½ times** the height of the wall/building.
- b) A collapse wall can fall three ways: at a 90-degree angle, in an inward-outward configuration, and in a curtain-fall collapse.
- c) A 90-degree angle is the most dangerous; it creates the largest collapse zone.
- d) The corner or a flanking position is the safe area for fire apparatus.

## 10. The Dangers of Outside Venting

- a) Hose streams from the interior attack can blast a window outward into the face of the firefighter performing the outside vent.
- b) When you hear window glass breaking, don't look up.
- c) Remove the entire window frame when entering a window to perform search and rescue.
- d) To vent a window safely when operating from a ground ladder, strike the top of the window first; then work downward.
- e) When operating from a porch roof or fire escape, vent windows farthest from the ladder first; then work back to the escape ladder.

## 11. Overhauling Dangers

- a) Conduct a collapse danger survey and rope off all danger areas.
- b) Set up portable fans to remove toxic smoke and gases.
- c) Set up portable lights with their own power supply.
- d) Shut off gas and electric utilities.
- e) Assign firefighters specific areas that are large enough to provide safe workspaces.
- f) Require that SCBA face pieces and eye shields be worn when pulling ceilings.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 1 Firefighter Safety

**SOP # SAF 1.5**

EFFECTIVE: 01 JAN 11

### HIGH VISIBILITY VESTS

**Purpose:** To enhance high visibility of personnel while operating on a right of way, and to be in compliance with Federal law 23 CFR 634.

#### 1.5.1

##### Policy

It will be the policy of department to mandate any department personnel working in any right-of-way be wearing High Visibility Vests in accordance with Federal Law 23 CFR 634.

#### 1.5.2

##### Procedure

1. All workers within the right-of-way who are exposed to traffic (vehicles using the roadway for purposes of travel) shall wear Department issue high-visibility safety vests/ jackets.
2. Firefighters or other emergency responders working within the right-of-way and engaged in emergency operations that directly expose them to flame, fire, heat, involved in an extrication, and/or hazardous materials may wear retro reflective turn-out gear that is specified and regulated by other organizations, such as the National Fire Protection Association, are an exception to the policy.
3. Firefighters or other emergency responders working within the right-of- way and engaged in any *other* types of operations shall wear high-visibility issued safety apparel vests/jackets.
4. Firefighters shall continue to use HI VIS vests/jackets in all situations where high visibility may be a necessity including hydrant shoveling, hydrant inspection, or any other time they are engaged in activity within a roadway.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 1 Firefighter Safety

**SOP # SAF 1.6**

EFFECTIVE: 01 JAN 11

## ACCOUNTABILITY SYSTEM

**Purpose:** To establish a standard system to account for all members while on the scene of emergency incidents.

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### 1.6.1

#### Accountability Procedure

1. The FD Manager System "Day Sheet" shall serve as the riding list of all members assigned to apparatus for each shift. A copy of this "Accountability Sheet" shall be kept on board Battalion 1 at all times.
2. Each Company Officer is responsible for the accuracy of all information on the FD Manager relative to their apparatus for each shift. This requires that the Officer check the Accountability Sheet at the beginning of each shift to insure that the members working on their apparatus are correctly recorded including switches, short covers etc. Any discrepancies shall be reported to the Battalion Chief ASAP.

### 1.6.2

#### Riding Position Designations

1. In order to properly identify members of each company, a radio designation system shall be adhered to which will represent the member and their riding position on their respective apparatus as follows:
  - a) The Officer of any Company shall be Company # "A" position
  - b) The Chauffeur of any Company shall be Company # "B" position
  - c) The third firefighter of any Company shall be Company # "C" position (riding location behind the officer's seat)
  - d) The fourth firefighter of any Company shall be Company # "D" position (riding position located behind the driver's seat)
  - e) Whenever Ladder Company members are conducting operations on the roof, the radio designation shall include the term "ROOF" in order to enhance functional supervision and allow all members operating on the fireground updates on the ongoing roof operations. Examples: "Ladder 1 'B' Roof".

**1.6.3****Company Integrity**

1. **Supervision:** The following conditions of supervision shall be recognized and adhered to in order to maintain company integrity and incident scene accountability:
  - a) **Direct Supervision:** Firefighters/ Companies operating in the presence of and directed by a Company or Chief Officer.
  - b) **Indirect (functional) Supervision:** Firefighters/ Companies operating remote from a company or chief officer but with their location, functional assignment, and tactics known by a company or chief officer. In addition, clear radio communication and progress reports are essential in functional supervision.
2. All members shall arrive and operate at the scene of an emergency as a company under the command of a company officer. Company members shall remain together, intact operating as a unit, to the greatest extent possible.
3. Firefighters are responsible to remain with their company, unless otherwise ordered by their company officer.
4. Company officers shall maintain an ongoing awareness of the location and condition of all company members under their command, and shall be responsible for their actions.
5. In the event that company members must separate for any reason (except pump operators or other members operating independently entirely outside of and away from the fire building or hazardous area), members shall operate in teams of two. Company officers are strictly accountable for knowing the location and condition of all company members even when separated from the company officer.
6. Maintaining company integrity shall be the direct responsibility of the company officer.

**1.6.4****Incident Scene Accountability**

1. The first arriving officer at an incident shall be the initial incident commander until the arrival of the Battalion Chief when on the initial response and Command will transfer automatically in accordance with the provisions set forth in NIMS.

2. Once deployed, companies shall not change location or function without informing the Incident Commander. This will allow the IC to know with some degree of accuracy, where each company is operating and the functions being performed.
3. When geographical divisions or functional groups are established, companies assigned by the IC shall report to the appropriate staff officer. These division or group leaders shall maintain awareness of the location and function of each company assigned to them, and will directly supervise and account for those companies operating.
4. Depending on the size of the incident, the IC may use a Command Company, Safety Company, Safety Officer or other to assist with the management of accountability and use of the "Company Tracking Chart".
  - a) The Company Tracking Chart is a Command Form utilized as part of the ICS to track the location of companies operating within a structure or area.
  - b) This chart is used for Mayday distress calls to define a company's last known location, or for roll call situations.
  - c) Company Officers must be mindful that they must report their location and function within the fireground, and also report each time they move from a floor, a quadrant, or exit the structure in order to keep this chart up to date.
5. IMPORTANT NOTE: Whenever a company is operating at less than their assigned strength, (Squad 1 running with 2 members) it is imperative that the company officer verbalize this to command either face to face, or in their report while deploying their company. Example: Squad 1 gives one member to a rescue transporting and subsequently reports to a house fire. That officer must report this to command in a manner similar to the following: "Squad 1 responding with 2 members". This is important so that the Accountability sheet can be adjusted in case of an emergency situation. The same goes for a rescue who is riding heavy due to having a member from another company on board. This information must be given to the IC.

#### 1.6.5

#### Shift Change Hours (Incoming Reliefs)

1. When off duty members are reporting to work and find their company is working at the scene of the incident, the Company Officer of the incoming crew will check the FD Manager to establish who their assigned crew is for the shift. Once all members are present who are able, (i.e. not at the scene of the incident on a switch or call back already), that officer shall notify Fire Alarm that they are available. This information will be relayed to the Incident Commander and instructions will follow.

2. All members who are sent to the scene of an incident must report to the Command Post for their assignments.
3. Incident Commanders will insure the members are added to the Accountability Sheet as replacements for members on scene, or as additions. In cases where members are teamed up to act as an additional company, they shall be assembled and assigned as a Company (i.e. command assigning an Officer and 2 firefighters to act as an engine without apparatus may be designated Engine 7 for company identification and accountability)
4. For purposes of a smooth transition of reliefs, command may assign an accountability officer to track staffing changes.

#### **1.6.5-1**

#### **Shift Change Hours (Mixed Crews)**

1. When companies are responding to the scene of a fire with a mixed crew (i.e. one relief is in from a night shift, and 2 members from the day shift are still on board) the Battalion Chiefs Accountability Sheet will not be 100% accurate. For these situations, the following will apply:
  - a) For companies engaging prior to Command being officially established, such as the first due pumper, that **chauffeur** is responsible for reporting the "mixed crew" members to the Chief upon establishment of Command.
  - b) Companies engaging after Command has been officially established, the company officer must report the current "mixed crew" members face to face to command before the company is deployed.
2. In all situations, utilizing the proper radio designation will help account for the firefighters assigned to the crew. The actual name of the firefighter is important, but knowing Engine 1 "A" and "C" are together provides a degree of accountability acceptable for these shift change situations. In the event that Engine 1 "C" is lost or trapped, the most vital information is that firefighter's last known location.

#### **1.6.6**

#### **Personnel Accountability Reports (PAR's)/ Roll Calls**

***Definition: The process of conducting a radio call of each company in order of arrival to account for each company member is referred to as a "Roll Call". The response from each company is referred to as a PAR. During Roll Calls, radio traffic is automatically upgraded to Emergency Traffic Only.***

1. A complete Roll Call of all personnel on the scene of an incident shall be conducted under the following conditions and/or whenever ordered by Command:
  - a) Whenever a building or area is evacuated (see SAF 2.1)
  - b) Whenever a building or portion of a building in which members are operating collapse
  - c) Whenever a flashover, backdraft or explosion occurs
  - d) Whenever it is deemed necessary by Command due to existing conditions
2. A partial Roll Call of a certain company or companies may be ordered by Command due to existing conditions. Such requests shall be made to Fire Alarm similar to the following:
  - a) "Command to Fire Alarm, Give me a PAR from Squad 1"
  - b) Then, Fire Alarm will hit the alert tone to clear the air, and contact Squad 1 similar to the following: "Fire Alarm to Squad 1, Squad 1 Command is requesting a PAR".
  - c) Squad 1 replies: "Squad 1 All members accounted for."

### **1.6.7** **Roll Call Types**

1. Radio Roll Call (Standard Method)
  - a) Conducted by Fire Alarm as stated in SAF 2.1.3 "Evacuation Announcement"
  - b) Fire Alarm Activates Alert Tone 2, and notifies all companies to stand by for a Roll Call
  - c) All members shall prepare to swiftly and accurately provide their PAR.
  - d) Each company is called in the order of their arrival
  - e) Company officers shall reply when prompted by Fire Alarm advising that "all Members are accounted for" or "all members accounted for except 1 C".
  - f) Upon receiving the latter message Fire Alarm will make two attempts to contact the radio designation in question.
  - g) If no reply is forthcoming Fire Alarm will advise Command that there is no response from that radio designation before proceeding with the remainder of the roll call.
  - h) Company officers shall only answer that all members are accounted for if they are in sight of the officer. Example: Engine 1 is the base pump, and Engine 1 "A" and Engine 1 "C" have evacuated together, but not in view of Engine 1 "B". An appropriate response would be "Engine 1 "A" and "C" accounted for, Engine 1 "B" is on the pump. Then, members operating remote from their

officer shall be prompted for a response by Fire Alarm and must answer independently.

## 2. Command Roll Calls (Alternate Methods)

- a) Conducted by Command or a general command staff aid from the Command Post.
- b) Can be conducted by radio, using the same format listed above, only from the scene rather than from Fire Alarm.
- c) May be ordered to be face to face
- d) May be ordered by group or division officer to Command.
- e) In this case, typically large defensive operations, companies will report to their division officer face to face, and then the Command Staff will conduct a roll call by way of the Division Officers. Example: A large defensive attack on a mill structure, with 4 divisions established as Side A, B, C, and D. Command is conducting a Roll Call and it would be accomplished as follows:
  - i. Command to Fire Alarm: Alert all Divisions to stand by for a roll call that will be conducted by Command
  - ii. Fire alarm will activate Alert Tone 2 and state: All Divisions stand by for a roll call from Command
  - iii. Command will take control of the air and conduct a roll of each division



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 1 Firefighter Safety

**SOP # SAF 1.7**

EFFECTIVE: 01 JAN 11

## OSHA 2 IN 2 OUT RULE

**Purpose:** To establish a policy compliant with OSHA 29 CFR 1910 to provide an acceptable level of protection for members operating in IDLH atmospheres.

### 1.7.1

#### Initial Stages of Incidents

Definition- The initial stages of an incident refers to the time of arrival of the first company, until such time that an additional company or companies arrive on the scene.

1. During the initial stages of a structure fire (or other incident involving the entry into an IDLH atmosphere) 4 members must be on scene in order to conduct interior offensive operations. Two members may make entry, while 2 members act as back up team with FAST company priorities.
  - a) 4 member companies may split into two – two member teams
  - b) 3 member companies may combine with the arriving Battalion Chief
2. The back up team members shall be responsible for maintaining a constant awareness of the location and actions of the entry team members. They shall be in radio, visual, voice or safety line contact with the entry team.
3. Prior to having 4 members on the scene, support and preparative actions will be taken such as size up, line stretching, establishing water supply etc.
4. Upon the arrival of a subsequent company, the scene is no longer considered “initial stage” for the purposes of “2 in 2 out”, and Command will establish a FAST team as soon as possible that will operate in accordance with SAF 1.1.

### 1.7.2

#### Exceptions

1. Investigation Mode: When companies are responding to a master box, still box, or residential/ commercial alarm, and there is no visible or obvious sign of fire, entrance into the structure is permitted.
2. Minor Fire: When companies respond and conditions are indicative of a minor fire (i.e. food on stove, small trash container etc.) entry is permitted.

3. Imminent Life Threatening Situations: If the first arriving unit finds an imminent life-threatening situation where immediate action could prevent the possible loss of life or serious injury, entry is permitted provided 1 member remains on the exterior, without regard for the “two in, two out” provision.
  - a) No exception shall be permitted when there is no possibility to save lives.
  - b) Any such action taken in accordance with the above listed exceptions shall be documented in a Form 941 to the Chief of Department with a copy to Safety.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 1 Firefighter Safety

**SOP # SAF 1.8**

EFFECTIVE: 01 JAN 11

### Personal Protective Equipment (PPE)

**Purpose:** To establish a uniformed guideline for the use, care, and inspection, of Personal Protective Equipment (PPE).

#### 1.8.1

##### General Guidelines

1. It will be the policy of the Department to be compliant with the standards set forth by NFPA 1500, regarding the use, care, and inspection of all PPE.
2. It will be the responsibility of all Chief Officers, and Company Officers to continue the safety practices of the Department by insuring that all employees abide by the provisions set forth in this policy.
3. All employees will wear every item of PPE specified in this policy, at all times when exposed to hazards of structural firefighting, non-structural firefighting, and at any other time when the protection afforded by such PPE is necessary to prevent injury or exposure.

#### 1.8.2

##### PPE Requirements

1. Each member shall be equipped with the following items which make up a standard set of PPE. All items are to be NFPA 1500 Compliant.
  - a) Helmet with face shield / eye shields (department issue or equivalent)
  - b) Turnout coat (department issue)
  - c) Turnout pants (department issue)
  - d) Boots (department issue or equivalent)
  - e) Gloves (department issue)
  - f) Protective Hoods (department issue)

#### 1.8.3

##### PPE Usage

Full PPE will be shall be worn for, but not limited to, the following incidents:

1. During the response phase of an incident for fire, potential fire or other hazard, all members shall dress in PPE prior to mounting apparatus.

- a) Chauffeurs may wear just turnout pants while driving
  - b) At the company officers discretion during extreme heat, members may dress in minimum turnout pants and helmets until arrival on scene, then, they must don their turnout coat and SCBA prior to investigation
2. While investigating and/ or operating at all fire incidents (Ex. structural fires, auto accidents, Haz-Mat incidents, flammable liquid and oil spills, or any incident which will require full body protection ).
  3. Any EMS incident that warrants the use of full PPE.
  4. When operating forcible entry equipment and tools including hydraulic tools.
  5. During firefighting training practical's.

#### **1.8.4**

#### **Other Situations**

1. Company Officers can use discretion in allowing members to not wear turnout gear while responding and operating at medical emergency type EMS calls. However, while returning from such calls if the company is dispatched to a fire call the company must pull over and all members will dress in full PPE.
2. Any other time that a company may be on the air in the district without the use of PPE and an alarm of fire, potential fire or other hazard is received, that company must pull over to a safe location and members shall don PPE for response and arrival. This allows the ability to be ready for engagement upon arrival.
3. Rescue Companies, when responding to any fire related incident must wear full PPE
4. Water rescue incidents will not require the use of PPE.

#### **1.8.5**

#### **Restrictions**

1. No member will be allowed to wear other members PPE under any circumstances.
2. No member will use extrication gloves in place of firefighting gloves while operating at a fire scene, or any incident in which thermal protection is necessary.

3. In the tradition of the department, members may use their own custom shield provided however:
  - a) They include their current company apparatus assignment
  - b) Firefighters shields must include "NPFD"
  - c) Officers shields must be white and include their rank
  - d) Chiefs shields shall be gold
4. Only appropriate and respectful decals may be added to a members' helmet (i.e.: 911 tributes, W6 tributes and the like.) No political, insulting or profane markings are allowed on any gear. (See ADM 2.11 Department Logo's and Usage)

#### **1.8.6** **PPE Inspection**

1. The Safety Officer shall conduct an annual gear inspection of all PPE assigned to each member of the Department. This inspection will comply with NFPA 1500, and will include all PPE issued to the member, as well as PPE in use that was obtained by the member. An emergency inspection may be necessary if any employee is exposed to a biohazard, or hazardous substance. In this instance the Battalion Chief will notify the Safety Officer.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF Chapter 1 Firefighter Safety

**SOP # SAF 1.9**

EFFECTIVE: 01 JAN 11

## HIGHWAY OPERATIONS

**Purpose:** To establish guidelines for safe operations on limited access highways.

### 1.9.1

#### Approach and Engagement

1. The first arriving officer will give an initial report including the location of the incident, lane (s) of travel involved and the nature of the incident.
2. Companies shall approach the scene from the proper flow of traffic at all times possible.
3. In extreme circumstances, a company may be directed to approach against the normal flow of traffic. This shall only be done when it has been communicated clearly among the on-scene companies, the on-scene police representative; and, all traffic has been completely stopped.

### 1.9.2

#### Safety Considerations

1. Apparatus will be positioned between oncoming traffic and operating personnel, in order to protect the scene from approaching vehicles.
2. Apparatus should be parked at an angle so that the operator will be protected from traffic. Pump operators are vulnerable to being hit if they step beyond the protection afforded by proper apparatus placement.
3. Front wheels should be turned away from operating personnel so that apparatus will not be driven into them if struck from behind.
4. Additional apparatus on the scene not utilizing specialty equipment should be parked approximately 150' behind the incident to act as additional warning and barriers to firefighters.
5. Consideration should be given to the affects that a downgrade, curve, darkness, and various weather conditions have on stopping distances when providing additional protection to the incident.

6. Incidents will never be worked from the opposite side of the highway of the incident. This practice places firefighters and motorists at an unnecessary risk.
7. Always use extreme caution to avoid being struck by passing traffic. Never turn your back to oncoming traffic.
8. See SAF 1.5 High Visibility Vests.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 1 Firefighter Safety

**SOP # SAF 1.10**

EFFECTIVE: 01 JAN 11

## FIREFIGHTER REHABILITATION

**Purpose:** To provide guidance for the implementation and use of a rehabilitation process at the scene of a fire, other emergency or training exercise. It is designed to insure that members who might be suffering the effects of metabolic heat build-up, dehydration, physical exertion and/or the effects of extreme weather receive proper evaluation and rehabilitation.

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### 1.10.1

#### General Rules

1. Rehabilitation (REHAB) shall commence when emergency operations or training exercises pose a health and safety risk.
2. A REHAB branch shall be established on all large scale, long duration, physically demanding or extreme temperature operations.
3. The REHAB process shall include:
  - a) Rest
  - b) Hydration
  - c) Cooling/ Warming
  - d) Medical Monitoring (including BP and Cardiac monitoring)
  - e) EMS Advanced Care
  - f) Calorie/electrolyte replacement

### 1.10.2

#### REHAB Branch Manager Responsibilities

1. The first arriving Rescue on the scene of a fireground, or another Rescue that is assigned by Command on other emergencies shall assume the responsibilities of the REHAB branch.
2. The officer of this unit, serving as the EMS/REHAB Branch Manager under the Incident Management System shall insure:
  - a) The area is large enough/ accessible to potential transport vehicles
  - b) Members remove protective clothing
  - c) The area is shaded or sheltered as needed

- d) The area is away from smoke, toxins or diesel emissions
  - e) Sports drinks are utilized in extended operations
  - f) Rest period is generally 10-20 minutes
  - g) A log is kept of all members entering rehabilitation, the time of entry, the time of exit, and associated vital signs
3. Securing shelter from the cold, heat and inclement weather may be obtained in an emergency by:
- a) Securing a nearby public building by permission of the facilities manager, or under sever conditions by gaining access via the key box.
  - b) Ordering the response of transport vans or buses operated by the DPW for basic shelter
  - c) Ordering the response of a school bus from the School bus contract
  - d) Commandeering a Public Transit Authority bus
4. Emergency Hydration and nutrition is generally provided by the Providence Canteen. In the event of a long delay or in their absence, the Rehab Branch Manager must secure these services by other means.
5. A member of the administrative staff may be assigned to procure necessary supplies including water, sports drinks, or energy foods from the Fatima Hospital Dietary Services Department or the cache in the Emergency Department. If this source is unable to supply the needed provisions these supplies will be obtained at any available retail source. The assigned fire department member shall sign a receipt on behalf of the Fire Department for all goods received.

#### 1.10.3

#### Company Officer Responsibility

1. Must be familiar with, and cognizant of the signs of heat stress and cold stress so as to properly evaluate the condition of the members.
2. Notify the IC when their crew needs REHAB even if before guideline time recommendation.
3. Ensure that their company members are properly checked into REHAB and logged in by the EMS Branch Director.

**1.10.4****REHAB Procedures**

1. A REHAB Branch log is mandatory on all established incidents.
2. Always maintain hydration.
3. REHAB is mandatory after 2- 30 minute bottles, 1-45 minute bottle.
4. In hot and humid weather, REHAB should commence after each bottle.
5. Members experiencing abnormal vitals cannot be released from REHAB.
6. Members showing signs of fatigue including pale, clammy, low BP, high BP, nausea, dizziness, or vomiting must be transported to an Emergency facility.
7. Any sustained shortness of breath, or any chest pain is a mandatory transport.
8. There is never any tobacco use allowed in the REHAB area.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 2 Emergency Situations

**SOP # SAF 2.1**

EFFECTIVE: 01 JAN 11

## EMERGENCY EVACUATION

**Purpose:** To safely evacuate members from a hazardous area while maintaining accountability for all personnel.

### 2.1.1

#### Emergency Evacuation Criteria

1. Immediately upon becoming aware or being notified of a condition placing members in undue jeopardy, the Incident Commander will order an Emergency Evacuation of the geographic area necessary to protect the safety of all members.

### 2.1.2

#### Notification Procedure

1. In order to efficiently notify all members, the IC will immediately order Fire Alarm to transmit an "**Emergency Evacuation Order**" including specific information on the area(s) to be evacuated and the location of a safety zone or perimeter.
2. Members operating at an incident requiring evacuation will receive notification over the operating radio channel for that incident. The evacuation broadcast shall also be transmitted by Fire Alarm on the intercity radio frequency if any mutual aid units are operating at the incident.
3. Upon issuance of an Evacuation Order, radio communications are immediately upgraded to Emergency Traffic Only status.

### 2.1.3

#### Evacuation Announcement

1. Upon receipt of the Evacuation order, Fire Alarm will:
  - a) Activate the Alert Tone 2
  - b) Announce: "All companies operating at (address) Evacuate the Building and sound the *Air Horn Evacuation Signal* for 30 seconds"
  - c) Repeat: "All companies operating at (address) Evacuate the Building and sound the *Air Horn Evacuation Signal* for 30 seconds"

**2.1.4****Supplemental Warning Signal**

1. Upon completion of the radio notification any staffed fire apparatus within the immediate vicinity of the evacuation area shall sound an Air Horn Evacuation Signal for approximately 30 seconds.
  - a) The Air Horn Evacuation Signal consists of a steady series of short blasts on the air horns.
  - b) Sirens **SHALL NOT** be used as an evacuation signal.

**2.1.5****Duties of Members**

1. Upon transmission of the emergency evacuation order all personnel within the evacuation area shall withdraw from their position in a forthwith manner maintaining unit integrity. Members shall remain formed with their officer in the designated safe area; if practical they shall report to their apparatus to await a roll call.
2. Fire Alarm will conduct a roll call. Fire Alarm will again activate Alert Tone 2 when beginning the Roll Call.
3. The preferred roll call method shall be a radio roll call unless circumstances require a face to face roll call between company officers, group or division officers, and the Command Staff.
4. A radio roll call shall be conducted by Fire Alarm in the order of apparatus dispatch. Company officers shall reply when prompted by Fire Alarm advising that "all Members are accounted for" or "all members accounted for except \_\_\_\_". Upon receiving the latter message Fire Alarm will make two attempts to contact the radio designation in question. If no reply is forthcoming Fire Alarm will advise Command that there is no response from that radio designation before proceeding with the remainder of the roll call.
5. Company officers shall only answer that all members are accounted for if they are in sight of the officer. Example: Engine 1 is the base pump, and Engine 1 "A" and Engine 1 "C" have evacuated together, but not in view of Engine 1 "B". An appropriate response would be "Engine 1 "A" and "C" accounted for, Engine 1 "B" is on the pump. Then, members operating remote from their officer shall be prompted for a response by Fire Alarm and must answer independently.

6. Upon receipt of a member unaccounted for during a roll call, the IC will immediately initiate the necessary provisions in SOP Lost or Trapped Firefighter and SOP Mayday Communications.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 2 Emergency Situations

**SOP # SAF 2.2**

EFFECTIVE: 01 JAN 11

### MAYDAY DISTRESS CALL

**Purpose:** To establish a uniform method of notification for members in need of emergency assistance.

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#### 2.2.1

#### Mayday Message Criteria

1. A mayday message shall be transmitted by any member in distress. A Mayday Message may also be transmitted on behalf of another firefighter who is unable to do so. Conditions that a mayday message is appropriate include **(but not limited to):**
  - a) Trapped Firefighter
  - b) Low air and remote from exit
  - c) Disoriented
  - d) Overwhelmed by fire conditions
  - e) Medical Emergency
  - f) Major equipment failure endangering life
2. If a firefighter thinks he may be in trouble, he should transmit a Mayday Message. The only purpose for a Mayday Message is to report *Firefighters in Distress*. Coming upon a civilian victim does not warrant a Mayday.
3. Locating a civilian/ occupant victim warrants an Urgent Message per department guidelines.
4. When conditions indicate a mayday transmission is necessary, it is imperative that the firefighter reporting the Mayday follow a standard message format for the following reasons:
  - a) A standard format can be used by the firefighter when considering his/her condition and options for self-rescue
  - b) Using the format as a guide, the firefighter will not omit an important fact that may facilitate rescue
  - c) When receiving a Mayday transmission the IC and Fire Alarm may note the information on a tactical worksheet and prompt the firefighter for any information omitted from the report

**2.2.2****Message Format Procedure**

1. A Mayday Message shall be transmitted as follows: (*example*)

- a) **Ladder 1B MAYDAY, MAYDAY, MAYDAY**
- b) Fire Alarm will respond **immediately** with a warble tone (Alert Tone 2) and acknowledge the call: "Ladder 1 "B" go with your MARDAY"
- c) Radio operations are automatically upgraded to Emergency Traffic Only status.

2. The firefighter transmitting the mayday shall proceed as follows:

- a) **Transmit:** Ladder 1 B
- b) **Specific situation:** trapped by collapse, disoriented, position overwhelmed by fire, etc.
- c) **Location:** be as clear as possible, sector, quadrant, or side. If unable to give location using IMS terms use common language to describe surroundings, i.e. I think I am in a bedroom on the 2<sup>nd</sup>. floor
- d) **Condition:** describe any obvious injuries or imminent hazard nearby, i.e. I may have a broken leg, or there is collapsed floor in front of my position
- e) **Air Supply:** advise IC of your current level of air supply
- f) **Resources needed:** any equipment that may be needed for rescue, (i.e.) ladder, hose line, saw, etc.

3. The firefighter reporting the mayday shall then await confirmation of receipt of the message by the IC. If the IC requires no additional response from the member in distress he shall advise that member to manually activate his/her PASS alarm.

4. Portable radio emergency signal (priority button):

- a) In situations where a member is in distress and is unable to transmit a verbal Mayday, the portable radio emergency signal may be used.
- b) Upon transmission this signal will identify the radio designation to which it is assigned, but will not indicate a location, condition, or situation requiring assistance.
- c) This signal should be activated as a last resort in fire operations or other IDLH areas.

MAYDAY DISTRESS CALL SAF 2.2



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 2 Emergency Situations

**SOP # SAF 2.3**

EFFECTIVE: 01 JAN 11

## LOST OR TRAPPED FIREFIGHTERS

**Purpose:** To provide a basic guideline for firefighters who become lost or trapped in an IDLH environment. Additionally, this policy will identify procedures for implementing a search and rescue operation for lost or trapped firefighters.

### 2.3.

#### **Strategic Guidelines: Member in Need of Assistance**

1. Any member operating in an IDLH environment who develops one or more of the following conditions shall be considered in need of assistance.
  - a) Unable to maintain awareness of at least one egress point
  - b) Disoriented as to location within the building
  - c) Unable to make egress due to illness, injury, or entrapment
  - d) Any circumstance where the mobility of a member or their capability to egress has been compromised

### 2.3.2

#### **Procedure: Disorientated /Lost Firefighter**

1. The member or members in need of assistance shall transmit a Mayday Message per department policy. After acknowledgement of the message the member in need of assistance shall manually activate his/her PASS.
2. The following information may serve as a guide to be applied to specific incidents based on size up of conditions, experience of the firefighter, and risk benefit analysis. Firefighters in need of assistance must remain calm and choose their actions based on likelihood of self-rescue or receiving help from other firefighters.
  - a) Pause for orientation: The firefighter should hold his breath for several seconds to eliminate noise from the air pack regulator and complete a mental checklist including last known point of egress, remaining air supply, listen for activities of fire companies operating nearby, or on the roof. In addition listening for apparatus idling outside the building may serve to orient the firefighter to Side 1 of the structure.
  - b) Based on size up of fire conditions relative to the firefighters position, the type and size of building, and the quality of the location given in the Mayday

transmission a decision must be made as to whether the firefighter will remain stationary and await rescue or will attempt to make egress on his/her own.

- i. If a decision is made to remain stationary use guide for trapped firefighter located in the next section of this procedure as a reference
- ii. In an attempt to self rescue, firefighters must quickly find a point of orientation. In residential occupancies walls may often be located by stretching out a hook or Halligan tool from almost any position in a room. A searchlight with seatbelt type strap may also be uncoupled and the light placed on the floor while the firefighter travels around it 360degrees using the uncoupled strap as a tether. In larger occupancies firefighters may use their personal rope secured to a nearby object to search for a wall, stairwell, window, or door, while maintaining reference to their original position reported in their Mayday. Firefighters able to find a wall are more likely to be found quickly by a FAST company.
- iii. If a hose line or search rope is found by a firefighter attempting self rescue he shall immediately notify the IC and follow it to a coupling to orient the direction out, or in the case of a mainline search rope count the number of knots tied at 10 foot interval to determine distance and direction of travel.

#### 2.3.4

#### Trapped/ Stationary Firefighter

1. Firefighters may decide not to attempt self rescue based on fire conditions, desire to conserve remaining air supply, illness, injury, or inability to move.
2. If fire or heat has impinged the firefighters position, he/she shall make every effort possible to isolate his/her position from danger. This may include closing doors or breaching an interior wall to a point of refuge.
3. When maintaining position awaiting rescue, the trapped firefighter shall endeavor to maintain a position on a wall or near a corridor or hallway.
4. Firefighters in a stationary position shall create as much noise and attention as possible to make their location apparent. These tactics include shinning a searchlight as a beacon at the ceiling and creating tapping on the floor with a tool or boot.

5. Firefighters who have sustained an injury or may be immobile due to a compromised structure must communicate this information in their Mayday transmission, but must also participate in attention getting activities to the extent they are able.
6. Firefighters in a stationary position shall use skip breathing to prolong their air supply while awaiting rescue.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 2 Emergency Situations

**SOP # SAF 2.4**

EFFECTIVE: 01 JAN 11

### 800 MHZ RADIO EMERGENCY BUTTON

**Purpose:** To establish a procedure for use of the Emergency Button on portable radios.

#### 2.4.1

##### General Information

1. All radios are equipped with an emergency button to transmit the identification of the radio during instances when members cannot verbally request assistance. Portable radios have an orange emergency button located on the top corner of the radio as well as an orange button located on the top of the lapel microphone.
2. Activation for each button ("on radio" and "on lapel microphone") requires the user to depress the button for at least .75 of a second.
3. The emergency button located "on radio" (next to the channel selector) will emit one beep, after which the user can let go of the button. The radio will emit a beep every three seconds while the signal is transmitting, after which four beeps will indicate receipt of the message.
4. The emergency button located "on lapel microphone" also requires the user to depress the button for .75 of a second after which three beeps will be emitted. However, the user must continue to depress the button until after the third beep in order for an emergency signal to be transmitted. (This delay feature is designed to reduce accidental activations of the lapel emergency button.) Upon transmission of the signal, the radio will beep every three seconds until the message is received, after which four beeps will indicate receipt of the message.

#### 2.4.2

##### Procedure

1. Members shall activate their emergency button forthwith during incidents where they are under duress and unable to verbalize a request for assistance. It must be noted that this activation will not provide a location or nature of emergency and activation of this signal should be used with those factors in mind.
2. During incidents where firefighter or scene safety is jeopardized by the actions of persons at the incident location, and a verbal request for assistance with a

description of the nature of the emergency is not advisable, the emergency button shall be used to summon assistance.

3. During fires or other incidents involving IDLH Atmospheres, firefighters in need of assistance shall first attempt to transmit a "Mayday Message" per department policy. If this attempt is unsuccessful, the emergency button may be activated providing the radio identification of the portable and giving the user priority to transmit a message.

#### **2.4.3 Response**

The following procedure is the required response by the Fire Alarm Dispatcher upon receipt of an "Emergency Button Activation":

1. Fire Alarm will wait 5 seconds after the receipt of an emergency signal. If the transmitting radio user does not verbally cancel the emergency or advise initiation of the mobile repeater system Fire Alarm will execute the following:
  - a) **Incidents where command has NOT been established:**
    - i. Call the activated radio unit ONCE. If no response:
    - ii. Notify police to respond to the last reported location of that unit via emergency response
    - iii. Notify Battalion Chief via landline or cellular phone.
  - b) **Incidents where command has been established:**
    - i. Call the activated radio unit ONCE. If no response;
    - ii. Advise Emergency Traffic Only on radio channel.
    - iii. Advise IC of emergency button activation, providing company and assignment of radio transmitting the emergency signal.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 2 Emergency Situations

**SOP # SAF 2.5**

EFFECTIVE: 01 JAN 11

## RADIO TRAFFIC

**Purpose:** To establish criteria for radio traffic and the handling of priority messages.

### 2.5.1

#### Radio Traffic

1. There are 2 general types of radio traffic utilized within the Department:
  - a) Routine Traffic: the normal condition of the airwaves in which messages are given and received as needed. Unless otherwise declared by policy, Command or Fire Alarm, this is the automatic status of radio traffic.
  - b) Emergency Traffic Only: A condition of the airwaves that limits all radio traffic to urgent messages only. This status indicates the use of face to face messages on scene as the preferred method, and leaves the airwaves available to mitigate an emergency or potential emergency situation.
2. The airwaves are automatically upgraded to Emergency Traffic Only:
  - a) On May Day calls
  - b) When conducting Roll Calls
3. The airwaves may be upgraded to Emergency Traffic Only:
  - a) Whenever ordered by Command
  - b) Whenever Fire Alarm may deem it necessary due to multiple call handling or another crisis needing attention

### 2.5.2

#### Urgent Messages

1. An “URGENT MESSAGE” is described as a priority message that may include but is not limited to, life hazards, safety hazards, or coming upon a civilian victim.
  - a) An Urgent Message is intended to alert Command and on scene officers of a critical need or hazard
  - b) When under the status of “Emergency Traffic Only”, these are the only classification of messages allowed over the air

2. The following is an example of the general procedure for the transmission of an Urgent Message:
  - a) "Engine 1 Urgent"
  - b) Fire Alarm will acknowledge the call with an alert tone followed by "Engine 1, go with the Urgent".
  - c) "Engine 1, victim located first floor quadrant A, need assistance in removal"
  - d) Fire Alarm will then insure the message is received by Command or other appropriate company



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 3 Safety Programs

**SOP # SAF 3.1**

EFFECTIVE: 1 NOV 11

### PPE PROGRAM

**Purpose:** The Purpose of this program shall be to reduce the safety risks and potential health risks associated with poorly maintained, contaminated, or damaged fire-fighting protective ensembles and ensemble elements. The purpose of this program is also to establish basic criteria for selection, inspection, cleaning, decontaminating, repair, storage, and retirement of structural fire-fighting protective ensembles and ensemble elements.

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#### **3.1.1** **POLICY**

1. Through adoption of NFPA 1851, Selection, Care and Maintenance (SCAM) Program for Structural Fire Fighting Protective Ensembles, it is the goal of the North Providence Fire Department to protect our members by providing a Personal Protective Ensemble (PPE) that is appropriate for the hazards they are expected to encounter.
2. It is the objective of the (SCAM) program to reduce the safety and health risks associated with improper selection, poor maintenance, inadequate care, excess wear and improper use of PPE.
3. The NFPA 1851 S.C.A.M. Program consists of:
  - a) Selection
  - b) Inspection
  - c) Cleaning
  - d) Repair
  - e) Issuing and Storage
  - f) Training
  - g) Record Keeping
  - h) Retirement and Disposition
  - i) Special Incident Procedure for events involving firefighter injury or death

#### **3.1.2** **PROTECTIVE ENSEMBLE**

1. The mission of PPE is to provide the user an envelope of protection from multiple hazards and repeated exposures. For structural firefighting, PPE is a system of Components and Elements comprised to make up an Ensemble. Present day

firefighting PPE consists of a helmet, hood, jacket, trousers, gloves, wristlets, and footwear.

### **3.1.3 SELECTION**

1. Prior to procurement, a risk assessment will be performed to include expected hazards, frequency of use, past experiences, geographic location and climatic conditions.
2. The selection process will evaluate comparative information on all ensemble elements to ensure they will interface and perform based on the risk assessment. The process will consider:
  - a) PPE performance expectations to include thermal and physiological affects
  - b) Style/design for user comfort and wear performance
  - c) Construction for quality, durability and garment life
  - d) Manufacturer capabilities to meet performance demands, technical information, service, warranty and customer support.

### **3.1.4 INSPECTION**

NFPA 1851 identifies 1) Routine and 2) Advanced as the two primary types of PPE inspection.

1. Routine Inspection- Each member shall conduct a routine inspection of their PPE each time the element(s) is exposed, or is suspected of having been exposed to damage or contamination. The routine inspection shall include, as a minimum, the following:
  - a) Coat and Trouser
    - i. Soiling
    - ii. Contamination from hazardous materials or biological agents
    - iii. Physical damage
      - Rips, tears and cuts
      - Damaged/missing hardware and closure systems
      - Thermal damage such as charring, burn holes, and melting
      - Damaged or missing reflective trim

- b) Hood
  - i. Soiling
  - ii. Contamination from hazardous materials or biological agents
  - iii. Physical damage
    - Rips, tears and cuts
    - Thermal damage such as charring, burn holes and melting
    - Loss of face opening elasticity
- c) Helmet
  - i. Soiling
  - ii. Contamination from hazardous materials or biological agents
  - iii. Physical damage to the shell, such as:
    - Cracks, crazing (small cracks), dents and abrasions
    - Thermal damage to the shell such as bubbling, soft spots, warping or discoloration
  - iv. Physical damage to the ear flaps such as:
    - Rips, tears and cuts
    - Thermal damage such as charring, burn holes and melting
  - v. Damaged or missing components of the suspension and retention systems
  - vi. Damaged or missing components of the goggle system including:
    - Discoloration
    - Crazing (small cracks)
    - Scratches to goggle lens limiting visibility
  - vii. Damaged or missing reflective trim
- d) Gloves
  - i. Soiling
  - ii. Contamination from hazardous materials or biological agents
  - iii. Physical damage
    - Rips, tears and cuts
    - Thermal damage such as charring, burn holes and melting
    - Inverted liner
    - Shrinkage
    - Loss of elasticity/flexibility
- e) Footwear
  - i. Soiling
  - ii. Contamination from hazardous materials or biological agents
  - iii. Physical damage

- Cuts, tears and punctures
- Thermal damage such as charring, burn holes, and melting
- Exposed/deformed steel toe, steel midsole and shank
- Loss of water resistance

## 2. Advanced Inspection

- a) Advanced inspections of PPE ensembles and elements shall be conducted a minimum of every 12 months, or whenever routine inspections indicate a problem may exist.
- b) Advanced inspections shall only be conducted by the Fire Department Safety Officer or his designee or from a manufacturer approved vendor certified to conduct advanced inspections.
- c) All findings from advanced inspections shall be documented on an inspection form.
- d) ***Universal precautions shall be observed, as appropriate, when handling elements.***
- e) Advanced inspections shall include, as a minimum, the inspection criteria outlined in NFPA 1851 4.3.2.1 through 4.3.2.5.

### 3.1.5

#### CLEANING & DECONTAMINATION

1. Soiled or contaminated PPE elements shall not be brought into the home, washed in home laundries or washed in public laundries unless the business is dedicated to handle firefighting protective clothing.
2. Commercial dry cleaning shall not be used.
3. The department will examine the manufacturer's label and user information for specific cleaning instructions.
4. Chlorine bleach or chlorinated solvents shall not be used to clean or decontaminate PPE elements.
5. Heavy scrubbing or spraying with high velocity water jets, such as a power washer, shall not be used.
6. All contract cleaning or decontamination businesses shall demonstrate procedures for cleaning and decontamination that do not compromise the performance of PPE ensembles and elements.

7. NFPA 1851 identifies and defines Routine, Advanced and Specialized as the three primary types of PPE cleaning.
  - a) Routine Cleaning- After each use, any elements that are soiled shall receive routine cleaning. ***It is the assigned user's responsibility for the routine cleaning of their PPE ensemble or elements using the following process:***
    - i. When possible, initiate cleaning at the incident scene
    - ii. Brush off any dry debris
    - iii. Gently rinse off debris with a water hose
    - iv. If necessary, scrub gently with a soft bristle brush and rinse off again If necessary, spot clean utilizing a utility sink
    - v. Inspect for soiling, and contamination, and repeat process if necessary
    - vi. All elements shall be air dried in an area with good ventilation. Do not dry in direct sunlight or use a machine dryer.
    - vii. Should routine cleaning fail to render the element(s) sufficiently clean for service, the element(s) shall receive advanced cleaning.
  - b) Advanced Cleaning- Every twelve months, at a minimum, elements that have been issued, used, and are soiled, shall receive advanced cleaning.
    - i. The Fire Department Safety Officer shall perform or manage all advanced cleanings utilizing the fire department extractor machine located at Sta. 2.
    - ii. Advanced cleanings will be coordinated by crew or individual. All crews will be scheduled while on four days off.
    - iii. Loaner PPE will be provided, as available, for any member scheduled to work overtime or switches. It is the member's responsibility to request loaner PPE, if needed, prior to their four days off.

***WARNING: Station laundering machines shall not be used to clean PPE elements.***

8. Specialized Cleaning- PPE elements that are contaminated with hazardous materials or biological agents shall receive specialized cleaning as necessary to remove the specific contaminant(s).
  - a) PPE elements that are contaminated or suspected to be contaminated shall be isolated, tagged, bagged and removed from service until they receive specialized cleaning to remove the specific contaminant(s). All tagging shall be done by name, company and shift.
  - b) ***Universal precautions shall be observed when handling known or suspected contaminated PPE elements.***

- c) The Fire Department Safety Officer shall manage all specialized cleanings and will utilize the department's extractor machine or a qualified contract cleaner.
  - d) The department, if possible, shall identify the suspected contaminant, and if identified, the department shall consult the contaminant's manufacturer for an appropriate decontamination agent and process.
9. All cleanings specialized and advanced must be logged on cleaning report form located near the Department's extractor machine.

### **3.1.6 REPAIR**

1. The Fire Department Safety officer shall manage all PPE repairs.
2. All elements shall be subjected to an advanced or specialized cleaning before any repair work is done.
3. All repairs must be recorded on the department repair form.

### **3.1.7 ISSUING & STORAGE**

1. Issuing:
  - a) All PPE ensembles or elements shall be issued through the Training and Safety Division. All fittings shall be conducted by a manufacturer representative.
  - b) Members shall only use department issued coats and pants. Helmets, boots, gloves and hoods purchased by individuals must be approved through the Fire Department Safety Officer before it is placed in service.
  - c) **There shall be no alterations or additions made to ANY PPE without the authorization of the Fire Department Safety Officer.**
  - d) Members shall minimize the public's exposure to soiled or contaminated PPE, and make every effort to **not** wear PPE to non emergency incidents.
  - e) Member shall **not** wear PPE inside station living quarters.
2. Storage- PPE ensembles or elements shall:
  - a) Not be stored in direct sunlight or exposed to direct sunlight while not being worn.

- b) Be clean and dry before storage
- c) Be clean, dry and well ventilated.
- d) Not be stored in air tight containers unless new and unissued.
- e) Not be stored at temperatures below -40 F. or above 180 F.
- f) Be stored in a protective case or bag to prevent damage if stored in compartments or trunks
- g) Not be subjected to sharp objects, tools or other equipment that could damage the ensemble or elements.
- h) Not be stored inside living quarters or with personal belongings, or taken or transported within the passenger compartment of personal vehicles unless stored in a protective case or bag.
- i) Not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors or other contaminates.

### **3.1.8 TRAINING**

1. Upon issue, all members shall be provided with the manufacturer written instructions on the care, use and maintenance of their PPE, including any warnings provided by the manufacturer.
2. New firefighters will receive training on the care, use and maintenance of their PPE before participating in live fire training or operations. Incumbent members will receive training as needed when PPE ensembles or elements are upgraded or changed.

### **3.1.9 RECORDS**

1. The Fire Department Safety Officer shall maintain records on all structural firefighting ensembles or elements to include the following:
  - a) Member to whom element issued
  - b) Date and condition when issued
  - c) Manufacturer and model name or design
  - d) Manufacturers ID number, lot number or serial number
  - e) Month and year of manufacturer
  - f) Date(s) and findings of advanced inspection
  - g) Date(s) of advanced, specialized cleanings or decontamination, and who performed
  - h) Date(s) of repairs, who performed repair, and brief description of any repair
  - i) Date of retirement

j) Date and method of disposal

### **3.1.10 RETIREMENT**

1. All PPE ensembles and elements that are worn or damaged to the extent that the Fire Department Safety Officer deems it not possible or cost effective to repair shall be retired.
2. All PPE ensembles and elements that are contaminated to the extent that the Fire Department Safety Officer deems it not possible or cost effective to decontaminate shall be retired.
3. All PPE ensembles and elements that are no longer of use to the department for emergency operations service but are not contaminated, defective or damaged shall be retired.
4. All PPE ensembles and elements that were not in compliance with the edition of the NFPA standard that was current when the element(s) were manufactured shall be retired.

### **DISPOSITION OF RETIRED ELEMENTS**

1. Retired PPE ensembles and element(s) shall be destroyed or disposed of by the Fire Department Safety Officer in a manner assuring that they will not be used in any firefighting or emergency activities, including training.
2. Retired PPE can only be used for training that does not include live fire.
3. Any PPE determined by the Fire Department Safety Officer to be used for training shall be marked as not to be mistaken for Normal use.

### **3.1.11 SPECIAL INCIDENT PROCEDURE**

1. If any member(s) of the North Providence Fire Department suffers serious injury or death while wearing PPE:
  - a) The PPE will immediately be removed from service
  - b) Custody will be maintained by the Fire Chief or his/her designee and the PPE shall be kept in a secure location with controlled, documented access.

- c) All PPE shall be nondestructively tagged and stored only in paper or cardboard containers to prevent further degradation or damage. Plastic or airtight containers shall not be used.
- d) The PPE will be made available to qualified members of the department or outside experts as approved by the Fire Chief, to determine the condition thereof.
- e) Retention time for the custody of the PPE shall be determined by the Fire Chief.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 3 Safety Programs

**SOP # SAF 3.2**

EFFECTIVE: 01 MAY 12

## SAFETY INVESTIGATIONS

**Description:** Investigative Procedure involving Line of Duty Deaths, serious injury or serious departmental accident.

**Purpose:** This document is intended to provide clear guidelines for conducting an investigation of a serious injury, line-of-duty-death, or a serious departmental accident.

### 3.2.1

#### Definitions

1. **Serious Injury** – An injury sustained by a member of the North Providence Fire Department that could result in a loss of life, permanent disability, extended hospital treatment, or a prolonged recuperative period.
2. **Serious Accident** – A vehicle accident causing a serious injury, fatality, or excessive vehicle damage.
3. **Safety Investigation Team (SIT)** – A designated team of individuals appointed by the Fire Chief to conduct an investigation of the cause and circumstances of a situation that results in a serious injury, line-of-duty death or a serious accident.

### 3.2.2

#### Safety Investigative Team (SIT)

1. The responsibility of the SIT is to collect and review information on the incident in order to develop reports on the causal factors, making recommendations for policy and procedural changes intended to reduce the possibility of future occurrences.
2. The SIT is to be comprised of:
  - a) The department Safety Officer (Chairperson)
  - b) The EMS Director
  - c) Fire Prevention Officer
  - d) Union representative (company officer level)
  - e) Other individuals assigned by the Fire Chief who may have special qualifications

3. The goal of the SIT is to determine the direct and indirect causal factors that resulted in a serious accident, serious injury or line-of-duty death in order to prevent future occurrences of a similar nature, including:
  - a) Identifying inadequacies involving apparatus, equipment, protective clothing, SOPs, supervision, training or performance.
  - b) Identifying situations that involve an unacceptable risk.
  - c) Identifying previously unknown or unanticipated hazards.
  - d) Identifying actions that must be taken to address problems or situations discovered in the investigation.
  - e) Ensure that the lessons learned from the investigation are effectively communicated to prevent occurrences of a similar nature.
  - f) To satisfy the requirements of the Public Safety Officers Benefit Program (PSOB) and other entitlements.
  - g) Ensure that the incident and all related events are fully documented and evidence is preserved to provide for additional investigation or legal actions at a later date.
  - h) Establish a custodian of documents or evidence and maintain a chain-of-custody.
  - i) To utilize the Critical Incident Stress Debriefing Team (CISD) to work through issues with those involved.

### **3.2.3 Procedure**

1. The North Providence Fire Department will conduct an investigation of all serious injuries, line-of-duty deaths, and serious accidents utilizing the SIT. The Fire Chief may also direct the SIT to investigate incidents where no injury occurred, but where the potential for serious injury or death existed (i.e. "Near misses").
2. The Fire Chief and the department Safety Officer shall be notified immediately.
3. The incident scene shall be secured **immediately** and restricted to only those individuals who have an absolute reason to enter shall be allowed inside the secured perimeter. *Treat as a crime scene.*
4. Keep control of the scene until all investigations have been completed.
5. Notify all appropriate agencies. (State Fire Marshall, OSHA, etc.)
6. Maintain a written log recording all facts of the investigation.

7. Secure, photograph and document all evidence such as its location and condition when found.
8. Diagram to scale the incident scene (floor plan, plot plan, etc.)
9. Measure location of evidence (tools, equipment, etc.)
10. Interview all officers and firefighters involved with incident.
11. Collect and review all written statements.
12. Collect and review chronological radio and dispatch reports and tapes.
13. Construct a time line sequence of events.
14. Inspect all equipment (SCBA, radios gear, etc.) for deficiencies. Use experts when necessary.

### **3.2.4**

#### **Safety Investigation Team (SIT) General Guidelines**

1. The SIT will be mobilized immediately when a serious injury or death occurs. The department Safety Officer will serve as the Team Leader.
2. All reports and recommendations, including the development of information that will reduce the occurrences of future incidents of a similar nature will be submitted to the Fire Chief.
3. The SIT will not release any information to the media. The Fire Chief will determine when and how the report shall be released.
4. The information developed by the SIT may be used for training and safety bulletins.
5. The team will meet at a location designated by the team leader, usually the incident scene.
6. The first arriving SIT member will report to the IC and ensure the scene is properly secured as soon as the incident is under control. The SIT shall receive the full cooperation the IC.
7. The SIT shall conduct preliminary interviews, as soon as possible, and take statements from all personnel involved in the incident. All personnel shall cooperate

with the SIT during the investigation. Failure to cooperate or interference with the investigation will not be tolerated and may result in disciplinary action.

8. The EMS Director will establish a liaison with the receiving hospital and request appropriate tests (i.e., blood gases, toxicology, etc.) when required. The EMS Director will also ensure proper care of the member and provide updates on the member's condition and securing all clothing and PPE that has been transported with the member.
9. The SIT will impound and secure all PPE, SCBA, Communication and other records, tapes, dispatch reports, incident reports, injury or casualty reports and all other evidence or information that is pertinent to the investigation.
10. If conditions permit, leave the equipment in question in the place and condition it was found to allow the equipment to be photographed and diagrammed in an "as is" location and condition.
11. The scene should be photographed and diagrammed as soon as possible.
12. The final report of the incident will be prepared by the SIT and forwarded to the Fire Chief.

***Adherence to these requirements is essential and will result in a more effective investigation. This will help our department learn not only "What happened today?" but also "Can this tragedy be avoided on the future?"***



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 3 Safety Programs

**SOP # SAF 3.3**

EFFECTIVE: 07 JAN 13

## RESPIRATORY PROTECTION PROGRAM

**Purpose:** The purpose of this program is to establish a respiratory protection program that meets the requirements of Federal and State laws and be in compliance with NFPA 1500, OSHA 1910.134 and all other applicable standards. This program is a guideline to prevent employee overexposure to atmospheric contaminants and oxygen deficient atmospheres which are potentially harmful to health.

This program does not alone meet the requirements of NFPA 1500's annual medical surveillance evaluation as adopted by RIGL 23-28, instead it is designed to specifically meet the Respiratory Protection Program element only.

**Scope:** This document applies to all employees assigned to wear respirators.

### **3.3.1** Responsibilities

1. Employer:

- a) Determine the need for respiratory protection.
- b) Establish and maintain a Respiratory Protection Program.
- c) Provide all employees in the program with respirators appropriate to the purpose intended.

2. Employees:

- a) Wear assigned respirator when and where required in the manner in which they were trained.
- b) Care for and maintain their respirators as instructed, and store them properly.
- c) Inform supervisor if the respiratory no longer fits well or sustains damage that impairs proper use.
- d) Inform supervisor or the Program Administrator of any respiratory hazards that are not adequately addressed in the workplace and of any other concerns regarding this program.

3. Program Administrator:

- a) The Fire Department Safety Officer or his designee is responsible for overseeing all facets of this program.

## **3.3.2** **Procedure**

1. It is the policy of the North Providence Fire Department that all personnel expected to respond and function in toxic atmospheres shall be equipped with respiratory protection and trained in its proper use and care. These respirators shall be used in accordance with the manufacturer's recommendations and North Providence Fire Department Standard Operating Procedures.

## **3.3.3** **Respirators for IDLH (IMMEDIATELY DANGEROUS TO LIFE AND HEALTH) Atmospheres**

1. Atmosphere supplying respirators operated in a positive pressure mode shall be used by all personnel working in areas where:
  - a) The atmosphere is immediately dangerous to life and health (IDLH).
  - b) The atmosphere is suspected of being IDLH.
  - c) The atmosphere may rapidly become IDLH.
2. All interior structural fires, hazmat response hot zones and confined space entries shall be considered to be IDLH, unless air monitoring proves otherwise.
3. The fire department shall provide the following respirators for fire department use in IDLH atmospheres:
  - a) A full facepiece pressure demand/positive pressure SCBA certified by NIOSH for a minimum service life of thirty minutes, or
  - b) A combination full facepiece pressure demand/positive pressure supplied-air respirator (SAR) with auxiliary self-contained air supply for emergency escape certified by NIOSH (for confined space rescue and hazardous material decontamination).

## **3.3.4** **Medical Evaluations**

1. Medical evaluations will be provided to new-hire firefighters to determine the firefighter's ability to use a respirator before the firefighter is fit tested or required to use the respirator in an IDLH atmosphere. Existing firefighters shall comply with NFPA 1500 standards as adopted in RIGL 23-28.4 and following a schedule developed under a separate policy upcoming on yearly medical surveillance exams.

### **3.3.4.1** Procedure

1. The Occupational & Environmental Health Services of Our Lady of Fatima (Corporate Care) will perform pre-employment medical evaluations using a medical questionnaire and/or medical examination, in compliance with OSHA 29 CFR 1910.134, to determine the firefighter's ability to use a respirator.
2. Firefighters will receive follow-up medical evaluations as deemed necessary by the above licensed health care provider, and by department policy.
3. Upon request, the firefighter will have the opportunity to speak with the health care provider about their medical evaluation.
4. Fatima Hospital Corporate Care will be provided with a copy of this program, a copy of OSHA 29 CFR 1910.134, information on the type of SCBA used by the North Providence Fire Department, information on the frequency and length of SCBA use, potential temperature and humidity extremes and information on turn-out gear used for firefighting.
5. All examinations and questionnaires are to remain confidential between the firefighter and the health care provider. All medical records and completed questionnaires will not be kept by the North Providence Fire Department. The medical records and questionnaires will be under the control of the health care provider.

### **3.3.4.2** Medical Determination

1. The Health Care Provider will provide the Fire Chief and the firefighter with a written recommendation regarding the firefighter's ability to wear a SCBA. Only the following information will be provided:
  - a) A statement on the firefighter's ability to wear SCBA,
  - b) The need for a follow up medical evaluation if necessary, and
  - c) A statement that the health care provider has provided the firefighter with a copy of the recommendation.

### **3.3.4.3** Additional medical evaluations

1. Additional medical evaluations will be provided to firefighters under the following circumstances:

- a) The firefighter reports signs and/or symptoms related to their ability to wear and use an SCBA, such as shortness of breath, dizziness, chest pains or wheezing;
- b) The health care provider or supervisor informs the program administrator that the firefighter needs to be reevaluated;
- c) Information from this program, including observations made during fit testing and program evaluation, indicates a need for reevaluation;
- d) A change occurs in workplace conditions (e.g., physical work effort, protective clothing, temperature) may result in a substantial increase in the physiological burden placed on the firefighter.
- e) When otherwise required by department policy in accordance with applicable laws and standards.

## **3.3.5** **Fit Testing**

- 1. All employees wearing respirators must be fit tested with the same make, model, style, and size of respirator that will be used on the job. The Respiratory Protection Program Administrator will oversee the fit testing of fire department employees.
- 2. Fit tests will be conducted on all employees who use respirators following the initial medical evaluation and prior to initial use, at least annually thereafter, or whenever the employer observes or receives a report of changes in the employee's physical condition that could affect respirator fit, or the employee states that the fit of the respirator is unacceptable.
- 3. Factors that may affect mask fit are:
  - a) Significant weight change
  - b) Significant facial scarring in the area of the facepiece seal
  - c) Significant dental changes
  - d) Reconstructive or cosmetic facial surgery
  - e) Any other condition that would interfere with mask fit.
- 4. Fit tests will be administered using an OSHA accepted qualitative or quantitative test. The protocol used by the North Providence Fire Department will be a quantitative fit test (QNFT) and will be stated on the fit test record for each employee.
- 5. The fit test will be conducted by a qualified member of the Department as designated by the Safety Officer.

## 3.3.6

### **Procedures for Proper Respirator Use**

#### **3.3.6.1**

##### **General Use Procedures**

1. Employees will use their respirators under conditions specified by this program, Department SOPs and in accordance with the training they receive on the use of each particular model. In addition, the respirator shall not be used in a manner for which it is not certified by NIOSH or by its manufacturer.
2. All employees shall conduct user seal checks each time that they wear their respirator. Employees shall use either the positive or negative pressure check as specified by the manufacturer.
3. Employees are not permitted to wear tight-fitting respirators if they have any condition such as facial scars, beards or other facial hair, or missing dentures, which prevents them from achieving a good seal. Employees are not permitted to wear headphones, jewelry, glasses, or other articles that may interfere with facepiece-to-face seal.

#### **3.3.6.2**

##### **IDLH Procedures**

1. While working in IDLH atmospheres, during interior firefighting operations in fires that have progressed beyond the incipient stage, or HazMat operations, or Confined Space Rescue Operations, firefighters entering will work in teams having a minimum of two (2) persons who remain in visual or voice contact at all times.
2. A minimum of two firefighters shall be located outside the IDLH; (RIT) visual, voice, or signal line communication is to be maintained between the firefighters in the IDLH atmosphere and the firefighters located outside the IDLH atmosphere. The firefighters outside the IDLH atmosphere shall be trained and equipped to provide an emergency rescue.
3. See the following North Providence Fire Department Standard Operating Procedures for operating in an IDLH atmosphere and while conducting interior structural operations;
  - a) Section 2 Operations:
    - i. Chapter 3 Haz-Mat and DECON; OPS 3.1 through 3.4
    - ii. Chapter 4 Special Operations; OPS 4.3

- b) Section 3 Safety and Training:
  - i. Chapter 1 Firefighter Safety; SAF 1.1, 1.3, 1.6, 1.7, 1.8
  - ii. Chapter 2 SAF 2.1 through 2.5

## 3.3.7

### Cleaning, Disinfecting, Storing, Inspecting, Repairing, Discarding and Maintaining Respirators

#### 3.3.7.1

##### Cleaning

- 1. The Fire Department shall provide personnel with a respirator that is sanitary, and in good working order. Fire department personnel shall ensure that respirators are cleaned and disinfected using the procedures recommended by the respirator manufacturer. The respirators shall be cleaned and disinfected at the following intervals:
  - a) Respirators issued for the exclusive use of a firefighter shall be cleaned and disinfected as often as necessary to be maintained in a sanitary condition.
  - b) Respirators issued to more than one firefighter shall be cleaned and disinfected before being worn by different individuals.
  - c) Respirators used in fit testing and training shall be cleaned and disinfected after each use.
  - d) The cleaning and disinfecting procedure supplied by the manufacturer/seller of the respirator shall be used by the department.
  - e) The face piece shall be placed in a clean, dry container and stored in a manner which prevents deformation of the face seal, other damage or contamination.

#### 3.3.7.2

##### Maintenance and Inspection

- 1. Respirators are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employee. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn deteriorated parts will be replaced prior to use.
- 2. No components will be replaced or repairs made beyond those recommended by the manufacturer. Repairs to regulators or alarms of atmosphere-supplying respirators will be performed by the manufacturer or a person certified by the manufacturer.

3. Air cylinders shall be maintained in a fully charged state and shall be recharged when the pressure falls to 90% of the manufacturer's recommended pressure level. Fire department personnel shall determine that the regulator and warning devices function properly.
4. SCBA used routinely shall be inspected by its user at the beginning of each shift in order to ensure its effectiveness.
5. Other SCBA and other respirators used by the North Providence Fire Department shall be inspected at least monthly and shall be checked for proper function before and after each use.
  - a) These respirators shall be documented, at least monthly, with the date the inspection was performed , the name (or a signature) of the person who made the inspection, the findings, required remedial action, and a serial number or any other means of identifying the inspected respirator.
  - b) This information shall be recorded and kept with the respirator, or is included in inspection reports stored as paper or electronic files. This information shall be maintained until replaced following a subsequent certification.

#### **3.3.7.3**

#### **Storage**

1. All respirators shall be stored to protect them from damage, contamination, dirt and dust, extreme temperatures, and damaging chemicals and they shall be packed or stored to prevent deformation of the facepiece and exhalation valve.

#### **3.3.7.4**

#### **Repairs**

1. The fire department shall ensure that respirators that fail an inspection or are otherwise found to be defective are removed from service, and are discarded or repaired or adjusted in accordance with the following procedures:
  - a) Repairs or adjustments to respirators are to be made only by persons appropriately trained to perform such operations and shall use only the respirator manufacturer's NIOSH- approved parts designed for the respirator.
  - b) Repairs shall be made according to the manufacturer's recommendations and specifications for the type and extent of repairs to be performed; and
  - c) SCBA repairs including but not limited to reducing and admission valves, regulators, and alarms shall be adjusted or repaired only by the manufacturer

or a technician trained by the manufacturer or vendor supplying the equipment to the fire department.

- d) All repairs needed shall be coordinated with the NPFD SCBA Officer.

### 3.3.8

#### Quality and Quantity of Breathing Air

1. Breathing air in the SCBA cylinder shall meet the requirements of NFPA1989 *Breathing Air Quality for Emergency Service Respiratory Protection* and of the Compressed Gas Association G-7.1-1989, *Commodity Specification for Air*, with a minimum air quality of Grade D.
2. Standards for breathing air and hazards associated include:
  - a) Oxygen content (v/v) of 19.5-23.5%.
  - b) Hydrocarbons (condensed) content of 5 milligrams per cubic meter of air or less;
  - c) Carbon monoxide (CO) content of 10 ppm or less;
  - d) Carbon dioxide content of 1,000 ppm or less;
  - e) Lack of a noticeable odor.
3. Private vendors supplying the Department with compressed breathing air shall provide a copy of the most recent inspection and certification.
4. The Department shall assure that sufficient quantities of compressed air are available to refill SCBA for each incident. This shall be accomplished by use of the cascade system located at Station 2. If SCBA refills are needed on the scene of an incident, mutual aid may be called in for an air-supply unit.
5. Air cylinders for SCBA shall be filled only by trained personnel.
- 6. Compressed oxygen shall not be used in open-circuit SCBA.**
7. The fire department shall ensure that cylinders used to supply breathing air to respirators meet the following requirements:
  - a) Cylinders are tested and maintained as prescribed in the Shipping Container Specification

- b) Regulations of the Department of Transportation (49 CFR part 173 and part 178) test requirements of three years for composite cylinders and five years for steel or aluminum cylinders.
  - c) Composite cylinders have a maximum use life of 15 years.
  - d) The moisture content in the cylinder does not exceed a dew point of -50 degrees F at 1 atmosphere pressure.
8. Compressors used to supply breathing air to SCBA shall be constructed, situated and quarterly tested so as to comply with NFPA 1989 and OSHA 1910.134.

### 3.3.9

#### Respiratory Hazards and Training on Respirator Use

- 1. The Fire Department is required to provide training to those who use respirators. The training must be comprehensive, understandable, and occur annually and more often if necessary. Training shall meet NFPA 1404 *Standard for Fire Service Respiratory Protection Training*. Documentation of this training shall occur.
- 2. The Fire Department shall ensure that each firefighter can demonstrate knowledge of at least the following:
  - a) Why the respirator is necessary and how improper fit, usage, or maintenance can compromise the protective effect of the respirator.
  - b) What the limitations and capabilities of the respirator are.
  - c) How to use the respirator effectively in emergency situations, including situations in which the respirator malfunctions.
  - d) How to inspect, put on and remove, use, and check the seals of the respirator.
  - e) What the procedures are for maintenance and storage of the respirator.
  - f) How to recognize medical signs and symptoms that may limit or prevent the effective use of respirators.
  - g) The general requirements of this program.

#### 3.3.9.1

#### Fill Station Training Outline

- 1. At a minimum the following topics are to be covered in the fill station training:
  - a) Procedures for inspecting the SCBA cylinder for damage.
  - b) Information to ensure that the cylinder has the proper hydrostatic test date.
  - c) Information to ensure that composite cylinders older than 15 years are not refilled and are removed from service.

- d) Procedures for safely operating the fill station.
  - e) Information on the importance of using at least grade D air.
  - f) Information on the consequences of cylinder failure.
  - g) The manufacturer's instructions for the fill station.
  - h) Record keeping requirements.
2. The training shall be conducted in a manner that is understandable to the firefighter. Training shall meet the requirements of NFPA 1404. Retraining shall be administered annually, or when the following situations occur:
- a) Changes in the workplace or the type of respirator render previous training obsolete
  - b) Inadequacies in the firefighters knowledge or uses of the respirator indicate that the firefighter has not retained the requisite understanding or skill;
  - c) Any other situations arise in which retraining appears necessary to ensure safe respirator use.

### **3.3.10**

#### **Procedures for Evaluating the Respirator Program**

1. Each year the Safety Officer or Program Administer shall initiate a review of the procedures contained in this program. All employees who wear respirators shall periodically be asked to provide information on:
  - a) Adequacy of the respirator(s) being used.
  - b) Accidents, incidents in which the respirator failed to provide adequate protection.
  - c) Adequacy of training and maintenance on respirator use.
2. The Program Administrator shall recommend changes in the program and its implementation based on this information.

### **3.3.11**

#### **Record Keeping**

1. The Department is required to keep the following records to assure compliance with this written program:
  - a) Medical evaluation records in accordance with OSHA 29 CFR 1910.1020
  - b) Fit testing records shall be retained until the next fit test is administered and must include:
    - i. Name or identification of employee

- ii. Type of fit test performed
  - iii. Specific make, model, style and size of respirator tested
  - iv. Date of test
  - v. Pass/fail results for the QLFT
- c) Air Cascade test results (yearly)
  - d) Repair records
  - e) Daily and monthly inspection records
  - f) Filling records to include:
    - i. Fill date
    - ii. Cylinder serial number
    - iii. Breathing air source
    - iv. Final cylinder pressure
    - v. Most recent hydrostatic test date
2. In addition, the Department will maintain records of employee respiratory protection training (e.g., date, attendees, trainer(s), and subject matter). These records shall be maintained by the Department Safety Officer and/or air-supply officer and shall be maintained for a period not less than five years.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 3 Safety Programs

**SOP # SAF 3.4**

EFFECTIVE: 12 JUL 13

## RISK MANAGEMENT PLAN

**Purpose:** The North Providence Fire Department has developed and implemented a risk management plan. The goals and objectives of the plan are:

1. To limit the exposure of the fire department to situations and occurrences that could have harmful or undesirable consequences on the department or its members.
2. To provide the safest possible work environment for the members of the fire department while recognizing the risks inherent to the fire department's mission.

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**Scope:** The risk management plan is intended to comply with the requirements of NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*.

### 3.4.1

#### Methodology

The risk management plan uses a variety of strategies and approaches to address different objectives. The specific objectives are identified from the following sources of information:

1. Annual records and reports on the frequency and severity of accidents, injuries and occupational exposures and illnesses within the North Providence Fire Department.
2. Reports received from the North Providence Fire Department's insurance carriers
3. Specific occurrences that identify the need for risk management
4. National trends and reports that are applicable to North Providence
5. Knowledge of the inherent risks that are encountered by fire departments and specific situations that are identified in North Providence
6. Post incident analysis and lessons-learned reports
7. Any additional areas identified by fire department staff and personnel.

### **3.4.2** Responsibility

1. **Chief of Department:** The Chief of Department has the responsibility for the implementation and operation of the department's risk management plan.
2. **Safety Officer:** The Fire Department's Safety Officer has the responsibility to develop, manage and annually revise the risk management plan. The Department Safety Officer also has the responsibility to modify the risk management plan when warranted by changing exposures, occurrences and activities.
3. **Employees:** All North Providence Fire Department employees have the responsibility for ensuring their own health and safety based upon the requirements of the risk management plan and the department's safety and health program.

### **3.4.3** Procedure

Risk Management is defined as the process of planning, organizing, directing and controlling the resources and activities of an organization in order to minimize detrimental effects on that organization.

Risk management shall be applied on three levels

1. The community as a whole
2. The fire department organization
3. Emergency response operations

#### **3.4.3-1** *The Community*

1. The North Providence Fire Department will endeavor to reduce risks to the community through fire prevention programs, public fire and safety education, and code enforcement, providing AEDs in public buildings as well as other programs such as providing CPR and AED classes, and smoke detector and carbon monoxide detector programs.

**3.4.3-2*****Fire Department organization***

1. Reducing risk to the fire department as a whole comprises the entire process of identifying the risk, selecting and implementing the proper control measures that might alter the risks. Those control measures are:
  - a) Avoidance or elimination of the unsafe practice or hazard
  - b) Administrative (i.e. SOPs, training requirements, regulations and standards)
  - c) Engineering (i.e. apparatus and equipment designs, mechanical ventilation, etc.)
  - d) Personal Protection (i.e. SCBA, Structural firefighting gear, EMS BSI equipment, etc.)

**3.4.3-3*****Emergency response operations***

1. Risk management principles shall be employed routinely by supervisory personnel at all levels of the incident management system to define the limits of acceptable and unacceptable positions and functions for all personnel at the incident scene.
2. The incident commander has the ultimate responsibility for the safety of all emergency personnel operating at an incident and for any and all other persons whose safety is affected by emergency operations. Risk management provides a basis for the following:
  - a) Standard evaluation of the situation
  - b) Strategic decision-making
  - c) Tactical planning
  - d) Plan evaluation and revision
  - e) Operational command and control
3. All on scene and routine emergency and non-emergency operations should adhere to the incident priorities of life safety, incident stabilization and property conservation. Each action should carefully consider the cost versus benefit of that action.
4. The Incident Commander and all members of the fire department shall utilize the following risk management principles:
  - a) Operations that present a significant risk to the safety of personnel shall be limited to situations where there is a potential to save endangered lives:

**(We will risk our safety when lives can be saved – “risk a lot to save a lot” - life safety)**

- b) Operations that are routinely employed to protect property shall be recognized as inherent risk to the safety of personnel, and actions shall be taken to reduce or avoid these risks. **(We will only risk our health and safety in a safe and highly calculated manner to save property- “risk a little to save a little”-property conservation)**
- c) No risk to the safety of personnel shall be acceptable where there is no possibility to save lives or property. **(We will not risk our health and safety when there is nothing to gain-“risk nothing when nothing is to be gained”)**
- d) In situations where the risk to fire department members is excessive, (as defined above a-c) operations shall be limited to defensive operations.
- e) Operations shall be limited to those that can be safely performed by the personnel available on scene.
- f) Operations shall be performed only by properly trained and experienced personnel.
- g) When inexperienced personnel are working an incident, direct supervision shall be provided by more experienced officers or members.
- h) Proper PPE and SCBA shall be used when operating in an IDLH atmosphere.
- i) The “2-in-2-out” rule shall be utilized when operating in a hazardous area
- j) Departmental SOPs address the multitude of safety and health issues and risks encountered by emergency personnel and should be followed to reduce those risks.

#### **3.4.4** **Plan Organization**

The risk management plan includes the following:

1. Identification of the risks members of the fire department could actually or potentially encounter both emergency and non-emergency.
  - a) Emergency risks include those presented at emergency incidents, both fire and non-fire (e.g. Hazardous materials, technical rescues, water rescue), emergency Medical incidents and emergency response.
  - b) Non-emergency risks include those encountered while performing functions such as station activities ( e.g. vehicle maintenance, station maintenance, daily office functions, food preparations ), training, physical fitness, non-emergency vehicle operations.
2. Evaluation of the identified risks based upon the frequency and severity factors

3. Development and implementation of an action plan for controlling each of the risks, in order of priority
4. Provisions for monitoring the effectiveness of the controls implemented
5. A periodic review of the plan with modifications made as needed

#### **3.4.5**

#### **Risk Management Plan Monitoring**

The plan requires a monitoring process which may be done by the health and safety committee or the safety officer.

1. The North Providence Fire Department's risk management program will be monitored annually by the Safety Officer
2. Recommendations and revisions will be made based on the following criteria:
  - a) Annual accident and injury data for the preceding year
  - b) Significant incidents that have occurred during the past year
  - c) effectiveness of control measures
  - d) Information and suggestions from department staff and members
3. Every 3 years the risk management program will be evaluated by an independent source. Recommendations will be sent to the Fire Chief, the Safety Officer and the Occupational Safety and Health Committee.

#### **3.4.6**

#### **Control Measure:**

| Identification      | Frequency/ Priority<br>Severity |     | Control Measures  |
|---------------------|---------------------------------|-----|---|
| Strains and Sprains | High/<br>Medium                 | Med | Use proper lifting techniques<br>Periodic ergonomics training<br>Evaluate injury reports to determine areas of concern<br>Physical conditioning |

|  |                 |      |  |
|--|-----------------|------|--|
| Environmental stress                                     | Med/High        | High | Activate Rehab sector SOP (SAF 1.10) during incidents and training<br>Acclimation to extreme weather<br>Daily hydration<br>Physical conditioning   |
| Emotional Stress   | Low/High        | High | Provide a health and wellness program<br>Keep EAP available to members<br>Provide CISD after traumatic incidents<br>Participation in physical fitness program  |
| Exposure to fire products                                | Medium/<br>High | High | Mandatory SCBA use as per SOP# SAF1.3, SAF3.3, OPS 3.4.3<br>Training and education on chronic effects of inhalation of by-products of combustion<br>Monitor CO and H2S levels at fire scene  |
| Incident scene safety                                    | Medium/<br>High | High | Utilize ICS OPS 5.1<br>Utilize proper PPE SAF 1.8<br>Utilize Accountability SAF 1.6<br>Follow SOPs on general incident safety SAF1.4, 2in2out SAF1.7, Incident rehab SAF 1.10, SAF Chapter 2 Emergency Situations  |
| Vehicle related incidents<br>Emergency/<br>non-emergency | Medium/<br>High | High | Follow all State motor vehicle laws related to emergency response/non emergency response<br>Provide EVOC training<br>Follow SOPs SAF1.2 Apparatus response, SAF 1.5 High visibility vests, SAF 1.9 Highway response and OPS 7.3 Apparatus maintenance                        |
| Technical Rescue incidents                               | Low/High        | High | Don't act in capacity beyond level of training<br>Train all members to awareness level in all areas<br>Follow SOPs OPS Chapter 4 Special Operations and Chapter 6 Other Emergencies  |
| Facilities and property                                  | Low/<br>Medium  | Med  | All facilities shall follow the NFPA life safety code adopted by the State of RI<br>Working areas in facilities shall follow OSHA laws<br>Conduct routine facility safety inspections<br>General maintenance program to avoid hazards<br>Provide adequate insurance coverage |
| Training   | Medium/<br>High | High | All training must be done safely with safety precautions in place with a qualified supervisor/instructor<br>Training shall be performed in accordance to NFPA standards and SOPs   |

|  |     |   |
|--|-----|---|
| Exposure to air-borne blood Low/high pathogens, infectious and contagious diseases | Med | Follow state and federal laws protecting workers<br>Limit or prevent exposure<br>Follow Department Infection Control Policy<br>Provide employees with proper vaccinations |
|--|-----|---|



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 3 Safety Programs

SOP # SAF 3.5

EFFECTIVE: TBA/ issued 1 NOV 13

### ANNUAL MEDICAL EVALUATIONS

**Purpose:** To establish an Annual Medical Evaluation Program that meets both State and Federal laws and serves to improve the health and safety of firefighters. The program aims to reduce the risk of fire service occupational morbidity and mortality through regular screening and early detection of risks and/or abnormalities.

Furthermore, this program is intended to be implemented as a positive individualized program that is not punitive. However, medical practice standards may be used when results indicate that life saving intervention may be required.

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#### **3.4.1** Program Requirements

The following Rhode Island General Law and associated NFPA 1500, 1987 edition, Federal OSHA Law and NFPA Standard current edition require annual medical evaluations:

1. **RIGL 23-28.4** Safety and Health Programs for Fire Departments: requires that NFPA 1500 Standard on Fire Department Occupational Safety and Health Program is adopted and adhered to by all applicable fire departments in the State.
  - a) The department policy assumes the 1987 Edition of NFPA 1500 as the State Law as adopted in 1988 which has the following requirements:
    - i. **5-3.6** All members using SCBA shall be medically certified by a physician on an annual basis.
    - ii. **8-1.2** All members engaged in emergency operations shall be re-examined by the physician on at least an annual basis and before being reassigned to emergency duties after debilitating illnesses or injuries.
2. **OSHA 29 CFR 1910.134 (c)(1)** In any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer, the employer shall establish and implement a written respiratory protection program with worksite-specific procedures. The program shall be updated as necessary to reflect those changes in workplace conditions that affect respirator use. The employer shall include in the program the following provisions of this section, as applicable:

- a) (ii) Medical Evaluations of employees required to use respirators.
- 3. **NFPA 1582, (2013 edition):** Standard on Comprehensive Occupational Medical Programs for Fire Departments: Chapter 7 “Occupational Medical Evaluation of Members”: relevant portions contained herein from NFPA 1582, 2013 page 1582-17:

- a) **7.1 General.**

- 7.1.1** The fire department shall establish and maintain a confidential occupational medical evaluation program for members.

- 7.1.2** Occupational medical evaluations shall be conducted as a baseline for surveillance and annually thereafter.

- 7.1.3\*** An occupational medical evaluation shall be performed following a member’s occupational exposure, illness, injury, or protracted absence from the job.

- 7.1.3.1** The scope of that evaluation shall be determined by the fire department physician after reviewing the type and severity of the condition.

- 7.1.4** The components of the medical evaluations shall conform to all applicable U.S. OSHA standards, including 29 CFR 1910.120, “Hazardous waste operations and emergency response”; 29 CFR 1910.134, “Respiratory protection”; 29 CFR 1910.95, “Occupational noise exposure”; and 29 CFR 1910.1030, “Bloodborne pathogens.”

### **3.4.2** Program Components

- 1. The Fatima Hospital corporate Care Unit shall provide Annual Medical Examinations to all members under the guidelines set forth by the department.
- 2. The Medical Exam and additional testing shall consist of the following:
  - a) Medical Surveillance Physical Exam
  - b) Spirometry
  - c) Audiometry
  - d) PPD
  - e) Comprehensive Metabolic Panel
  - f) Lipid Panel

- g) Urinalysis
  - h) CBC w/ differential
  - i) EKG
  - j) Chest X-Ray
  - k) Hepatitis B Surface Antibody
  - l) Hepatitis B Vaccine (as needed)
  - m) PSA testing (as needed)
3. Any blood or urine analysis is not intended to be and will not be used for drug use screening at any time.
  4. The Corporate Care Unit will provide a complete and confidential report directly to the member by way of standard mail within 1 month of the evaluation.
  5. The Department will not receive any confidential information; instead, it will receive a standard form consisting of the following evaluation choices describing the members fitness for duty:
    - a) Medically qualified in accordance with NFPA 1582
    - b) Medically qualified to wear an SCBA in accordance with the Respiratory Protection standard, OSHA 29 CFR 1910.134
    - c) Medically qualified, subject to the following restrictions (restrictions listed)
    - d) Medical Hold; pending further medical information
    - e) Not medically qualified. A medical condition was detected that may place the firefighter or others risk.

### **3.4.3** **Procedure**

1. Members will be scheduled through the Administrative Officer for an appointment with Corporate Care on an annual basis. Weekly appointments will be reserved for the department's use, and members will be notified at least 1 week prior to their scheduled appointment.
2. The appointment will be scheduled on a members scheduled work day.
3. The member is required to fill out a pre-exam medical evaluation questionnaire, located under the forms section of the server, at least one week before the exam. This completed form must be taken to the scheduled appointment.
4. The member is required to fast for 12 hours prior to the examination time for accurate CBC and metabolic panel results.

5. The Battalion Chief will insure that the company that the member is assigned to on a given exam day will be placed out of service for the duration of the examination, and reports to Fatima Corporate Care on time for the scheduled appointment. The company shall be immediately placed back in service at the conclusion of the exam.

#### 3.4.4

#### Rules of Management

1. Each member's Pre-Employment physical examination shall be considered their baseline regardless of the components involved. Therefore, all members are considered to be medically qualified as of their "Date of Hire".
2. Upon receipt of a "Medical Hold" or a "Not Medically Qualified" determination from the Physician conducting the medical evaluation, said member shall be granted 7 days of Administrative Leave.
3. Once placed on Administrative Leave, a determination will be made as to whether or not the condition is considered a job related injury or illness.
  - a) If the injury or illness is believed to be a job related injury utilizing the existing CBA language as a guideline, then the member must immediately process a medical release and complete all components of ADM 2.3 Injured on Duty, and a determination will be made by the department as to the status.
  - b) If the injury or illness is not a job related condition, then the member shall be placed on sick leave until the issue can be resolved and medical clearance is granted to return to duty; which, may be by a specialist treating the said condition or by re-examination by the physician conducting the NFPA 1582 physicals for the department.
4. Any false or inaccurate information provided to either the department or medical facility shall be considered a conduct violation and will be adjudicated in accordance with the appropriate Department Justice articles.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 3 Safety Programs

**SOP # SAF 3.6**

EFFECTIVE: 01 MAR 14

## INFECTION CONTROL PROGRAM

**Purpose:** To provide a comprehensive infection control system that maximizes protection against communicable disease and provides minimum levels of protection from infection for all members of the North Providence Fire Department, its patients and for the public at fire department facilities. This standard provides minimum criteria for infection control in the fire station, in the fire apparatus, during procedures at an incident scene, and at any other area where fire department members are involved in routine or emergency operations.

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### 3.6.1

#### Program Components

The North Providence Fire Department recognizes that communicable disease exposure is an occupational health hazard for firefighters. Communicable disease transmission is possible during any aspect of an emergency response, including in-station operations. The health and welfare of each member is a joint concern of the member and the Department. While each member is ultimately responsible for his or her own health, the Department recognizes a responsibility to provide as safe a workplace as possible. The goal of this program is to identify and limit exposure to infection, during the performance of assigned duties and within the fire department working and living environment, providing all members with the best available protection from occupationally acquired infectious and communicable diseases.

#### **3.6.1-1**

#### ***Policy***

1. To provide fire, rescue and emergency services to the public regardless of known or suspected diagnoses of communicable disease in any patient.
2. To treat all patient contacts as potentially infectious. Universal precautions will be observed at all times and will be expanded to include all body fluids and other potentially infectious material (body substance isolation).
3. Provide all members with the necessary training, immunizations and personal protective equipment (PPE) needed for protection from communicable diseases.
4. Recognize the need for work restrictions based on infection control concerns.

5. Encourage participation in member assistance (EAP) and critical incident stress (CISD) debriefing programs.
6. Prohibit discrimination of any member for health reasons, including infection or serocon-version, or both with HIV, HBV or HCV virus.
7. Regard all medical information as strictly confidential. No member's health information will be released without the signed written consent of the member.

**3.6.1-2**  
***Risk Management***

1. This policy will be referenced in the department's risk management plan and will be the administrative controls to minimize the risk to department personnel to infection and contagious diseases. This plan shall include the identification, evaluation, control and monitoring of risks to the following:
  - a) Fire department facilities
  - b) Fire department vehicles
  - c) Emergency medical service operations
  - d) Cleaning and disinfecting PPE and equipment
  - e) Any other situation that could result in occupational exposure to a communicable disease

**3.6.1-3**  
***Training and Education***

1. All members providing emergency services will be required to complete:
  - a) Initial infection control training prior to, or at time of, initial assignment to tasks where occupational exposure may occur.
  - b) Refresher training at least annually thereafter.
2. Training will be in compliance with NFPA 1581 and OSHA 29 CFR 1910.1030; and shall include the following:
  - a) Use of PPE
  - b) SOP's for safe work practices in infection control
  - c) Methods of disposal of contaminated articles and medical waste
  - d) Cleaning and decontamination
  - e) Exposure management
  - f) Medical follow-up

- g) Information on epidemiology, modes of transmission and prevention
- h) Potential reproductive health risks

**3.6.1-4*****Infection Control Officer (ICO)***

1. The designated infection control officer for the North Providence Fire Department shall be the department's Director of EMS. In the absence of the ICO the department's Safety Officer, or Assistant Safety Officer shall assume the duties and responsibilities of the ICO. Additional ICOs may be assigned as necessary.
2. The ICO shall be responsible for maintaining a liaison with infection control representatives at health care facilities and the RI Department of Health and the Department Safety Officer.
3. When notified of an infectious exposure, the ICO shall ensure the following:
  - a) Notification, verification, treatment and medical follow-up of members
  - b) Documentation of the infectious exposure on NPFD infectious exposure form
4. The ICO shall examine compliance procedures and engineering controls to ensure their effectiveness in accordance to this policy.
5. The ICO shall serve on the department's Health & Safety Committee.
6. The ICO shall be knowledgeable and cognizant of the issues associated with bioterrorism pathogens and emerging infectious diseases that members could encounter during the performance of their job duties.
7. The ICO shall be familiar with any state or federal laws, such as the Ryan White Act and HIPPA, which relate to infectious disease exposure and confidentiality.

**3.6.1-5*****Health Maintenance***

1. Any occupational exposures will be recorded on a department exposure form and stored in the department's data base file as specified in NFPA 1500, NFPA 1582 and OSHA 29 CFR 1910.1020.
2. Vaccination status on each member shall be kept on file.
3. The data base shall be maintained and treated as a confidential medical record.

**3.6.1-6*****Immunizations and Infectious Disease Screening***

1. All members shall be immunized against infectious disease as required by the North Providence Fire Department and OSHA 29 CFR 1910.1020 "Bloodborne Pathogens". These immunizations shall be at no cost to the member.
2. Members who choose to decline immunization offered by the department shall sign a written declination. This declination shall become part of the member's health file. The member shall be allowed to recant a declination and receive the offered immunizations. Members are encouraged to participate in the basic immunizations for the protection of themselves, their co-workers and their families; as well as to support any potential job related illness claim.
3. The following infectious disease immunizations or disease screenings are recommended for each member and shall be provided to all members if needed and upon written request with primary care physicians recommendation:
  - a) Tuberculosis Screening
  - b) Hepatitis B Vaccination
  - c) Hepatitis C screening (following occupational expose or at request of member)
  - d) HIV screening (following occupational exposure or at request of member)
  - e) Tetanus/diphtheria and pertussis vaccine (Tdap) (booster every 10 years)
  - f) Measles, Mumps and Rubella vaccine (MMR)
  - g) Polio vaccine
  - h) Hepatitis A vaccine (for high-risk personnel with frequent or expected exposures to contaminated water.)
  - i) Varicella vaccine offered to all non-immune personnel.
  - j) Influenza vaccine (annually)

**3.6.1-7*****Infectious Exposure***

1. If a member has sustained an infectious exposure, the exposed area shall be immediately and thoroughly washed using soap and water. Mucous membranes should be flushed with water or saline. If soap and water are not readily available, waterless cleansers, antiseptic wipes, alcohol or other waterless skin cleaning agents shall be used until soap and water are obtained.
2. Any member who has an infectious exposure shall immediately notify their direct supervisor; and, the ICO and Safety Officer shall be notified.

3. The ICO, upon being informed, shall ensure that the exposed member be offered immediate medical evaluation, guidance and if appropriate:
  - a) Post-exposure prophylaxis
  - b) Confidential, post-exposure counseling and subsequent testing
4. The exposed member shall fill out a Rhode Island Pre-Hospital Exposure Form and turn this form in to the Charge Nurse of the transporting hospital. Proper medical follow-up will not be possible unless this form is filled out immediately after the exposure.
5. The exposed members supervisor shall fill out the North Providence Fire Department's Exposure Form (located on the department server ) including information of:
  - a) The details of the task being performed when the exposure occurred
  - b) The source of transmission (blood, saliva, etc.)
  - c) Relevant medical and social history of the source
  - d) Means of entry
  - e) PPE utilized
  - f) Disposition of medical management
6. Copies of all exposure reports, doctor's reports and medical records pertaining to the exposure shall be placed in the member's medical file.

### **3.6.2** **Fire Department Facilities**

1. Hand washing capacity:
  - a) There shall be a suitable hand-washing facility equipped with antiseptic soap and a supply of disposable towels located on the ground floor adjacent to apparatus and apart from station living quarters. This area will be the wash rooms off the apparatus floor in Stations 1 & 3 and the bathroom off the apparatus floor at Station 2,
  - b) Hand washing shall occur before the member enters the fire station's living, sleeping and/or eating areas if the member has been potentially exposed or contaminated to infectious agents.
  - c) Where running water is not available waterless antiseptic hand cleansers shall be made available.

- i. Hand sanitizer will be made available outside each entrance to living areas within the fire stations.

2. Kitchen areas:

- a) All food preparation surfaces, and surfaces used for food preparation containers and utensils should be of a nonporous material.
- b) Dishwashing areas shall be equipped with shelving or racks to drip-dry cleaned utensils and food containers. This shelving should be of nonporous material and shall allow drainage directly into a sink.
- c) All kitchens should have a double sink with a sprayer attachment.
- d) All surfaces surrounding the sink should be of nonporous material.
- e) All kitchens shall be equipped with a range, oven, refrigerator and dishwasher.

3. Food Storage:

- a) Perishable food that needs cold storage shall be kept at a temperature of 38°F or lower
- b) Perishable food that needs freezer storage shall be kept at 0°F or lower
- c) All food removed from their original packaging shall be kept in tightly sealed food containers or wrapped with plastic food wrap
- d) Dishwashers should supply water for washing at 140°F

4. Sleeping Areas:

- a) A minimum of 60 ft<sup>2</sup> of floor space per bed should be maintained.
- b) Ventilation, heating and cooling shall be provided in sleeping areas.

5. Bathrooms:

- a) Doors, sinks and other bathroom fixtures shall be designed to prevent or minimize the spread of contamination.
- b) A clearly visible sign reminding members to wash their hands should be posted prominently in each bathroom.

6. Equipment Storage:

- a) Emergency medical equipment and supplies stored in fire stations, other than vehicles, shall be stored in a dedicated, enclosed area to protect them from temperature degradation, contamination and other physical damage. This area should be secured and labeled.

- b) Open and reusable emergency medical supplies and equipment shall not be stored in personal clothing lockers, kitchens, living or sleeping areas.
7. Potentially Contaminated PPE (personal protective equipment):
- a) Shall be stored in a dedicated, well-ventilated area or room.
  - b) Potentially contaminated PPE shall not be allowed in personal clothing lockers or in any living areas (kitchen, sleeping, recreation, bathrooms)
8. Contaminated Storage:
- a) Areas or containers for the temporary storage of contaminated medical supplies or equipment prior to disinfection or disposal shall be separated physically from members in facilities or on vehicles. Such areas or containers shall not be used for any other purpose.
9. Cleaning Areas, Disinfecting Facilities and Disposal Areas:
- a) All cleaning and disinfection of emergency medical equipment shall take place at a medical facility (hospital) whenever possible to avoid cross-contamination within vehicles and fire stations..
  - b) Under no circumstances shall kitchens, bathrooms or living areas in fire stations be used for decontamination of equipment.
  - c) Medical waste, including medical gloves, dressings, etc., shall be placed in appropriate containers for biohazard waste. They shall not be placed in regular waste containers, and shall not be left on streets, sidewalks, apparatus, apparatus floors, or any other location. Medical waste shall be bagged, sealed and disposed of at proper medical facilities (hospitals).
  - d) For sharps disposal see section 3.6.4-3
  - e) Under no circumstances shall regulated medical waste, including sharps, be disposed of in fire stations.
  - f) Contaminated PPE or Station uniforms shall be bagged and brought to Station 2 for proper cleaning in the extractor washing machine.

### **3.6.3** **Fire Department Apparatus**

1. All fire department vehicles involved in providing any level of emergency medical services shall comply with health and infection control laws and regulations.
2. Waterless cleansers, antiseptic wipes, alcohol or other skin cleaning agents shall be made available on all apparatus.

3. All engineering controls directed toward infection control in vehicles used to transport patients, including ventilation, exhaust vents and air filtration shall meet or exceed the criteria contained within GSA Federal Specifications KKK-A-1822F and NFPA 1581.
4. The interior of fire department vehicles used to transport patients shall meet or exceed the requirements of NFPA 1581; 6.2.6.1 through 6.2.6.6.
5. All seats, mounted cushions, cots, floors, counters, shelves, bulkheads, and container linings must be made of or covered by nonabsorbent, washable material. These surface materials should be inert to detergents, solutions, and solvents, for disinfecting and cleaning as described by OSHA or CDC.
  - a) The fire department must consider engineering controls for proper decontamination and disinfecting when designing new vehicles and apparatus. EMS compartments on fire apparatus and other vehicles should be designed to facilitate easy decontamination and disinfecting in the event contaminated materials are placed in these compartments.
  - b) Once soiled with patient material, contaminated environmental surfaces should be washed with hot soapy water and rinsed with clean water. Subsequently, disinfection should occur with disinfectants approved and registered with the Environmental Protection Agency (EPA) as tuberculocidal. If a disinfectant is tuberculocidal, it is strong enough to kill bacteria and viruses of concern.
  - c) An equally effective and less expensive alternative to commercial disinfectants is household bleach. Using 1 part bleach to 100 parts tap water (approximately 1/4 cup bleach per gallon of water) provides the recommended concentrations of hypochlorite (the active ingredient in bleach).
  - d) Due to the loss of potency of bleach solutions when exposed to light over time, bleach solution should be prepared daily or stored in a closed brown bottle for no more than a month.
  - e) Members using disinfectants must be aware of safety and health precautions such as ventilation, use of appropriate PPE, and flammability and reactivity of the disinfectants. If commercial disinfectants are used, the manufacturer's instructions for use and storage should be followed.

### **3.6.4**

#### **EMS Operations Protection**

##### **3.6.4-1**

###### ***Personnel***

1. Prior to any contacts with patients, members shall cover all areas of abraded, lacerated, chapped, irritated, or otherwise damaged skin with adhesive dressings.
2. Any member who has skin or mucosal contact with body fluids shall thoroughly wash the exposed area immediately as stated in 3.6.1.7 "Infectious Exposure".
3. After removal of any PPE, including gloves, all members shall wash their hands immediately or as soon as feasible.

##### **3.6.4-2**

###### ***Personal Protective Equipment***

1. Personal Protective Equipment, as used in this policy, is defined as specialized clothing or equipment worn by a member for protection against a biohazard and bloodborne pathogens. General work clothes (including station uniform, uniform jackets, etc) not intended to function as protection against a hazard are **NOT** considered as personal protective equipment.
2. Members providing any emergency medical services shall don non-latex medical gloves prior to initiating such care to protect against the variety of diseases, modes of transmission, and unpredictable nature of the work environment. Non-latex medical gloves shall be a standard component of emergency response equipment. Only latex-free medical gloves are permitted for use under RI EMS Protocols.
3. Medical gloves shall be removed as soon as possible after the termination of patient care, taking care to avoid skin contact with the glove's exterior surface, and shall be disposed of properly. Hands shall be washed as specified in this policy following removal of medical gloves.
4. All PPE used while providing emergency medical service shall meet the requirements of NFPA 1999 and shall be donned prior to beginning any emergency medical service.

5. PPE used while providing emergency medical services, including masks, splash-resistant eyewear, medical gloves, and fluid-resistant clothing, shall be present on all fire department vehicles that support emergency medical service operations.
6. Masks, splash-resistant eyewear, and fluid-resistant clothing shall be used by members providing treatment during situations involving spurting blood, trauma, or childbirth, or other situations where gross contamination is anticipated or possible such as placement of advanced air-ways or suctioning of patient or whenever vomit and other bodily fluids may be present
7. Appropriate respiratory protection shall be used during situations involving potential exposures to airborne pathogens.
8. Resuscitation equipment, including bag-valve masks, shall be available on all fire department vehicles that support emergency medical service operations. The equipment shall be used by members performing airway management.
9. Structural fire-fighting gloves shall be worn by members in any situation where sharp or rough surfaces or a potentially high heat exposure is likely to be encountered, such as patient extrication. Medical gloves shall not be worn under structural firefighting gloves.
10. Cleaning gloves shall be reusable, heavy duty, mid-forearm length, and designed to provide limited protection from abrasions, cuts, snags, and punctures.
11. Cleaning gloves shall provide a barrier against body fluids, cleaning fluids, and disinfectants.
12. Cleaning gloves, splash-resistant eyewear, and fluid resistant clothing shall be worn by members during cleaning or disinfecting of clothing or equipment potentially contaminated during emergency medical service operations.
13. Members shall not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses while wearing cleaning gloves, in vehicles or in any work area that a reasonable likelihood of occupational exposure or cross-contamination may occur

**3.6.4-3*****Handling of Sharp Objects***

1. All members shall take precautions during procedures to prevent injuries caused by needles, scalpel blades, and other sharp instruments or devices.
2. All used sharp objects, such as needles, scalpels, catheter stylets, and other potentially contaminated sharp objects, shall be considered infectious and shall be handled with extraordinary care.
3. Except for those that are automatic or self-sheathing, needles shall not be manually recapped, bent, or broken.
4. Following use, all sharp objects shall be placed immediately in sharps containers.
5. Sharps containers shall be located in all patient transport vehicles and shall be readily available in such items as drug boxes, trauma kits, and IV kits.

**3.6.5****Cleaning, Disinfecting and Disposal**

1. Hands shall be washed as follows:
  - a) After each emergency medical incident
  - b) Immediately or as soon as possible after removal of gloves or other PPE
  - c) After cleaning and disinfecting emergency medical equipment
  - d) After cleaning PPE
  - e) After any cleaning function
  - f) After using the bathroom
  - g) Before and after handling food or cooking and food utensils
2. Hands and contaminated skin surfaces shall be washed with nonabrasive soap and water by lathering the skin and vigorously rubbing together all lathered surfaces for at least 10 seconds, followed by thorough rinsing under warm running water.
3. Where provision of hand washing facilities is not feasible, appropriate antiseptic hand cleansers in conjunction with clean cloth, paper towels, or antiseptic towelettes shall be used.
4. Where antiseptic hand cleansers or towelettes are used, hands shall be washed with nonabrasive soap and warm running water as soon as feasible.

5. All disinfectants shall be approved by and registered as tuberculocidal with the U.S. Environmental Protection Agency (EPA).
6. Care shall be taken in the use of all disinfectants.
7. Members shall be aware of the flammability and reactivity of disinfectants and shall follow the manufacturer's instructions.
8. Disinfectants shall be used only with ventilation and while wearing appropriate infection control garments and equipment, including, but not limited to, cleaning gloves, face protection devices, and aprons.
9. Disinfecting shall take place in the designated disinfecting facility.

### **3.6.6**

#### **Emergency Medical Equipment**

1. Where emergency medical equipment cleaning is performed by members, it shall take place in a designated disinfecting facility and appropriate personal protective equipment shall be available, including the following:
  - a) Splash-resistant eyewear
  - b) Cleaning gloves
  - c) Fluid-resistant clothing
2. Dirty or contaminated emergency medical equipment shall not be cleaned or disinfected in fire station kitchen, living, sleeping, or personal hygiene areas.
3. Personal protective equipment shall be used wherever there is a potential for exposure to body fluids or potentially infectious material during cleaning or disinfecting.
4. Prior to cleaning and disinfecting, dirty or contaminated emergency medical equipment shall be stored separately from cleaned and disinfected emergency medical equipment.
5. Dirty or contaminated runoff from emergency medical equipment and cleaning and disinfecting solutions shall be drained into a sanitary sewer system or septic system.
6. Emergency medical equipment, metal, and electronic equipment shall be cleaned in a manner appropriate for the equipment and then disinfected.

7. Only disinfectants that are chemically compatible with the equipment or surface to be disinfected shall be used.
8. The disinfectant manufacturer's instructions for use shall be followed.
9. Reusable emergency medical equipment that comes in contact with mucous membranes shall require cleaning and a high-level disinfection or sterilization in accordance with the medical equipment manufacturer's instructions after each use.
10. Environmental surfaces shall be cleaned in a manner appropriate for the surface and then disinfected.

### **3.6.7**

#### **Clothing and Personal Protective Equipment**

##### **3.6.7-1**

###### ***Fire Department Role***

1. The fire department shall clean, launder, and dispose of personal protective equipment at no cost to the member.
2. The fire department also shall repair or replace personal protective equipment as needed to maintain its effectiveness, at no cost to the member.
3. If a garment(s) is penetrated by blood or other potentially infectious materials, the garment(s) shall be removed immediately or as soon as feasible.
4. All personal protective equipment shall be removed prior to leaving the work area.
5. Clothing that is contaminated with body fluids shall be placed in leak proof bags, sealed, and transported for cleaning or disposal.

##### **3.6.7-2**

###### ***Contaminated Clothing***

1. Cleaning or disinfecting of protective ensembles and contaminated station/work uniforms shall be performed at Station 2 for proper cleaning in the extractor washing machine.

2. The cleaning of contaminated PPE, station/work uniforms, or other clothing shall **NOT** be done at home.
3. Structural fire-fighting protective ensembles and the individual ensemble elements that include garments, helmets, gloves, footwear, and interface components shall be maintained, cleaned, and decontaminated in accordance with NFPA 1851 and the manufacturer's instructions.
4. When a garment is contaminated, it shall be cleaned as soon as possible.
5. When PPE is removed, it shall be placed in a designated area or container for storage until cleaned or disposed of.
6. Self-contained breathing apparatus (SCBA) cleaning, maintenance, and care shall be in accordance with NFPA 1852, OSHA 29 CFR 1910.134 "Respiratory Protection", paragraph (h) and Appendix B-2, and the manufacturer's instructions.

### **3.6.8** Disposal of Materials

1. Sharps containers shall be disposed of at a hospital facility and in accordance with applicable federal, state, provincial, and local regulations.
2. Contaminated sharps shall be discarded immediately or as soon as feasible in containers with the following features:
  - a) Closable
  - b) Puncture-resistant
  - c) Leak proof on sides and bottom
  - d) Labeled or color-coded in accordance with Section 8.8
3. During use, containers for contaminated sharps shall meet the following requirements:
  - a) They shall be accessible to personnel.
  - b) They shall be located as close as is feasible to the immediate area where sharps are used or anticipated to be found.
  - c) They shall be maintained upright throughout use.
  - d) They shall be replaced routinely and not be allowed to overfill.

4. When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.
5. Sharps containers shall be placed in a secondary container if leakage is possible.
6. The following shall be placed in leak proof bags, sealed, and disposed of as medical waste:
  - a) Contaminated disposable medical supplies and equipment
  - b) Contaminated disposable PPE
  - c) Contaminated wastes

### **3.6.8-1**

#### ***Non-contaminated Waste Collection***

1. Non-contaminated disposable medical supplies and equipment, non-contaminated disposable PPE, and non-contaminated wastes shall be permitted to be collected in closable waste containers and shall be disposed of.
2. Such waste collection containers shall not be located in any fire station kitchen, living, or sleeping area.
3. Where it has been determined by the infection control officer that it is not possible for non-disposable items to be disinfected, they shall be placed in leak proof bags, sealed, and disposed of as medical waste.

### **3.6.8-2**

#### ***Linen***

1. Contaminated laundry shall be handled as little as possible and with a minimum of agitation.
2. Contaminated laundry shall be bagged and put into proper containers at the transporting hospital. If transportation of contaminated laundry is necessary it shall be placed and transported in bags or containers labeled or color-coded in accordance with Section 3.6.7.
3. Wherever contaminated laundry is wet and presents a reasonable likelihood of soaking through or leaking from the bag or container, the laundry shall be placed and transported in bags or containers that prevent soak-through or leakage, or both, of fluids to the exterior.
4. The employer shall ensure that employees who have contact with contaminated laundry wear PPE commensurate with the risk.

**3.6.9**  
**Housekeeping****3.6.9-1**  
***Fire Department Role***

1. The fire department shall ensure that the worksite is maintained in a clean and sanitary condition.
2. The fire department shall determine and implement a written schedule for cleaning and method of decontamination based on the following:
  - a) Location within the facility
  - b) Type of surface to be cleaned
  - c) Type of soil present
  - d) Tasks or procedures performed
3. After contact with blood or other potentially infectious materials, equipment and environmental and working surfaces shall be cleaned and decontaminated using any cleaner or disinfectant agent intended for environmental use. Environmental and working surfaces shall include the following:
  - a) Floors
  - b) Woodwork
  - c) Ambulance seats
  - d) Countertops
  - e) Cots and equipment
4. Contaminated work surfaces shall be decontaminated with a disinfectant at the following times:
  - a) After completion of an incident involving emergency medical service operations
  - b) Immediately or as soon as feasible where surfaces are overtly contaminated
  - c) Immediately after any spill of blood or other potentially infectious materials
  - d) At the end of the work shift if the surface was possibly contaminated since the last cleaning
5. All bins, pails, cans, and similar receptacles intended for reuse that have a reasonable likelihood of becoming contaminated with blood or other potentially

infectious materials shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contamination.

**3.6.9-2**  
***Labeling***

1. Warning labels shall be affixed to containers of regulated waste and other containers used to store, transport, or ship blood or other potentially infectious materials, such as sharps.
2. Required labels shall include the symbol shown here:



***DOT (Department of Transportation) Symbol for Bio-Hazard***

3. The labels shall be fluorescent orange or orange-red, or predominantly so, with lettering or symbols in a contrasting color.
4. The labels required shall be affixed as closely as feasible to the container by string, wire, adhesive, or other method that prevents their loss or unintentional removal.
5. The use of red bags or red containers shall be permitted to be substituted for the use of labels.
6. Labels required for contaminated equipment shall specify which portions of the equipment remain contaminated.
7. Regulated waste that has been decontaminated shall not be required to be labeled or color-coded.



# North Providence Fire Department

## STANDARD OPERATING PROCEDURES



SAF: Chapter 4 Training Programs

**SOP # SAF 4.0**

EFFECTIVE: 01 MAR 14

## DEPARTMENT TRAINING PROGRAM

**Purpose:** To communicate the responsibilities and activities of the Training Division to the members of the North Providence Fire Department. It also provides a document to direct the activities of the Training Division including the establishment of the Training Calendar. The Plan shall be reviewed and revised annually.

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**Scope:** The North Providence Fire Department Annual Training Plan (ATP) serves to inform members of the training requirements and opportunities during the year. This plan is directed at all personnel regardless of rank, and meets the objectives established in the Strategic Plan. The training plan continues to serve as a comprehensive all-hazards approach that meets or exceeds federal, state and local regulations as well as the needs of North Providence Fire Department members.

In order to meet the training requirements for the year, the ATP will have a balanced approach for all disciplines. The plan is designed to be specific yet allow for flexibility in the event of training that is made available or as departmental needs dictate. The ATP will remain the ultimate authority for training topics and any changes shall be approved by the Training Division.

### **4.0.1** Responsibilities

#### **4.0.1-1** *Training Division*

1. The Training Division is responsible for assessing department training needs using requirements established by regulatory agencies, the State of Rhode Island and the North Providence Fire Department. Department members will be able to provide input to the ATP through annual feedback surveys. The Training Division will identify programs and processes that require additional development.
2. The Training Division is responsible for facilitating effective and consistent training delivery throughout all levels of the department.

**4.0.1-2**  
**Members**

1. As a duty function, members shall be responsible to maintain proficiency in their skills and knowledge, and to avail themselves of the professional development provided to them through department training and education programs.

**4.0.2**  
**Training Plan**

1. The ATP will be combined with minimum company standards, impromptu operational scenarios and scheduled opportunity training to form a comprehensive training program to meet the needs of the department. The ATP may be modified as the year progresses to include other training opportunities that are made available or department directions or deficiencies that are identified.

**4.0.2-1**  
***Task Oriented Training (TOT)***

1. Task Oriented Training is task level minimum company standards (Task Standards). Task Oriented Training will be issued through the Training Division at least once monthly. It is the responsibility of each Company Officer to complete the assigned TOT and to ensure that each crew member possesses the knowledge, skills and abilities to perform his or her duties to meet the established expectation of the North Providence Fire Department (assigned task standard).
2. Completion and attendance of TOTs shall be entered by the Company Officer into the department's electronic data collection system as directed in the Training Directive accompanying the assigned TOT.

**4.0.2-2**  
***Tail-board discussion***

1. Tail-board discussions are discussion topics issued through the Training Division or by the Company Officer.
  - a) Tail-board discussions are short documents, a fire/EMS magazine article, a short video or topic from any fire service web-site discussing a training issue or technique within the fire/rescue industry.
  - b) Once a topic has been chosen or issued, the Company Officer is to review the topic and discuss strategy, tactics or other related issues with their crew members.

- c) These discussions should be done weekly and should take approximately one hour and shall be entered into the electronic data collection system as a company drill or as directed.

**4.0.2-3*****In-Service Company Drills***

- 1. In-service company drills are hands-on Single or Multi-company drills that are performed on a Company level while remaining in service or assigned a “last out” status by Dispatch. The topics of these drills are at the Company Officers discretion choosing a topic that the Officer feels the crew members need improvement or further practice in.
  - a) These drills should be conducted at least monthly and shall not replace any other scheduled or assigned training for the month.
  - b) Company drills shall be logged into the department’s electronic data collection system as a company drill.

**4.0.2-4*****DOT Training***

- 1. DOT training is scheduled training delivered through the Division of Training. This training may consist of a lecture, hands-on or scenario based.
  - a) DOT training is delivered by or supervised by the Training Officer or his/her designee. DOT training modules will be scheduled monthly. It will include refresher training, yearly required training, training on new equipment and procedures or training on new subjects or techniques to be used by the North Providence Fire Department.

**4.0.2-5*****On-Line Independent Study Training***

- 1. On-line independent study training is training classes that can be taken on-line. This training is issued when there may be courses or requirements that can be taken on-line. The required topics will be issued through the Training Division and will be recorded into the electronic data collection system.
  - a) Many non- required courses that may be of interest to individuals can also be taken and a copy of certification sent to the Training Division
  - b) Some on-line training sites include; the National Fire Academy, National Association of Fire Investigators, FEMA Emergency Management Institute

and many others. A copy of any certificates received through this training shall be forwarded to the Training Officer for filing.

#### **4.0.2-6**

##### ***Outside training sources***

1. Outside training courses are courses that are available through RIEMA, the RIFA, NFA or private training companies offering a vast array of courses to firefighters.
  - a) Any courses that are sent to the training division will be forwarded to the fire stations by e-mail for notification. It is the responsibility of the individual to apply to these courses if interested in attending.
  - b) There will be no compensation to attend these courses, however duty coverage and/or course fees may be granted by the Fire Chief on a case by case situation.
  - c) A copy of any certificates received through this training shall be forwarded to the Training Officer for filing.

#### **4.0.3**

##### **New Candidate Recruit School Training**

1. The North Providence Fire Department shall establish a training and education program that provides new members initial training, proficiency opportunities and a method of skill and knowledge evaluation for duties assigned to the member prior to engaging in emergency operations. New members shall be restricted to activities during emergency operations until the member has demonstrated the skills and abilities to complete the tasks expected.
2. All new members will be expected to complete training in Firefighting activities, personal protective equipment (PPE), self-contained breathing apparatus (SCBA), firefighter rescue, self-rescue, hazardous materials operations, emergency medical techniques, driver operator training, special operations awareness, Incident Command, risk management and infection control.
3. In order to meet these requirements the North Providence Fire Academy will work in conjunction with the State Fire Academy to provide the new members with the required hours and curriculum to achieve a Pro-Board and State certification in each area.
4. Additional training will be conducted by the North Providence Fire Department Division of Training (NPFD-DOT) to provide a more customized and personalized approach to meet the Standards of the North Providence Fire Department.

5. The training outline is as follows:

|   |                              |
|---|------------------------------|
| Firefighter I & II.....                         | State level NFPA 1001-RIFA   |
| Hazardous Materials Operations.....             | State Level NFPA 472-RIFA    |
| Driver Operator/Pumper.....                     | State Level NFPA 1002-RIFA   |
| Driver Operator/Aerial.....                     | State Level NFPA 1002-RIFA   |
| Incident Command System.....                    | NIMS 100, 200, and 700-USFA  |
| Beyond the Basics.....                          | State Level-RIFA or NPFD-DOT |
| FAST/RIT.....                                   | State Level-RIFA or NPFD-DOT |
| Special Operations Awareness <sup>1</sup> ..... | State Level-RIFA or NPFD-DOT |
| SCBA -NFPA 1404.....                            | NPFD-DOT                     |
| Risk management.....                            | NPFD-DOT                     |
| Infection Control.....                          | NPFD-DOT                     |
| Emergency Medical Technician.....               | RIDOH and/or NPFD-DOT        |

#### **4.0.4** Documentation

1. The department's electronic data collection system is currently FD Manager.
2. TOTs, Tail-board discussions and company drills must be entered into FD manager upon completion by the Company Officer.
  - a) TOTs will be entered under the *type* "Task Oriented Training" with the *subject* title as assigned by the Training Directive.
  - b) Tail-board discussions and company drills shall be entered by selecting "Company Drill" as the *type*, with the *subject* title chosen from the drop down menu consisting of EMS review, Engine Ops, Ladder Ops or Squad Ops
  - c) If a new subject title is required and is not available in the drop down menu, notify the training division or Assistant Chief who can make the addition
3. DOT Training classes through the Training Division shall be entered into FD Manager by the Class Instructor or Training Officer. Each DOT module will have a specific type and subject available for recording purposes.
4. On-line training and training completed by outside sources are not required to be entered into FD Manager; however, a certificate of completion shall be forwarded to the Training Division or Assistant Chief to be filed.

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<sup>1</sup> Special Operations include Confined Space Rescue, Trench Collapse Rescue, Rope Rescue, Building Collapse Rescue, Water Rescue and machine extrication.