



POLICIES & STANDARD OPERATING GUIDELINES MANUAL

Approved by the Fire Chief
Effective
08/10/2015
Updated 1/7/2026

POLICIES & SOG MANUAL

The Policies and Standard Operating Guidelines Manual has been developed to assure delivery of Department goals set forth in the Mission Statement. As such, it has been approved by the Fire Chief. The manual will be reviewed annually for updates or deletions. The Fire Chief shall have the right, subject to review by the City Manager, to issue, amend, revoke or make special exception to this manual at any time. This manual only pertains to personnel in the Fire Department belonging to the Suppression, Rescue, Training, Fire Prevention and Support Services Divisions. The Ocean Rescue Division will have a separate SOG/Policy Manual.

A copy of this manual will be placed in each Fire Station. A PDF copy will also be placed in Target Solutions and Power DMS.

It shall be the responsibility of all Fire Department employees to thoroughly familiarize themselves with this manual and conform to it. All supervisors shall be responsible for enforcement of all Policies and Standard Operating Guidelines within this manual. In the event of improper action, or breach of discipline, it will be presumed that each Fire Department employee was familiar with the Policies and Standard Operating Guidelines set forth in this manual.

The Miami Beach Fire Department Policies & Standard Operating Guidelines Manual shall become effective on 08/01/2015. This manual shall replace **ALL** Fire Department SOGs and Rules & Regulations prior to this effective date whether listed in this manual or not.

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SECTION 100 FIRE CHIEF'S OFFICE



City of Miami Beach

FIRE - RESCUE DEPARTMENT

ISSUE DATE 10/22/2025 SOG#____
Date Created x/xx/xxxx

PART-SECTION: Section 100 Fire Chief's Office	AUTHORIZED BY:
PROCEDURE: Missions Statement and Motto	Digna Abello, Fire Chief

POLICY:

It is the policy of the Miami Beach Fire Department that all administrative decisions and actions be motivated by a commitment to the main reason for our organization's existence as reflected in our Mission Statement. It is also our goal to encourage all members to have the same motivation in all decisions that they make and all actions that they carry out as representatives of the Fire Department.

SCOPE:

This policy applies to all members of the Miami Beach Fire Department.

MISSION STATEMENT:

The Miami Beach Fire Department is a team of dedicated professionals whose mission is to provide our residents and visitors with the highest level of safety and security through the delivery of fire suppression, emergency medical services, disaster response, ocean rescue, fire prevention, public education programs and public safety communications.

ORGANIZATIONAL VISION:

Miami Beach Fire Department is recognized by our visitors, residents, businesses, institutions, and regional fire agencies as a Fire Department which places a high premium on quality service to others.

Our organizational culture will reflect an honest, respectful team atmosphere that is nurtured by open internal and external communication processes which allow for a greater understanding and involvement in decisions. Our mission will be accomplished by a physically fit workforce striving to improve our training in a variety of diverse skill sets. Our dedicated professional staff will convey enthusiasm in our commitment to excellence by equally, and without prejudice, demonstrating empathy and compassion to all those visiting, living, or working in our community.

Our leadership and labor force will work to hold each other accountable for applying organizational values and reaching our goals. Emphasis will be placed upon gaining consensus on organizational issues, assuring a healthy work environment and providing employee job satisfaction.



City of Miami Beach

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PART-SECTION: Section 100 Fire Chief's Office	AUTHORIZED BY:
PROCEDURE: Missions Statement and Motto (2)	Digna Abello, Fire Chief

We will honor our community's trust by providing the most effective, efficient, and fiscally responsible service possible to all areas of the community. By identifying our evolving community risks, and the demands of those risks, we will improve our response capacity by identifying resource and deployment strategies that carry the best interest of our community and increases the probability of satisfying our mission. We will expand our community information and education initiatives so that our priorities, philosophy, and operations are clearly understood. We will explore all opportunities to implement new technology to improve the quality of fire and rescue services, while expending time and energy towards developing the best strategies for continued improvement. We will be driven to offer best practices ensuring that visitors and the community of Miami Beach receive outstanding fire and rescue services.

VALUES:

Fitness
Integrity
Respect
Education

Organization
Compassion
Ethics
Adaptability
New technology

Reliability
Enthusiasm
Service
Creativity
Unity
Excellence

MOTTO:

"RAPID RESPONSE, QUALITY SERVICES"



City of Miami Beach

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PART-SECTION: Section 100 Fire Chief's Office	AUTHORIZED BY:
PROCEDURE: Organization	Digna Abello, Fire Chief

The Miami Beach Fire Department shall consist of the Fire Chief (Director), Deputy Chief of Administration, Deputy Chief of Operations, Division Chiefs, Captains, Lieutenants, Firefighters, Lifeguards and other employees as determined by the Fire Chief.

The Fire Chief shall organize the Department into Shifts, Zones, Divisions and Companies. Divisions shall be compromised of Operations, Rescue, Support Services, Training, Fire Prevention, Ocean Rescue and other Divisions, Bureaus, or Sections as needed.

The Fire Chief shall prescribe the hours of work for all Fire Department personnel. Personnel in the Fire Department include classified and unclassified employees.

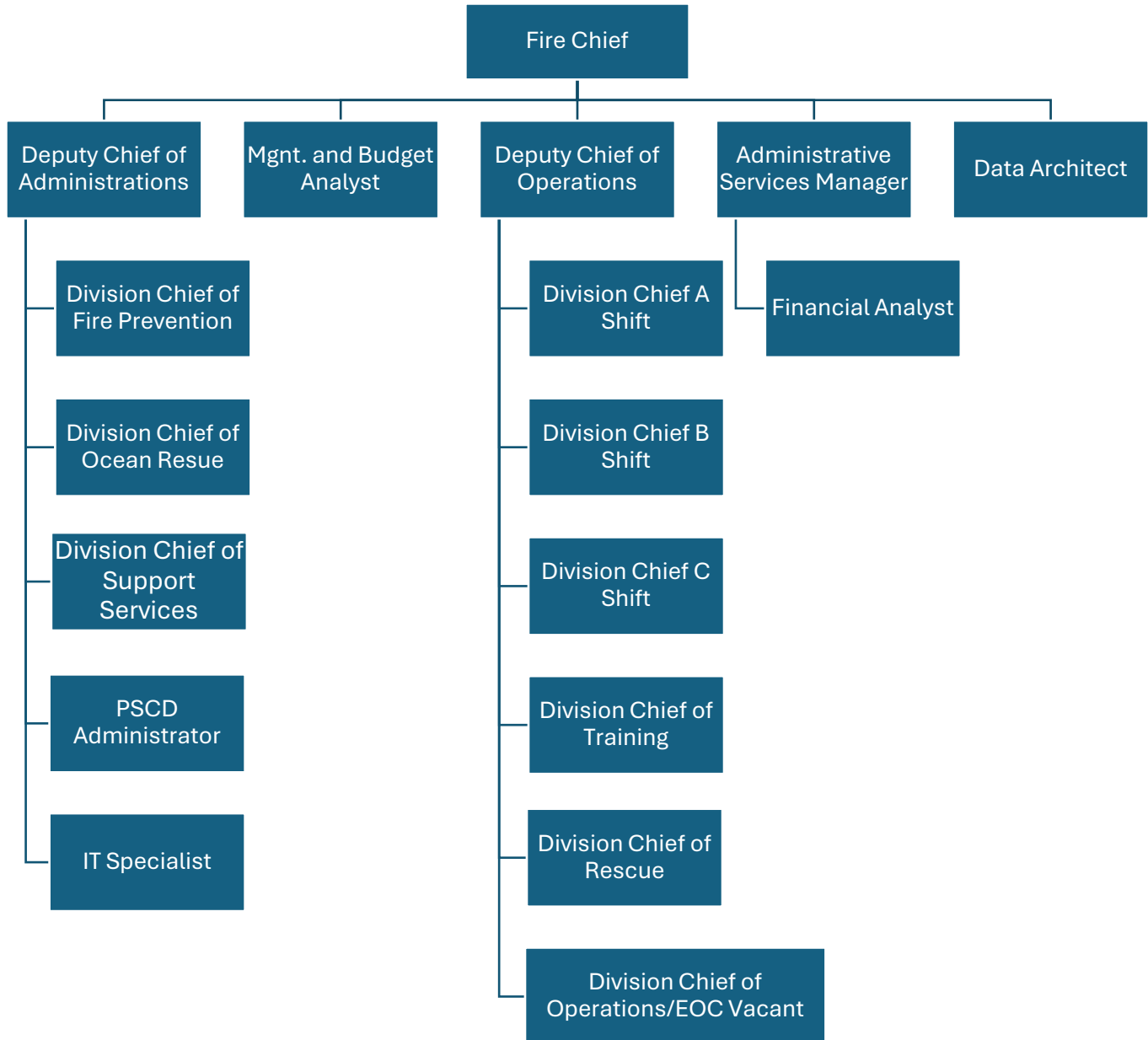


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PART-SECTION: Section 100 Fire Chief's Office	AUTHORIZED BY:
PROCEDURE: Table of Organization	Digna Abello, Fire Chief



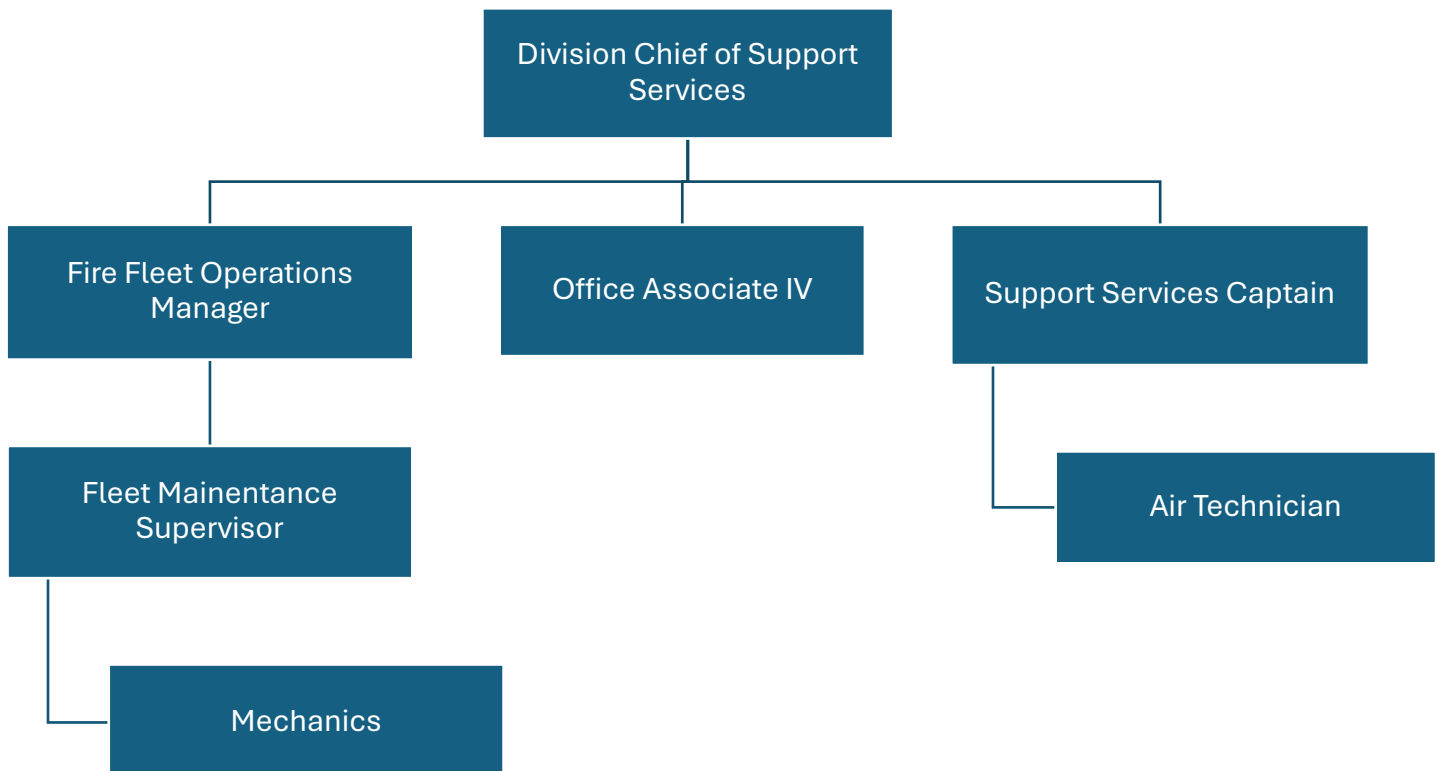


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PART-SECTION: Section 100 Fire Chief's Office	AUTHORIZED BY:
PROCEDURE: Support Services	Digna Abello, Fire Chief



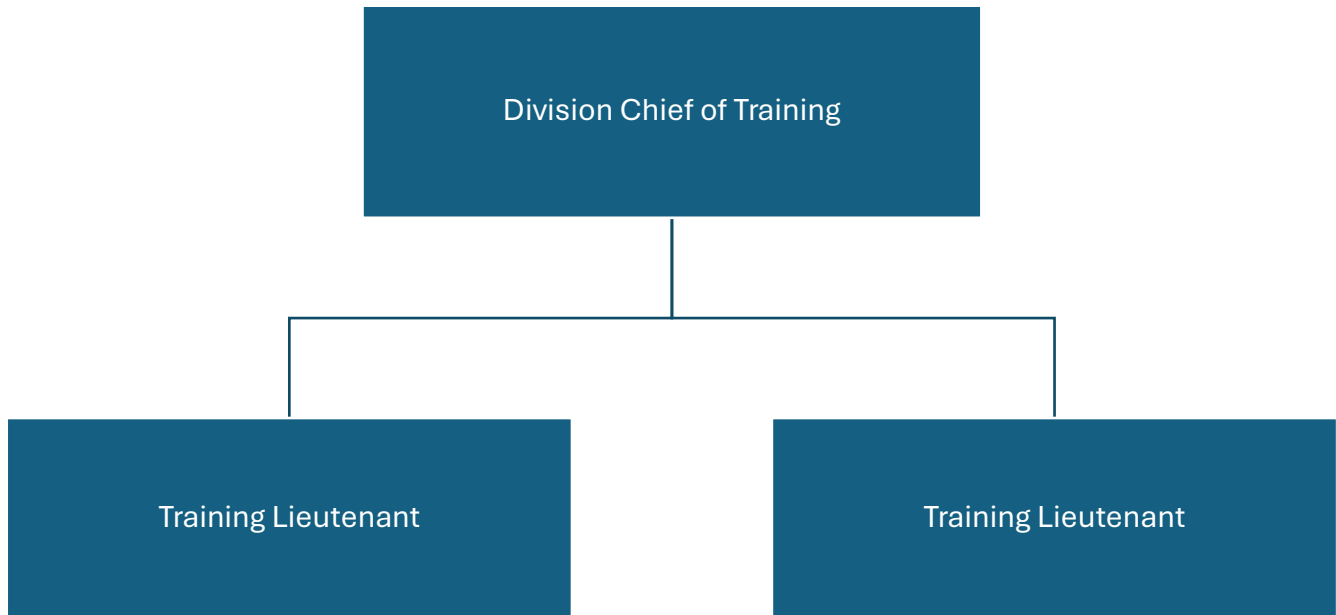


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PART-SECTION: Section 100 Fire Chief's Office	AUTHORIZED BY:
PROCEDURE: Training Division	Digna Abello, Fire Chief



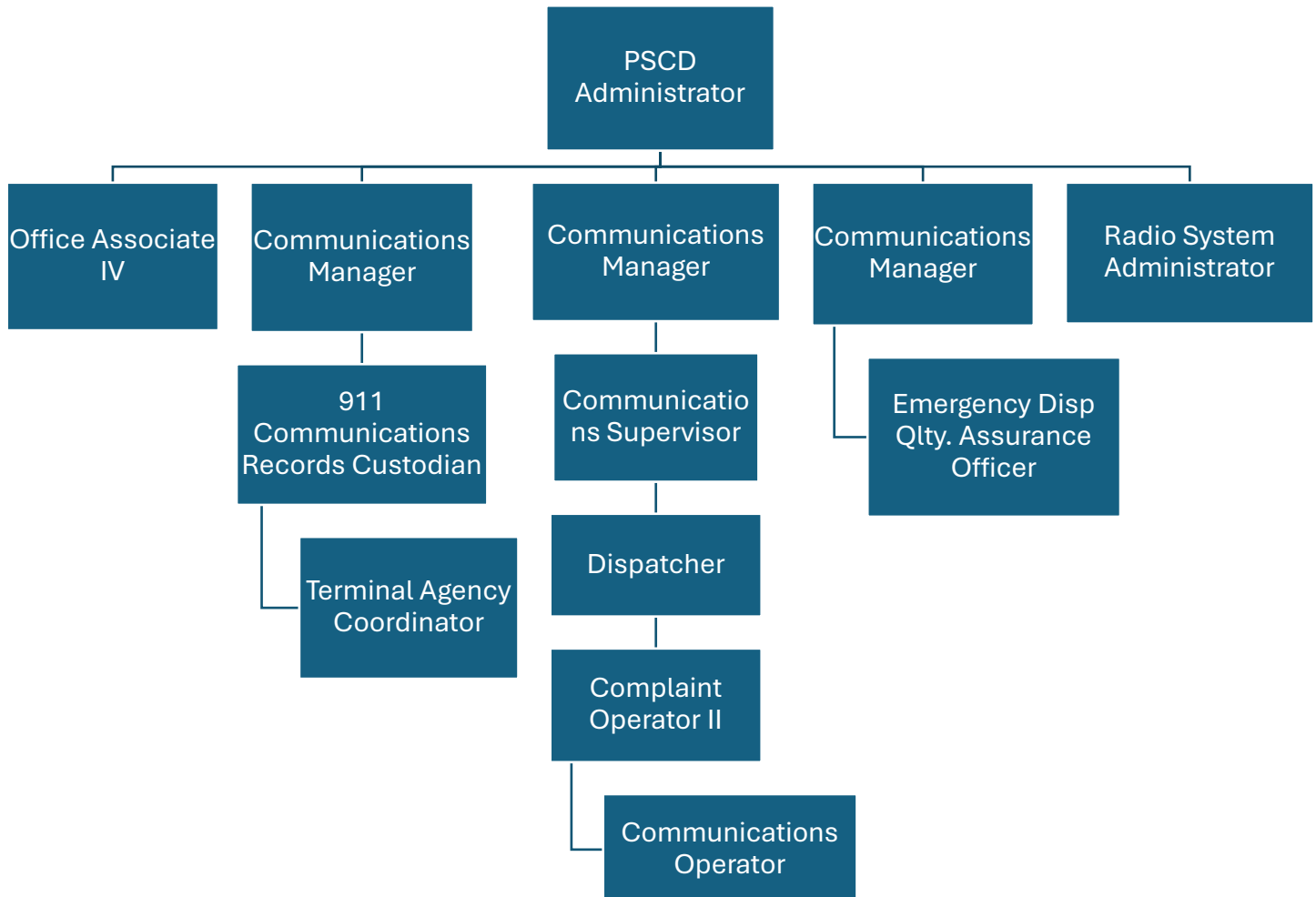


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PART-SECTION: Section 100 Fire Chief's Office	AUTHORIZED BY:
PROCEDURE: Public Safety Communications Division	Digna Abello, Fire Chief



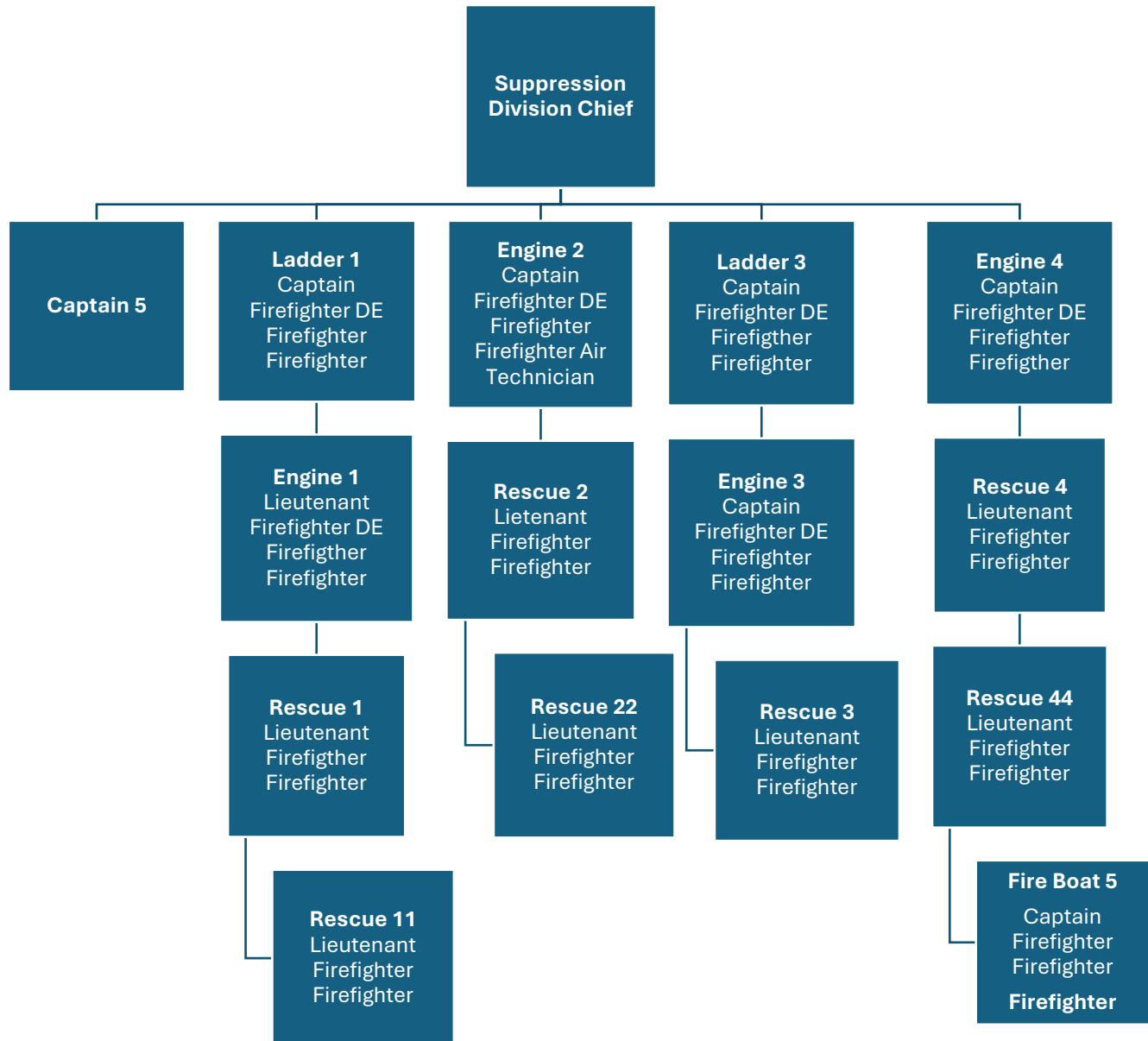


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PART-SECTION: Section 100 Fire Chief's Office	AUTHORIZED BY:
PROCEDURE: Fire Operations	Digna Abello, Fire Chief



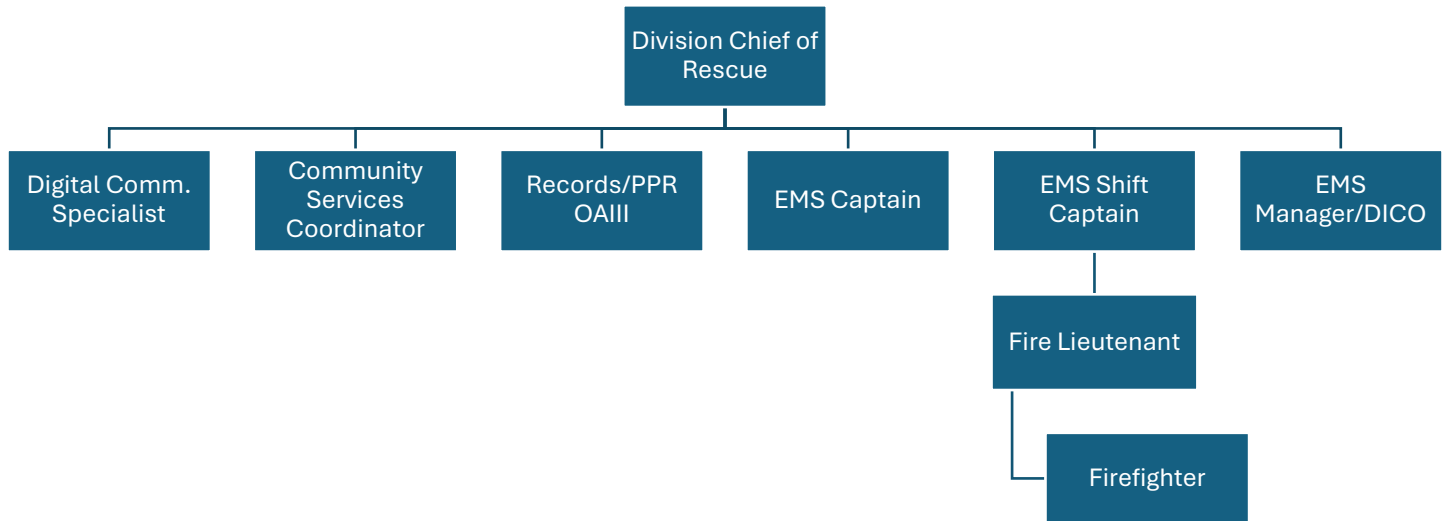


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PART-SECTION: Section 100 Fire Chiefs Office	AUTHORIZED BY:
PROCEDURE: Fire Rescue Division	Digna Abello, Fire Chief



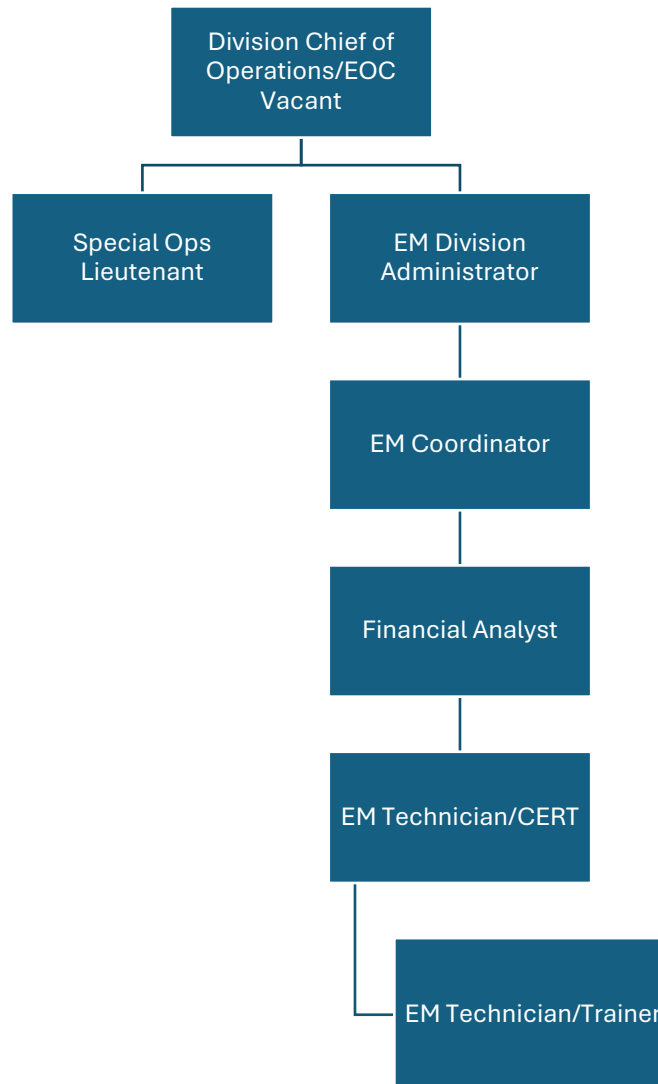


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PART-SECTION: Section 100 Fire Chief's Office	AUTHORIZED BY:
PROCEDURE: Emergency Management Division	Digna Abello, Fire Chief



SECTION 200

ADMINISTRATIVE POLICIES



City of Miami Beach

FIRE - RESCUE DEPARTMENT

ISSUE DATE 10/20/2025 SOG#____
Date Created x/xx/xxxx

PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Absent Without Permission	Digna Abello, Fire Chief

POLICY:

The following policy defines the Fire Department's AWOL procedures.

SCOPE:

This applies to all personnel of the Fire Department.

GENERAL - AWOL (ABSENT WITHOUT PERMISSION, WITHOUT PAY):

- I. If the member does not call in or does not call in within one hour after the start of the shift or leaves without permission after the start of the shift, the absence will be marked as "Absent Without Permission, Without Pay" (AWOL).
- II. A member who is:
 - a. AWOL The first time in a 12-month period is given written notice that the second AWOL (one assigned shift) will result in a suspension of 24 hours.
 - b. AWOL The second time in a 12-month period is given a suspension of 24 hours and given written notice that for the third AWOL (one assigned shift) the member will be subject to dismissal.
 - c. AWOL The third time in a 12-month period is subject to dismissal.
- III. Each AWOL Day (one assigned shift) will be a separate AWOL or offense in applying the above rule.
- IV. The last steps will be followed within a period of 12 consecutive months preceding the last AWOL offense.
- V. Anyone who leaves without permission after the start of the shift may be subject to greater discipline than that set forth above, depending upon the circumstances.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: American Flag Display	Digna Abello, Fire Chief

POLICY:

The Flag of the United States of America will be displayed at all Miami Beach Fire Stations.

SCOPE:

This policy applies to all Miami Beach Fire Department personnel.

PROCEDURE:

I. When to display:

- a. The United States Flag will be displayed at all Fire Stations from 0800 hours until sunset each day, weather permitting.
- b. The Flag may remain flying after sunset, weather permitting, if a working spotlight is in position to provide continuous illumination.
- c. If, due to inclement weather, the Flag is not raised at the usual time, it may be raised when the weather system clears. However, if the Flag is lowered due to bad weather, it will not be flown for the remainder of the day.
- d. The Flag is lowered to half-staff only to indicate National mourning, death of a firefighter, police officer, or as directed by the Fire Chief.
- e. On Memorial Day, May 30th, the Flag is flown at half-staff until 1200 hours and is raised to full staff for the remainder of the day.

II. How to raise:

- a. The Flag bearers will be neatly dressed in the uniform of the day and stand at attention during the raising and retrieving of the Flag.
- b. Unfurl, and then hoist the Flag briskly to the top of the mast.
- c. The Flag should be lowered slowly and ceremoniously.
- d. When the Flag is to be flown at half-staff, it will also be raised to the top before it is lowered for the day.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: American Flag Display (2)	Digna Abello, Fire Chief

III. How to fold:

- The Flag is folded lengthwise, twice, in such a manner as to place the field of blue on the bottom.
- Begin the triangle fold at the end opposite the blue and alternate the direction of the triangle at each fold.
- Keep the folds neat.
- After properly completing the fold, there should be no red color showing. (This method of folding the Flag is commonly referred to as the "Paper Football" fold.)

IV. How to store:

- The Flag will be properly folded and stored in a suitable location.
- If the Flag is wet, it will be hung to dry in a suitable location. A place should be provided to hang the Flag by the grommets, with the union to the left (viewers left).
- The Flag may be laundered as needed.

V. Flag replacement and disposal:

- When the Flag is no longer fit for display, a new Flag will replace it.
- The Station Officer will submit a memo via chain of command to the Support Services Division Chief to request a new Flag.
- The old Flag will be turned in to the Support Services Division for proper disposal.
- The old Flag may be donated to a Boy or Girl Scout Troop or other such civic organization for a proper disposal ceremony.



City of Miami Beach

FIRE - RESCUE DEPARTMENT

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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Breach of Discipline	Digna Abello, Fire Chief

POLICY:

The following policy defines all acts which are a Breach of Discipline. A 'breach of discipline' is a broad term used to describe a range of inappropriate behavior

SCOPE:

This policy applies to all Fire Department personnel.

GENERAL:

Any member who conducts a Breach of Duty will be subject to discipline.

All the following are considered a Breach of Discipline:

1. To disobey or not carry out with dispatch any reasonable or lawful order, standing order, or command of a superior in rank.
2. To be a part of any immoral or indecent conduct.
3. To violate any criminal law or commit an act for which the member may be arrested or imprisoned, whether on or off duty, or to act in any way to bring discredit to the Fire Department.
4. To fail to notify the Fire Chief if the member is arrested while off-duty.
5. To bring discredit to the Fire Department through expression of indecent, profane, uncivil or boisterous language.
6. To be absent from any assigned duty without permission of the Officer in Charge.
7. To trade or substitute a tour of duty with another member without the permission of the Division Chief.



City of Miami Beach

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Date Created x/xx/xxxx

PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Breach of Discipline (2)	Digna Abello, Fire Chief

8. To fail to report to the on-duty Division Chief or designated Officer in the event of the issuance of a Hurricane Watch as outlined in the City of Miami Beach Fire Department Hurricane Policy.
9. To neglect to familiarize oneself with the SOGs, and every amendment to them, as well as instructions affecting the operational procedures of the Fire Department.
10. To make a false statement or report with intent to deceive.
11. To be guilty of cowardice or shirking of duty.
12. It shall be considered an act of misconduct to report for work while under the influence of tranquilizing drugs or alcoholic beverages, or to take such drugs or beverages while on duty. A violation of this rule will result in disciplinary action up to and including discharge.
13. To engage in altercations or fisticuffs with another member or any citizen while on duty or in uniform. Such conduct shall be grounds for suspension or removal from the Fire Department
14. To discuss religious and/or racial questions in a derogatory manner on the Fire Station Grounds, or while on duty at any other location, with another member or a member of the public.
15. To furnish persons not connected with the Fire Department any information relative to its business, except as may be authorized by the Fire Chief or Division Chief. This does not prohibit explaining Department routine to visitors.



City of Miami Beach

FIRE - RESCUE DEPARTMENT

ISSUE DATE 10/21/2025 SOG#____
Date Created x/xx/xxxx

PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Cell Phone Usage	Digna Abello, Fire Chief

POLICY:

It is the policy of the Miami Beach Fire Department that the use of cell phone devices will not interfere with emergency responses, operations, training and meetings.

SCOPE:

This policy applies to all Fire Department personnel.

PROCEDURE:

- I. The use of cell phone/text device is prohibited:
 - a. From the time a unit is dispatched on a call until the call is cleared by the company officer unless it is needed for the call. (i.e., to contact a relative to find out more information on a patient)
 - b. By all Drivers and Officers anytime the apparatus is in motion.
 - c. During morning roll call, training and drills.
 - d. While operating any City owned vehicle (per the City of Miami Beach Driving Policy).
- II. Personnel are permitted to carry their cell phone anywhere they go so that if they need to place or receive a call and the conditions above do not apply, they may do so.
- III. The use of the camera or video function of a cell phone is prohibited while on a call, or during training unless prior approval is granted by the Division Chief in your Chain of Command.
- IV. In the event of a communications failure (i.e., hurricanes) the Suppression Division Chief may deviate from this policy to facilitate emergency response and communications and shall make written report of this to the Deputy Chief of Operations as soon as practical.



City of Miami Beach

FIRE - RESCUE DEPARTMENT

ISSUE DATE 10/21/2025 SOG#____
Date Created x/xx/xxxx

PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Chain of Command Communications	Digna Abello, Fire Chief

POLICY:

It is the policy of the Fire Department that all communications be routed via Chain of Command.

SCOPE:

This policy applies to all Fire Department personnel. Descending chain of command will be as follows:

1. Fire Chief
2. Deputy Fire Chief (Administration & Operations) Division Chief
3. Captain
4. Lieutenant
5. Firefighter/ Driver Engineer

PROCEDURE:

- I. When initiating a memorandum, the following header format should be used:

TO:

DATE:

VIA: Chain of Command

FROM:

SUBJECT:

- II. The "Via: Chain of Command" designation is to be used when the memorandum is directed to someone other than an immediate supervisor or subordinate.
- III. Each person in between the author and addressee of the memorandum **may** indicate a point of view regarding the memo content, but **must** sign their full name, rank, and assignment, which includes shift and station in some cases.



City of Miami Beach

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Date Created x/xx/xxxx

PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Chain of Command Communications (2)	Digna Abello, Fire Chief

- IV. In the case of Rescue Lieutenants, the Station Officer where they are assigned, and Captain 5 must share supervisory duties. In the case of Captain 5, the shift DC (300) and the day EMS Capt. (501) must share supervisory duties.
- V. In matters concerning Fire Station protocol, the Rescue Lieutenant must consider the Station Officer of assignment to be their immediate supervisor. In all matters concerning Rescue Operation protocols, the Rescue Lieutenant must consider Captain 5 as their immediate supervisor.
- VI. E-mail communications are to be routed the same way as printed memorandums. The sender of the e-mail must route it to his supervisor. The supervisor will review the email and send it on to the next level in the chain of command and copy the originator of the e-mail. Response e-mails shall be directed to the originator with all the reviewing supervisors copied.
- VII. Department wide e-mails shall be approved at the Division Chief level prior to being sent out. E-mails that will be sent city wide shall be approved at the Deputy Chief level.



City of Miami Beach

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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: City Policies	Digna Abello, Fire Chief

POLICY:

All Fire Department personnel shall adhere, when applicable, to all City of Miami Beach Work Rules, Policies & Procedures and Personnel Rules.

SCOPE:

This policy applies to all Fire Department Personnel.

GENERAL:

1. All Fire Department personnel shall adhere, when applicable, to all City of Miami Beach Work Rules, Policies & Procedures and Personnel Rules.
2. These can be found on the City's Website (Fishtank) under HR.



City of Miami Beach

FIRE - RESCUE DEPARTMENT

ISSUE DATE 10/21/2025 SOG#____
Date Created x/xx/xxxx

PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Discipline	Digna Abello, Fire Chief

POLICY:

It is the policy of the Miami Beach Fire Department to provide and promote a productive work environment. It is recognized that in order to establish this goal, certain disciplinary procedures need to be followed by the Fire Administration. All discipline will be considered instructional reinforcement that is designed to assist personnel in improving their professional conduct.

SCOPE:

Regarding the disciplinary process, it is important to distinguish between discipline and disciplinary action. Discipline is the keeping of order and is accomplished at all levels. Disciplinary action is designed to affect an employee's pay or employment status and can only be initiated by the Human Resources Department upon recommendation by the Fire Chief. All Officers will be required to keep a personnel file on each employee supervised. Rescue Captain 5 will assist each Rescue Lieutenant in maintaining personnel files for all rescue firefighters and said files are to be kept in Captain 5's office.

REFERENCES:

Florida State Statute 112.80 to 84 Florida Firefighters' Bill of Rights

PROCEDURE:

The disciplinary tools at our disposal are counseling sessions, verbal warnings and written warnings. All three must be documented.

- I. Documented counseling sessions should be used to inform employees of their performance and can either be positive or constructive in nature. All documented counseling sessions will be documented and forwarded via Chain of Command to the Deputy Chief of Operations. Positive counseling recognizes the employee's strengths and points out specific actions that have contributed to a positive outcome for the employee, the organization or the customers we serve. Positive counseling also maps out ways for the employee to further refine those strengths and continue to benefit the organization and the team. Constructive counseling informs the employee of performance deficiencies or unacceptable behavior by documenting specific skills, knowledge, abilities and behaviors that require change. The counseling should document a reasonable time for compliance, methods and resources to facilitate improvement and consequences for non-compliance with the improvement plan. Counseling is a primary responsibility of direct supervisors, it must be timely, fair, consistent, and confidential (praise



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FIRE - RESCUE DEPARTMENT

ISSUE DATE 10/21/2025 SOG#____
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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Discipline (2)	Digna Abello, Fire Chief

publicly criticize privately). Within thirty days of becoming involved, each supervisory level shall either have deemed the issue resolved or advised and consulted with the next higher level in the chain of command for further guidance or escalation in the supervisory involvement. At the end of ninety days or prior to ninety days at the supervisor's discretion the supervisor must send the documentation to the Deputy Fire Chief for review and filing. When the supervisor forwards the documentation a cover memo shall be included giving a summary of events and most importantly an outcome. The final outcome will typically be one of the following:

- a. Employee was informed of pertinent issues; an improvement plan was initiated, and the issue is resolved.
 - b. Employee was informed of pertinent issues, an improvement plan was initiated, and the issue is unresolved, more complicated, worsening or for whatever reason beyond the supervisors' level and needs attention from higher levels in the chain of command.
 - c. Employee was informed of pertinent issues; an improvement plan was initiated but progress has been slower than anticipated. In this case the supervisor may ask for an extension to the ninety-day period in order to continue progress toward resolution. The Deputy Fire Chief shall be the approving authority for the extension and shall specify a new deadline for resolution.
- II. Verbal warnings are issued by Division chiefs or above and are typically a second step when counseling has failed to achieve desired results or could be the first step depending on the severity of the problem. Verbal warnings are documented in the format provided by Human Resources and available electronically in forms central on the city intranet. A copy of the Verbal warning is forwarded immediately via the chain of command to the Deputy Fire Chief for review, The original may be retained in the individual file maintained by the Suppression Division Chief adhering to the same time limitations and escalations described for counseling sessions including filing of the original warning in the employee's file at the Fire Chief's office. Whenever a Verbal Warning is necessary, the chief officer issuing the warning will review the actions of the individual's supervisor. If it is evident that the supervisor knew or should have known of the issue and action according to this policy was not being exercised, progressive discipline toward the supervisor will also be initiated. Two documented, similar counseling sessions or three dissimilar counseling sessions should be brought to the attention of the appropriate Division Chief who may issue a documented verbal warning based on the



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FIRE - RESCUE DEPARTMENT

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Date Created x/xx/xxxx

PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Discipline (3)	Digna Abello, Fire Chief

frequency of occurrence and the severity of the offense. This verbal warning is to remain in the Division Chief's files for up to ninety days and then forwarded to the Deputy Fire Chief for review and filing. Recurrence of the same or similar issues within one year after issuance of a verbal warning will result in a written warning from the Division Chief or above. Infractions that place the city, the individual or others in danger, increased financial or legal liability or otherwise bring negative publicity to the organization may result in a written warning even after a one-year period.

- III. Written warnings are issued by Division Chiefs or above in the same form as verbal warnings. Since written warnings are typically issued after repeated prior attempts of coaching, training and other improvement tools, written warnings do not provide a period for compliance, and it is expected that immediate change in behavior will take effect. In those few cases where the seriousness of the first offense was such that there have been no prior attempts to allow time for improvement, or if other extenuating circumstances are presented, the Fire Chief may specify a short period of time to allow for a performance improvement plan to take effect. Two similar written warnings or three dissimilar written warnings may be cause for a three-day suspension which is understood to be equivalent to 24 hours. Disciplinary action of this sort can only be initiated by the Human Resource Department upon recommendation by the Fire Chief.
- IV. Any documented verbal warnings or written warnings must be recorded by the employee's supervisor in the personnel evaluation report that covers the period in which the warning occurred. It is understood, depending on the severity of the infraction, that the Supervisor, or any officer becoming involved as the issue escalates, or Fire Chief, may recommend to by-pass lower forms of discipline.



City of Miami Beach

FIRE - RESCUE DEPARTMENT

ISSUE DATE 10/20/2025 SOG#____
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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Discrimination and Harassment	Digna Abello, Fire Chief

POLICY:

It is the policy of the Miami Beach Fire Department to provide all employees, citizens and tourists with respect, dignity and equality. It is expected that all employees will adhere to the laws, rules and policies of the department, city and federal government pertaining to discrimination, equal opportunity and harassment.

SCOPE:

This policy applies to all Fire Department personnel.

AUTHORITY:

City of Miami Beach Employee Policy Handbook, Title VII of the Civil Rights Act of 1964, Equal pay act of 1963, Age Discrimination in Employment Act of 1967, Older Workers Benefit Protection Act of 1990, Title I and title V of the Americans with Disabilities Act of 1990, Civil Rights Act of 1991, Immigration Reform and Control Act of 1986, Pregnancy Discrimination Act of 1978, Rehabilitation Act of 1973

DEFINITIONS:

Discrimination: Discrimination is the unlawful and intentional act of unfair Treatment of a person based on race, ethnicity, sex (gender), pregnancy, religion, national origin, physical or mental disability, and age.

Employment Discrimination: Employment discrimination is where a worker is treated different (typically worse) than others in the workforce due to their race, gender (sex), pregnancy, national origin, religion, age, or disability. It can take the form of an adverse action that affects an employee economically like, failure to promote, demotion, suspension, termination, or loss of benefits. Employment discrimination can also take the form of a hostile work environment (workplace harassment), like verbal or physical harassment, or it can occur when an employer fails to reasonably accommodate a qualified employee with a disability.

Sexual Harassment: Sexual harassment refers to behavior that is personally offensive, fails to respect the rights of others, lowers morale and, therefore, interferes with work effectiveness. Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the workplace. Sexual harassment can be insulting and demeaning to the recipient and cannot be tolerated in the workplace. Sexual harassment may take different forms including:



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Discrimination and Harassment (2)	Digna Abello, Fire Chief

- Verbal - Sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats
- Non-Verbal - Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures
- Physical - Unwanted physical contact including touching, pinching, brushing the body, sexual assault

PROCEDURE:

1. Fire department employees will treat each other, other city employees and all members of the public with dignity, respect and equality. Favoritism or adverse Treatment based on race, gender, pregnancy, color, national origin, religion, age, disability, marital status, familial status, citizenship, and or sexual orientation will not be tolerated.
2. Any member of the department (victim, witness or supervisor) may report incidents of possible discrimination or harassment via the chain of command for investigation and documentation. There shall be no retribution toward personnel who report an incident, contribute with an investigation or otherwise oppose discrimination and harassment. Reports may circumvent the normal chain of command if the person initiating the report fears retribution or indifference at any level of command; this includes reporting directly to the Human Resources Affirmative Action Officer or city Manager's Office.
3. All supervisors and acting supervisors are obligated to immediately terminate acts of discrimination or harassment and to officially notify the Fire Chief via chain of command of the facts of the incident, any remedial action taken and recommendations for discipline or resolution.
4. The supervisor's obligation to report is not negated by request of the alleged or possible victim to ignore the incident. Documentation of the incident ensures that a proper investigation is conducted and protects victims who fear retribution and falsely or wrongly accused employees. Failure to report is a neglect of duty and contributes to escalation of the incident.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Discrimination and Harassment (3)	Digna Abello, Fire Chief

5. The Fire Chief will advise the Human Resources Affirmative Action Officer of any incidents under investigation and submit a report of findings and either report a resolution reached within the department or recommendation for further investigation or intervention from the Affirmative Action Officer.
6. All incidents not resolved within ten days automatically fall under jurisdiction of the Human Resources Affirmative Action Officer.
7. Any member found to be guilty of committing, covering up, failing to contribute with an investigation or if a supervisor failing to report a witnessed or reported incident shall be subject to progressive disciplinary action including suspension or termination.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Emergency Recall	Digna Abello, Fire Chief

POLICY:

The following policy shall be followed in reference to Emergency Recalls. The Miami Beach Fire Department will augment minimum staffing for operations during times of extraordinary emergencies by utilizing off-duty personnel. The Fire Chief, or designee, has the authority to require the response of any or all off-duty Fire Department personnel to receive emergency assignments when the need arises. All fire fighters hired after 01/01/2002 must reside within a (2) two-hour travel time from their home residence to Fire Station #2 verified by an authoritative source such as MapQuest or Google Earth.

SCOPE:

This policy applies to all Miami Beach Fire Department personnel.

PROCEDURE:

- I. In the event of an extraordinary emergency, the Suppression Division Chief (300) may identify the need for more resources that go beyond the calling for mutual aid.
- II. The Suppression Division Chief will either directly contact, or direct the dispatcher to contact, the Fire Chief, or the Deputy Chief in the Fire Chief's absence. The Fire Chief, or designee, will be advised of the situation and the need for an off- duty recall.
 - a. The Fire Chief, or the Deputy Fire Chief in the Fire Chief's absence, may authorize an emergency recall of personnel based on the requested needs of 300.
 - b. Once authorized, 300 may either direct dispatch, or assign a call-up person, to notify the appropriate Fire and Rescue Officers to report for duty.
 - i. If directed to do so, Officers will notify their regularly assigned crewmembers and advise them to report for duty.
 - ii. All Officers are required to keep a current up-to-date contact list of all personnel who report directly to them.
 - iii. Unless directed otherwise, all off-duty personnel advised to report for duty will respond to Fire Station #2 with all necessary gear, ready to work.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Emergency Recall (2)	Digna Abello, Fire Chief

- III. All off-duty personnel arriving at Fire Station #2 will report to 300 or to the designated Staging Officer to receive task assignments.
- a. In the event of the need for a Staging Officer, and no one has been designated to that position, the first arriving Fire and Rescue Officer will assume this responsibility until relieved or otherwise directed by 300
 - i. The Officer assuming the duties of the Staging Officer will advise 300 via radio or other means that the Staging Area has been established.
 - ii. It will be the Staging Officer's responsibility to keep a log of all resources at the Staging Area, which will include time of arrival of each recalled, off-duty firefighter.
 - iii. The Staging Officer will follow the protocol for Staging Area as outlined in Incident Command Procedures.
- IV. Recalled off-duty personnel will be released based upon task completions and a needs assessment by 300.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Excessive Sick Time Use	Digna Abello, Fire Chief

POLICY:

It is the policy of the Miami Beach Fire Department to provide and promote a productive work environment. The Fire Administration requires its employees to report to work on time and as assigned. Productivity is jeopardized when employees do not report to work as scheduled.

SCOPE:

This policy will apply to all employees of the Fire Department covered under the International Association of Firefighters Local (1510) Collective Bargaining Agreement who have attained regular status and have accrued sick leave. Suppression Division Chiefs and Station Officers will be responsible for enforcement of this policy.

PROCEDURE:

Each employee of the Fire Department will be responsible to notify his/her Division Chief in the event of the need for unscheduled leave due to illness or injury to themselves or their family members. If the employee is not able to contact his/her Division Chief, they will contact his/her Station Officer. Notification must take place prior to the beginning of tour of duty to aid supervisors in providing coverage.

Personnel who call out sick after the beginning of their tour of duty will be considered tardy. The employee will be carried Tardy, from the time of the start of shift until the notification of a supervisor and carried sick thereafter. Shift personnel who call out sick one hour after the beginning of their tour of duty, will be considered A.W.O.L. for 24 hours. Day shift employees will be considered A.W.O.L. for entire day 8/10 hrs. The employee must personally make the call unless there are reasonable extenuating circumstances.

It is the responsibility of Suppression Division Chiefs and Station Officers to review attendance records in order to determine possible abuse of sick leave. When an employee calls out sick, the appropriate Suppression Division Chief and Station Officer will be responsible to review the prior year sick leave usage.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Excessive Sick Time Use (2)	Digna Abello, Fire Chief

Examples of abuse may include but not limited to documented incidents of:

- Use of sick leave after a request for annual leave has been denied
- Engaging in outside employment activities while using sick leave
- Engaging in recreational activities while using sick leave

A sick incident is defined as the need for any unscheduled leave due to illness or injury to of an employee or their family members, including any consecutive days of absence(s).

Guidelines for Action*

Days	Number of Incidents	Maximum Action	Performance Level
0	0 – 1	Thank You/Feedback Session	10
0	2 – 3	Thank You/Feedback Session	9
5	4 – 5	Supervisory Review and Counseling with Employee	8
6 – 9	6 – 8	Verbal Warning(s)	7
10 – 14	9 – 12	Written Reprimand	5 – 6
15	13 – 14	Suspension	3 – 4
20	15 – 16	Demotion**	2
21	16+	Contact Human Resources and Determine Action	1

***Review each union contract for changes or differences**



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Excessive Sick Time Use (3)	Digna Abello, Fire Chief

**Demotions will not be used for some classifications

Note: (This is for all incidents except approved FMLA)

It shall be the responsibility of the employee to monitor his/her own sick usage and incidents using either the calendar or reports tab in TeleStaff and query the appropriate time period. Employees, who are eligible to request Family Medical Leave (FML), can obtain a copy of the policy and application by placing a request with his/her supervisor or visiting the employee intranet, Forms Central.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Exchange of Time	Digna Abello, Fire Chief

POLICY:

It is the policy of the Miami Beach Fire Department to allow for the exchange of work assignments. An equitable exchange of time policy benefits the department and the individual fire fighters. An exchange of time policy allows individuals to coordinate time off when they cannot get scheduled leave or have expended all their leave time.

SCOPE:

This policy applies to all Fire Department personnel assigned to 24-hour shift work.

PROCEDURE:

- I. It is the responsibility of the Suppression Division Chief to document all exchanges they approve in Telestaff.
- II. All requests for exchange must be made in Telestaff. Prior to 1700 hours on the prior shift of the exchange. Example Exchange request for Friday, exchange request must be in Telestaff prior to 1700 hrs. on Tuesday the previous shift. Exchanges after 1700 hours can be approved by the on-duty Suppression Division Chief but must be made in writing or email. The payback date shall be within 180 days of the original exchange of time, but in all cases must occur before the next bid transfer occurs. The Suppression Division Chief shall approve both exchanges of time in the system. Upon request of the two individuals involved with the second exchange of time, the Suppression Division Chief may postpone the date of the payback exchange within the 180-day period of the original request. The request to postpone must provide at least a twenty-four (24) hour notice.
- III. The individual requesting the exchange shall bear full responsibility for the exchange. If the individual who has agreed to work the exchange calls out sick or goes home sick, the individual who requested the exchange will be charged EVAC. If the individual who has agreed to work the exchange fails to report to duty, the individual who requested the exchange will be charged EVAC, and the absent individual will be issued a written warning and charged AWOL. The absent individual will have their privileges suspended for six months but be required to work any payback exchanges that have already been scheduled.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Exchange of Time (2)	Digna Abello, Fire Chief

- IV. No firefighter assigned to shift shall work longer than forty-eight (48) consecutive hours. There must be at least 12 hours between the end of the forty-eight (48) hours and the start of the next work assignment. In the event of emergency or disaster the Fire Chief may waive this restriction
- V. Exchange of times will be either rank for rank or between personnel qualified to work in each other's position. (Active promotional List)
- VI. Payment for an exchange of time is prohibited.
- VII. Emergency exchanges (2) per rolling 12-month Calendar will be permitted provided the request is approved through the station Captain, prior to the start of the shift. The station Captain will enter the Exchange Emergency on and the Exchange Emergency Off code for each personnel in Telestaff. Any additional Emergency exchanges must be submitted through Suppression Division Chief and must have the approval of the Suppression Division Chief.
- VIII. Exchanges shall be limited to (4) four in a (30) thirty-day period. Exceptions to this rule may be approved through written request to the Chief of Operations via Chain of Command.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Firefighter Bill of Right	Digna Abello, Fire Chief

Firefighter Bill of Rights

PART VIII

FIREFIGHTERS

(ss. 112.80-112.84)

112.80 Short title. —This part may be cited as the “Firefighters’ Bill of Rights.” History. —s. 1, Ch. 86-6.

112.81 Definitions. —As used in this part:

1. “Firefighter” means any person who is certified in compliance with s. 633.35 and who is employed solely within the fire department or public safety department of an employing agency as a full-time firefighter whose primary responsibility is the prevention and extinguishment of fires; the protection of life and property; and the enforcement of municipal, county, and state fire prevention codes and laws pertaining to the prevention and control of fires.
2. “Employing agency” means any municipality or the state or any political subdivision thereof, including authorities and special districts, which employs firefighters.
3. “Informal inquiry” means a meeting by supervisory or management personnel with a firefighter about whom an allegation of misconduct has come to the attention of such supervisory or management personnel, the purpose of which meeting is to mediate a complaint or discuss the facts to determine whether a formal investigation should be commenced.
4. “Formal investigation” means the process of investigation ordered by supervisory personnel, after the supervisory personnel have previously determined that the firefighter shall be reprimanded, suspended, or removed, during which the questioning of a Firefighters conducted for the purpose of gathering evidence of misconduct.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Firefighter Bill of Right (2)	Digna Abello, Fire Chief

5. “Administrative proceeding” means any nonjudicial hearing which may result in the recommendation, approval, or order of disciplinary action against, or suspension or discharge of, a firefighter.
6. “Interrogation” means the questioning of a firefighter by an employing agency in connection with a formal investigation or an administrative proceeding but shall not include arbitration or civil service proceedings. Questioning pursuant to an informal inquiry shall not be deemed to be an interrogation.

112.82 Rights of firefighters. —Whenever a Firefighters subjected to an interrogation, such interrogation shall be conducted pursuant to the terms of this section.

1. The interrogation shall take place at the facility where the investigating officer is assigned, or at the facility which has jurisdiction over the place where the incident under investigation allegedly occurred, as designated by the investigating officer.
2. No firefighter shall be subjected to interrogation without first receiving written notice of enough detail of the investigation in order to reasonably apprise the firefighter of the nature of the investigation. The firefighter shall be informed beforehand of the names of all complainants.
3. All interrogations shall be conducted at a reasonable time of day, preferably when the Firefighters on duty, unless the importance of the interrogation or investigation is of such a nature that immediate action is required.
4. The firefighter under investigation shall be informed of the name, rank, and unit or command of the officer in charge of the investigation, the interrogators, and all persons present during any interrogation
5. Interrogation sessions shall be of reasonable duration and the firefighter shall be permitted reasonable periods for rest and personal necessities.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Firefighter Bill of Right (3)	Digna Abello, Fire Chief

6. The firefighter being interrogated shall not be subjected to offensive language or offered any incentive as an inducement to answer any questions.
7. A complete record of any interrogation shall be made, and if a transcript of such interrogation is made, the firefighter under investigation shall be entitled to a copy without charge. Such record may be electronically recorded.
8. An employee or officer of an employing agency may represent the agency, and an employee organization may represent any member of a bargaining unit desiring such representation in any proceeding to which this part applies. If a collective bargaining agreement provides for the presence of a representative of the collective bargaining unit during investigations or interrogations, such representative shall be allowed to be present.
9. No firefighter shall be discharged, disciplined, demoted, denied promotion or seniority, transferred, reassigned, or otherwise disciplined or discriminated against in regard to his or her employment, or be threatened with any such Treatment as retaliation for or by reason solely of his or her exercise of any of the rights granted or protected by this part.

112.83 Rights of firefighters with respect to civil suits. —If an agency employing firefighters fails to comply with the requirements of this part, a firefighter employed by such agency who is personally injured by such failure to comply may apply directly to the circuit court of the county wherein such employing agency is headquartered and permanently resides for an injunction to restrain and enjoin such violation of the provisions of this part and to complete the performance of the duties imposed by this part.

History—s. 1, Ch. 86-6.

112.84 Rights of firefighters nonexclusive.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Firefighter Bill of Right (4)	Digna Abello, Fire Chief

1. The rights of firefighters as set forth in this part shall not be construed to diminish the rights and privileges of firefighters that are guaranteed to all citizens by the Constitution and laws of the United States and of this state or limit the granting of broader rights by other law, ordinance, or rule. These rights include the right to bring suit against any individual, group of persons, association, organization, or corporation for damages, either monetary or otherwise, suffered during the performance of the firefighter's official duties or for abridgment of the firefighter's rights, civil or otherwise, arising out of the performance of his or her official duties.
2. This part is neither designed to abridge nor expand the rights of firefighters to bring civil suits for injuries suffered in the course of their employment as recognized by the courts, nor is it designed to abrogate any common-law or statutory limitation on the rights of recovery.
History—s. 1, Ch. 86-6.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: General Conduct	Digna Abello, Fire Chief

POLICY:

The following policy regarding General Conduct shall be adhered to.

SCOPE:

This policy applies to all Fire Department personnel.

GENERAL:

1. No member shall perform their duties in a spiritless, lax or careless manner.
2. No member shall be guilty of conduct unbecoming or conduct prejudicial to the reputation, and discipline of the Fire Department.
3. No member shall take it upon themselves to loan, sell, or give away any property of the City of Miami Beach.
4. No member shall, at any time, while on duty or in uniform, possess consume intoxicating beverages, use narcotics or be under the influence of the same.
5. No member shall bring into any station or keep in their possession any intoxicating beverage or substance
6. All members, while on duty or in uniform shall address the various Officers of the Fire Department by their official title.
7. Each member shall maintain direct telephone service at their place of residence.
8. Temporary assignment of members to any duties away from their regular duty station shall be authorized by the Fire Chief or the Division Chief only.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: General Conduct (2)	Digna Abello, Fire Chief

9. No member shall leave the Fire Station, scene of a fire or other emergency or other assigned duties unless so authorized by the Officer in charge.
10. Courtesy toward the public shall always be observed. Impertinence and sarcasm shall not be tolerated.
11. Every member shall have the right to inspect the records concerning him, which are kept by his supervising officers.
12. Any member finding himself aggrieved by an entry or omission in their record may appeal in writing, to the Fire Chief, through channels.
13. Any member considering themselves unfairly dealt with by orders or conduct of a superior in rank, or any other cause, may request in writing, through channels, a hearing on the matter before the Fire Chief and his staff.
14. Hazing is strictly forbidden.
15. All members shall have a current Florida Driver's License and will notify the department of any revocation or suspension.
16. Each member shall keep the Fire Department informed of their correct home address and telephone number. Any change of address or telephone number should be reported to the individual's Division Chief via Memorandum.
17. All members shall check the station the station bulletin boards and their fire department email daily and familiarize themselves with official communications thereon.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: General Conduct (3)	Digna Abello, Fire Chief

18. No member of the Fire Department may use, possess, dispense, or sell any controlled substances, or any unlawful, mild-altering or non-Physician prescribed drugs.
19. No written article or speech dealing with Fire Department business, whether complimentary, derogatory, or merely informative, shall be delivered by any member without first clearing same through the Fire Chief.
20. Cartoons, drawings or other written articles that may cause embarrassment or discomfort to other members shall not be circulated by the members.
21. Members shall answer all telephones in a courteous, businesslike manner. They shall identify the Fire Station, state their rank and give their name.
22. As required by State Law, members shall always carry on their person proof of E.M.T. or Paramedic Certification.
23. Articles of value, (money, jewelry, wallets, handbags, cash registers, safes, etc.) found at fire or emergencies shall be reported immediately to the Officer in charge at the scene. The Officer and members shall witness what is found and remove the article to a safe place. If the Officer cannot come to the spot, at least one other firefighter shall witness. If the article cannot be removed to a safe place, a guard shall be posted until the Officer can determine how to handle and/or locate the owner.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Investigating Complaints Against Personnel	Digna Abello, Fire Chief

POLICY:

All complaints received against any member of the Miami Beach Fire Department, whether written or verbal, will be investigated in a uniform and consistent manner according to appropriate and accepted management practices.

SCOPE:

This policy applies to all Miami Beach Fire Department personnel.

REFERENCES:

Florida State Statute 112.80 to 84 Florida Firefighters' Bill of Rights

PROCEDURE:

A. Questioning:

1. Questioning of a firefighter can be an informal inquiry or an interrogation pursuant to a formal investigation. Before proceeding with any questioning, supervisors need to consider several factors to ensure adherence to the Florida Firefighters Bill of Rights.
 - I. Informal Inquiry: initiated at any supervisory level with the intent of mediating a complaint or determining if formal investigation should be commenced. If at any time during an informal inquiry it becomes evident that allegations may be substantiated, or that there is a potential for disciplinary action, the informal inquiry should be stopped, and a formal investigation initiated. Supervisors must be aware that while a verbal complaint cannot be immediately addressed with a formal investigation, an informal inquiry may provide the supervisor enough information to realize that an infraction has been committed. Once the supervisor is aware of the infraction, he/she has a duty to report it and his/her report effectively becomes the written complaint that prompts an investigation.
 - II. Interrogation: conducted in connection with a formal investigation. While not all complaints lead to a formal investigation, all complaints whether written or verbal



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Investigating Complaints Against Personnel (2)	Digna Abello, Fire Chief

must be carefully evaluated to determine if questioning should be formal (interrogation). Some factors to consider are:

- i. Nature of the complaint/violation
- ii. Potential for legal liability
- iii. Potential for financial liability
- iv. Complainant's expressed intent or possible agenda
- v. Potential bad publicity or media coverage
- vi. Credibility of the complaint and ability to substantiate it
- vii. How likely is it that the employee will be disciplined if the complaint is substantiated?

B. Written Complaints

1. If a written complaint is received by a Fire Department member against any member of the Miami Beach Fire Department, it is to be forwarded to the Deputy Fire Chief.
2. The complaint will be considered alleged until proven otherwise.
3. The Deputy Fire Chief or his/her designee will contact the complainant to advise that the matter of concern is being reviewed and that they will be contacted again after the review process. They may also delegate a supervisor to contact the employee who is the subject of the complaint and set an appointment for questioning (informal inquiry or interrogation as defined in the Florida Firefighters Bill of Rights. The Deputy Chief or supervisor may request that the subject submit a memo detailing his or her response to complaint. The interview will be conducted with all due regard to the Florida Fire Fighters' Bill of Rights (Fla Statute 112.82 attached).
4. Following the interview, if the matter is deemed closed; the complaint will be filed along with the written response to the complainant. A memo detailing the findings will be included. Copies of these documents will be provided to the employee upon request.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Investigating Complaints Against Personnel (3)	Digna Abello, Fire Chief

5. The Deputy Fire Chief or designee will forward a memo to the Fire Chief regarding the issue.
6. Following the interview, if the supervisor or the Deputy Fire Chief believes that disciplinary action may be necessary, the employee will be informed and advised that the matter will be investigated further. The employee will also be advised that he or she will receive copies of any additional written reports on this matter.
7. After the additional investigation is completed, the Deputy Fire Chief will gather all written reports and provide copies of such to the employee who will be given the opportunity to respond in writing. These documents will be added to those previously collected.
8. The entire file will then be forwarded to the Fire Chief along with a written recommendation.
9. The Fire Chief will review the contents of the file and determine what, if any, discipline will be required. It will be the Fire Chief's discretion to interview the subject prior to the initiation of any discipline.
10. The Deputy Fire Chief will contact the complainant to advise as to the outcome.
11. If discipline is required that will affect the employee's lawful compensation, the Fire Chief will forward the file along with a recommendation to the Human Resource Department for disposition.

C. Verbal Complaints

1. When a verbal complaint is received by a member of the fire department, the person should inform the complainant that he/she should speak to the appropriate Division Chief (DC). The complainant may leave his/her phone number so the Division Chief can contact the complainant.
2. If the complainant does not want to leave a name and phone number because he/she wants to remain anonymous, then the complainant may call back until reaching the Division Chief.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Investigating Complaints Against Personnel (4)	Digna Abello, Fire Chief

3. When the Division Chief speaks with the complainant, they should explain that a written complaint is necessary for a proper investigation to take place. The Division Chief should explain the process as outlined in this policy.
4. The Division Chief will contact the subject of the complaint by phone and document the Communication with a follow-up e-mail and inform them of the complaint. Because the complaint is verbal, the complainant need not be identified. The nature of the complaint should be included in the e- mail, and the employee should be informed that they will be notified if the complaint is made inwriting.
5. The complainant will be informed that their written complaint must be received before an investigation can proceed. If the written complaint is not received, then an informal inquiry is performed by the Division Chief or their designee. Although verbal complaints are not initially formally investigated; an informal inquiry may reveal witnesses, records or other corroboration of the compliant. Such findings may justify the initiation of a formal investigation at which time the Division Chief initiating the informal inquiry becomes the complainant and advises the Deputy chief in writing of his findings.
6. When and if the written complaint is received, the steps outlined in Section A will be followed. The e-mail notification to the subject of the complaint will be included in the investigation file as the initial contact.



City of Miami Beach

FIRE - RESCUE DEPARTMENT

ISSUE DATE 10/21/2025 SOG#____
Date Created x/xx/xxxx

PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Media Display & Video	Digna Abello, Fire Chief

POLICY:

It is the policy of the Fire Department to provide a work environment, within departmental facilities, free from media material (print, photo, audio and video) that is racially, ethnically, religiously, and/or sexually derogatory or offensive to any employee, a segment of employees, or the public we serve. This policy is not intended to infringe upon employees' constitutional rights to read or write whatever they so desire when in private. Since a fire station is a public facility, the only place that can be considered a private space is the employee's assigned locker, sleeping quarters and bathrooms when the door is closed. Any materials that are visible while the door to any of these spaces is open will be displayed in a public space.

SCOPE:

All employees of the Fire Department will adhere to this policy regardless of rank or position.

PROCEDURE:

Within all Fire Department facilities, the following will be specifically prohibited:

- I. The open display of female or male nude posters or photos. Also prohibited are posters or photos that are, in any way, sexually explicit.
- II. Viewing of any X-rated or pornographic video material, whether using television, computer or other electronic media.
- III. Internet use or the downloading of any material not pertinent to the fire service or the City of Miami Beach. The use of any computer software not authorized or approved by the City is also prohibited.
- IV. Posters or pictures defaming, or opening for disparagement, a race, religion, gender, or ethnic group.
- V. Posting of letters, cartoons or similar materials that are calculated to be offensive or intimidating to a group, class, or individual.



City of Miami Beach

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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Media Display & Video (2)	Digna Abello, Fire Chief

- VI. Open display, in public or common areas, of any sexually explicit magazines.
- VII. Television viewing will be prohibited between 0800 and 1200 hours, except for training or in the event of an emergency, i.e., hurricane tracking. Sundays and holidays are also exempted from this policy if it does not interfere with training, drills, or other assigned duties.
- VIII. All material intended for posting at the Fire Stations must be in accordance with the guidelines of the City of Miami Beach and the Miami Beach Fire Department and must be pre-approved by the Station Officer prior to being posted. The Station Officer must initial and date the original copy of the material being posted, and all subsequent copies must reflect that approval.
- IX. All Fire Department personnel will be responsible for adhering to this policy and all Officers and Supervisors are responsible for enforcement.



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ISSUE DATE 10/21/2025 SOG#____
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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Morning Roll Call	Digna Abello, Fire Chief

POLICY:

All personnel assigned to 24-hour shift work who has not received prior authorization for leave, will report to their assigned station at 0800 hours ready to perform their duties.

SCOPE:

This policy applies to all Fire Department emergency response personnel.

PROCEDURE:

- I. At 0800 hours, each Station Officer will hold a morning roll call. All personnel assigned to that Station must attend morning roll call. Anyone who is late for morning roll call will be required to write a memo as to the reason for the tardiness and be subject to the discipline process.
- II. Firefighters are to be neat, clean, properly uniformed, and ready to respond to an emergency alarm when they report to morning roll call.
- III. If a Firefighters missing at morning roll call, the Station Office will notify the Suppression Division Chief as soon as possible.
- IV. The Station Officer will be responsible to assure that all positions are filled which may require that firefighters from the off-going shift be held over.
- V. The Station Officer will make apparatus assignments, watch office assignments, disseminate any pertinent information, issue special assignments and provide handouts if any during morning roll call.
- VI. Any new or revised Policy or Standard Operating Guideline will be reviewed during morning roll call unless interrupted by an emergency alarm. In this event, the Station Officer will review the material with all personnel at a designated time later in the day.
- VII. The Station Officer will assign a Watch Office schedule for the shift.
- VIII. No firefighter will leave the morning roll call unless dismissed by the Station Officer.
- IX. All cell phones are to be silenced during morning roll call.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Non-Platonic Relationships in the Workplace	Digna Abello, Fire Chief

POLICY:

It is the goal of the City of Miami Beach Fire Department (MBFD) to avoid creating or maintaining circumstances, which may contribute to disruption of effective delivery of services to the residents and visitors of Miami Beach from the effects of non-platonic relationships in the workplace.

SCOPE:

This policy applies to all Miami Beach Fire Department personnel.

PROCEDURE:

This procedure is implemented to:

1. Avoid actual or perceived conflicts of interest based on personal relationships.
2. Avoid actual or perceived favoritism in the workplace, which could spawn claims from third parties and
3. Avoid the likelihood of sexual harassment in the workplace.
4. Promote personnel decisions which are based solely on merit, achievement and delivery of excellent public services.
5. Promote a work environment where personal and business matters are separated to the greatest extent possible.

It is the responsibility of all members of the Department to act in the most professional and responsible manner while on duty, in uniform, and/or on City Property. Therefore, given the unique working conditions of the Miami Beach Fire Department, the following policy shall be applied to the personnel of the Department. All personnel involved in a non-platonic relationship, and/or marriage, domestic partnership, cohabitation, or civil union relationship with another member of the Department, will be required to immediately report, in writing, said relationship via the chain of command to the Fire Chief.

Non-Platonic relationships include consensual romantic, sexual, or dating relationships. This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Outside Employment	Digna Abello, Fire Chief

POLICY:

City of Miami Beach employees may accept outside employment if the employment is not contrary, detrimental or adverse to the interests of the City, and if no City time, equipment or material is used.

SCOPE:

This policy applies to all members of the Miami Beach Fire Department who wish to engage in outside employment.

PROCEDURE:

- I. An employee who desires to engage in outside employment must complete a "Request for Approval of outside Employment Form". This form may be obtained from the City's website - Fishtank.
- II. The employee must fill the form out completely and send it to the Fire Chief via chain of command.
- III. The Fire Chief, or designee, will evaluate the form and if approves, will forward it to the City Manager for approval.
- IV. The Fire Chief's Administrative Deputy will keep a copy of all forms on file.
- V. City employees engaging in the outside employment must also file an "**Outside Employment Statement**" form with the Office of the City Clerk by July 1st of each year. This form may also be obtained from the City's website - Fishtank



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ISSUE DATE 10/22/2025 SOG#____
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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Personal Appearance	Digna Abello, Fire Chief

POLICY:

The Miami Beach Fire Department is committed to maintaining appearance standards for uniformed personnel that projects a professional image. This policy will define expectations for Fire Department members concerning personal appearance and is intended to promote safety, consistency, and a positive public image.

SCOPE:

This policy applies to all Miami Beach Fire Department personnel.

PROCEDURE:

- I. Hair will be neatly trimmed, and clean. Hair will be combed or brushed in such a manner so that it will not present a safety hazard with firefighting duties and shall not interfere with the proper placement of protective equipment to include the seal of the Self-Contained Breathing Apparatus (SCBA) face mask.
- II. The hair length, bulk or appearance shall not be excessive, ragged, shabby, bushy, unkempt or neglected. Any hair longer than the shirt collar is to be kept bound.
- III. Any hairstyle (including Mohawks, corn rows and / or design patterns) that significantly distracts from the uniform appearance of the members will not be allowed.
- IV. Hair color, including wigs and hair pieces, shall be limited to natural hair colors.
- V. Sideburns, or any hair worn in front of the ear, shall be neatly trimmed and tapered. Hair shall not extend below the lowest part of the ear, and not flared. It shall be of even width and ending with a clean-shaven horizontal line.
- VI. All personnel shall be clean shaven. Mustaches will be allowed only if they are neatly trimmed and do not extend lower than the corner of the mouth. No mustache may extend horizontally onto the cheeks. If a physician prescribes that an individual not shave for medical reasons, that individual may be assigned to non-suppression duties.
- VII. Any tattoo that is deemed offensive, or in any way violates the City's Harassment Policy must be covered while on duty.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Personal Appearance (2)	Digna Abello, Fire Chief

- VIII. Fingernails shall be no longer than ¼ inch from the tip of the finger and will be rounded, kept clean and free of stick-on or painted-on decorations. Members will not use fluorescent or multicolored nail polish.

Jewelry:

- I. Earrings will be limited to stud/post type without any type of dangling attachment. Piercing of visible body parts other than those written in this policy are prohibited while on duty and must be covered if worn.
- II. Neck Chains / Pendants will be worn under the uniform and shall not be visible except for the chain at the base of the neck.

The Fire Chief will have the ultimate discretion when there are conflicting opinions on any of the above.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Personnel Injuries	Digna Abello, Fire Chief

POLICY:

This policy defines the procedures to be taken when an on-duty injury occurs.

SCOPE:

This policy applies to all Miami Beach Fire Department personnel.

PROCEDURE:

- I. When a work-related injury is reported the following steps will be taken:
 - A. Report all work-related accidents to your supervisor. If your work-related accident results in the need for medical Treatment, and is not an emergency, you must immediately report the injury to your supervisor before seeking medical Treatment. All claims will be reported on-line using CorVel's CareMC system. If your accident is serious and requires immediate medical Treatment, go to the nearest hospital for Treatment. After Treatment, contact your designated supervisor to report the incident to CorVel via CareMC.
 - B. If your work-related injury/illness is not an emergency, seek medical Treatment at an authorized workers' compensation center, FastCare. The nearest center is located at 825 Arthur Godfrey Road, Suite 100. The hours of operation are Monday through Friday 9:00am to 9:00pm and Saturdays, Sundays and holidays 10:00 am to 4:00.
 - C. Depending on the severity of the injury, a rescue unit may be called for Treatment and Transport according to department protocols, which includes a rescue report.
 - D. The supervisor and/or Station Officer must advise the Division Chief (DC), who may also advise the Division Chief of Operation, Deputy Fire Chief or Fire Chief depending on severity of circumstances.
 - E. The supervisor or Station Officer must complete the required workman's compensation forms online. A "Supervisor's Report of Accident" form will be forwarded to the Suppression Division Chief who will review for completeness and accuracy. The Suppression Division Chief will then fax the form to the Risk Management Department (673-7023) within 24 hours of the injury and submit the original reports to the Division Chief of Operations.
 - F. If injury occurs due to MVA, a police report including the case number should be forwarded to the DC as well.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Personnel Injuries (2)	Digna Abello, Fire Chief

- II. After the injured employee has been seen and treated at a hospital facility, they will receive a follow-up document that will indicate fitness for duty. Documentation from the ER must be brought by the employee to FastCare for a final clearance for duty.
- III. The injured employee, or representative, must contact the DC to relate the return to work status and forward the “fitness for duty” document. If for some reason the Suppression Division Chief does not get contacted with a status report, the Suppression Division Chief must initiate the contact and acquire the “fitness for duty” document.
- IV. An employee must be officially released from Treatment by FastCare, whether they were seen and treated at another facility and bring all fitness for duty documentation to the DC before being able to return to duty.
- V. Personnel that have injuries or illnesses that did not occur on-duty or are subsequently ruled not to be work-related, may still need to be cleared through the Employee Health Center at Mt Sinai prior to returning to duty.
- VI. Absences due to an approved work-related injury/illness will be recorded in payroll as Injury Service-Connected pay (“ISC”) until the Workers’ Compensation treating physician has cleared the employee to return to work in a light-duty capacity or full duty. Employees shall provide documentation to their Supervisor from their Workers’ Compensation treating health professional after every appointment to document the visit. The documentation should not include medical information but must give a detail of the current duty status and expected date of return to normal duty. If light duty is suggested by a Workers’ Compensation treating physician, detail of the limitations and types of duties that can be performed are required.
- VII. Employees on light duty and employees who are cleared for normal duty with long term condition (for example cardiac, back injury, high blood pressure) may not unilaterally change their status without visiting an approved Workers’ Compensation medical facility. Whenever an employee feels that their condition is such that they cannot work light duty or remain at work if cleared for normal duty, proper notification to their supervisor and transportation to the



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Personnel Injuries (3)	Digna Abello, Fire Chief

medical facility are done according to this SOG, except that if the case is open a new Notice of Injury is not generated.

- VIII. Employees on ISC or Light Duty are provided time off or modified duties to ensure maximum and efficient recovery. Employees will attend appointments as scheduled and remain cognizant of their obligation to comply fully with limitations. Employees who participate in off duty activities which violate medical limitations or delay appointments unnecessarily can be subject to the disciplinary process.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Policies & Standard Operating Guidelines Manual	Digna Abello, Fire Chief

POLICY:

The following policy shall be followed for the management of the Policies & Standard Operating Guidelines Manual.

SCOPE:

This applies to all Fire Department personnel

GENERAL:

- I. A hard copy of The Policies & Standard Operating Guidelines Manual will be kept in the Officers Room at each Fire Station and in the Fire Department's Library located on the first floor of the Fire Administration Building.
- II. A copy of the Policies & Standard Operating Guidelines Manual will be kept online in Target Solutions and Power DMS.
- III. The Policies & Standard Operating Guidelines Manual will be reviewed and updated annually. A memo stating what was updated will be kept by Fire Administration and will be signed by the Fire Chief.
- IV. Any member finding errors or outdated information in the Policies & Standard Operating Guidelines Manual shall email their Officer stating the error or outdated information they found and should include a suggestion to correct it. The Officer will then forward the email via Chain of Command to their Division Chief who will then present it to the Fire Administration Staff for review.
- V. Members may request a hard copy of the Policies & Standard Operating Guidelines Manual for themselves by sending an email to the Support Services Captain requesting a hard copy of the manual.
- VI. The Policies & Standard Operating Guidelines Manual is not to be printed by the printers at the fire stations due to its size. Copies will be made by the City's internal printing department – Central Services.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Smoking & Tobacco Use	Digna Abello, Fire Chief

POLICY:

It is the policy of the Miami-Beach Fire Dept. to maintain a tobacco free work environment for all employees pursuant to Florida Rule 69A-62.024 Standards for Construction, Repair, and Maintenance of Firefighter Employee Places of Employment

SCOPE:

This policy applies to all Miami Beach Fire-Rescue Department employees.

PROCEDURE:

Per Florida Rule 69A-62.024 Standards for Construction, Repair, and Maintenance of Firefighter Employee Places of Employment (# (6)):

A firefighter employer shall designate firefighter employee places of employment as tobacco free. Tobacco use shall be prohibited at all firefighter employee places of employment. This prohibition includes any building or area owned, operated, occupied, or used by a fire department on a routine basis and includes all types of tobacco and tobacco-like products, including smoked and smoke-less tobacco, other smokable products, and electronic cigarettes.

It shall be the responsibility of all personnel to be familiar with and conform to this policy. It is also the responsibility of each Station Officer to ensure compliance and enforcement of this order.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Social Media & Social Networking	Digna Abello, Fire Chief

POLICY:

It is the policy of the Fire Department that employees exercise good judgment, decency, and common sense both on and off duty. This expectation shall also apply while employees are engaged in electronic social media, social networking media, blogging, multimedia messaging service/text messaging, e-mail, on-line computer gaming, cellular phone, or other types of electronic medium. This policy is necessary to ensure employees use appropriate discretion, good judgment, decency and common sense in their activities so as not to bring discredit upon themselves, the Fire Department or its members.

SCOPE:

This policy applies to all employees of the Miami Beach Fire Department.

PROCEDURE:

I. General

- A. Employees are not prohibited from having personal profiles, blogs, websites or web pages; and are free to access or participate in electronic social media, social networking media, blogging, multimedia messaging service/text messaging, e- mail, on-line computer gaming, cellular phone, or other types of electronic media while off duty. However, when reference is made to or about the Department or its employees, a review of the content is necessary to ensure that it does not compromise the integrity of the employee or cause or promote a lack of public confidence and respect for the Department or its employees.
- B. Employees shall always use appropriate discretion, good judgment, decency and common sense in their activities so as not to bring discredit upon themselves, the Department or its members. Employees will conduct themselves in such a manner as to inspire confidence and respect for the position of public trust they hold.
- C. Participation on publicly accessible electronic media including, but not limited to, internet postings, personal web pages, social web and networking sites (e.g., Facebook, Twitter, Instagram, Tik Tok, YouTube, etc.), chat rooms, text messaging, electronic dating services and any other electronic media should be carefully considered for proper personal conduct.
- D. Employees shall be aware that comments and statements made through electronic media including, but not limited to, the internet and text messaging are openly public and may be available and preserved for anyone to see in perpetuity.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Social Media & Social Networking (2)	Digna Abello, Fire Chief

II. Public Records Law

- A. The Public Records Law, Chapter 119, Florida Statutes, and the Florida Supreme Court in *Shevin v. Byron, Harless et al.*, 379 So.2d 633 (Fla. 1980), require the retention and availability for copying of all materials made or received by an agency in connection with official business, which are used to perpetuate, communicate or formalize knowledge.
- B. The Fire Department has the legal right to monitor and log all network activity including email, text messaging and internet use on Department issued phones, computers, or other electronic devices with or without notice. Employees of the Department shall have no expectation of privacy or confidentiality when using these resources.

III. Public Records Law

- A. Regarding social media or social networking sites, Department employees **shall not:**
 - 1. Access or use any social media or social networking sites while on duty, on a Department issued: computer, personal computer or tablet, cellular phone, or other electronic device.
 - 2. Participate in, post, or forward any material that may compromise the employee's integrity or bring discredit to or adversely affect the efficiency, integrity or reputation of the Fire Department and/or its employees.
 - 3. Participate in, post, or forward any text, photograph, audio, video or any other multimedia material that infers, implies, states, opines or otherwise expresses the employee's views of the public, city employees, or other persons which could be interpreted as detrimental to the Fire Department's mission or in any way undermines the public's trust or confidence in the Department and/or its employees.
 - 4. Release any confidential or sensitive information acquired through their position within the Fire Department.

Confidential information includes, but is not limited to photographs, home addresses, social security numbers, phone numbers, names or any other identifying information of any current or former law enforcement personnel and/or their families.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Social Media & Social Networking (3)	Digna Abello, Fire Chief

5. Release any text, photograph, audio, video, or any other multimedia material related to any fire scene, accident scene, or any other information obtained while acting in their official capacity or accessed as a result of their employment.
 6. Release any text, photograph, audio, video, or any other multimedia material related to any past or present investigation conducted by the Fire Department or in conjunction with the Fire Department.
 7. Release any text, photograph, audio, video, or any other multimedia material related to any past or present action taken by the Department or in conjunction with the Fire Department.
 8. Release any text, photograph, audio, video, or any other multimedia file related to any past occurrence within, involving or concerning the Fire Department.
 9. Post, forward, text, or email any sexual, violent, racial, ethnically derogatory material, offensive comments, offensive pictures, offensive artwork, offensive video or other derogatory or degrading reference.
 10. Post photographs or other depictions of Department logo, symbol, insignia, badge, seal, uniform, marked or unmarked vehicle, equipment, or employees of/or affiliated with the Fire Department without the written authorization of the Fire Chief.
- B. Employees shall immediately remove any questionable or prohibited content from their personal websites, blogs, social media and social networking sites whether posted by them or others.

IV. Exceptions and Approvals

- A. The Fire Chief or his/her designee may grant exceptions for password-protected or limited access websites used for official Fire Department purposes, such as media and public relations, exchanging information within professional
- B. Employees seeking exemption from a prohibited use shall submit a request in the form of a memorandum to the Fire Chief via the Chain of Command. The memorandum shall include, but not be limited to:
 - An explanation of the intended use of the references to the Department, photographs, or other depictions of Department uniforms, badges, patches, marked units, logos, or insignias.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Social Media & Social Networking (4)	Digna Abello, Fire Chief

- The purpose of the website or posting.
- C. The Fire Chief or his/her designee may inquire further, approve or disapprove the request by noting such on the memorandum.
- D. If approved, the requestor shall retain a copy of the memorandum for the duration of the posting or website:
 - I. A copy of the approved or rejected memorandum shall be maintained by the Fire Department's Administration.
 - II. Within the limits of their control, the requestor shall be responsible for removal of references, photographs or depictions when the posting or website is no longer appropriate or when so directed by the Fire Chief or his/her designee.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Station Officer	Digna Abello, Fire Chief

POLICY:

Station Officers will have specific duties that will be performed in a uniform and consistent manner.

SCOPE:

This policy applies to all those assigned to the Suppression Division in the position of Station Officer.

PROCEDURE:

The Station Officer (SO) will perform the following actions:

- I. The following will be completed by the Station Officers by 0800 hours on the assigned shift day:
 - A. All appropriate communications will have been received from the off-going SO.
 - B. Communicate with the Suppression Division Chief (300) regarding station, equipment, and manpower concerns. Assist 300 in filling vacant positions with overtime if necessary and receive assignments for the day.
 - C. Be ready for duty in uniform and located in the designated morning roll call area.
 - D. Be cognizant of all firefighters assigned to the station for the day and be ready to give a manpower status report to 300.
- II. Conduct a morning roll call as per the Morning Roll Call policy.
- III. Oversee maintenance of the station, equipment and apparatus assigned to that station.
- IV. Assist in maintaining station supplies. Make sure order forms for supplies are turned in by the first of each month.
- V. Report any station or personnel concerns to 300 immediately. This may require a follow-up email.
- VI. In cases of station maintenance that requires the attention of the City's Property Maintenance Department (PMD), the SO will notify the Captain and Division Chief of Support Service by email. If it is an emergency maintenance situation, the SO is to notify their Suppression Division Chief immediately.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Station Rules	Digna Abello, Fire Chief

POLICY:

The following policy on Station Rules shall be adhered to.

SCOPE:

This policy applies to all Fire Department Personnel.

GENERAL:

- I. Per Florida Rule 69A-62.024, Bunker Gear is prohibited from being stored in the sleeping and living areas inside the Fire Station as well as any patient compartment area in the Rescue vehicles. Bunker Gear will be stored in designated area for Bunker Gear within the fire station when not in use.
- II. The Station and grounds shall be maintained in a neat, clean and serviceable condition always.
- III. Beds shall always be made and kept in an orderly fashion when not in use. Members may use just the spread of their bed if they desire, providing that it covers the entire bed from head to foot.
- IV. Beds in dormitories shall not be occupied from 0700 hours through 1230 hours. An exception can be authorized by the Station Officer when an on-duty member has an illness.
- V. Doors to station pole holes shall always be closed when not in use to prevent someone from accidentally falling through the pole hole.
- VI. All personal property kept in fire stations is to be kept in lockers with the doors closed and not left lying around loose.
- VII. Members shall not use, tamper with or borrow any other member's food, clothing or other property at any time without the affected member's permission.
- VIII. Fire Department kitchen utensils and any other equipment, other than that issued to individuals for personal use, shall not be kept in a member's locker, or shift lockers.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Station Rules (2)	Digna Abello, Fire Chief

- IX. All station personnel shall take special care to see that gas, water and electricity are shut off when not in use. Officers will be held accountable when utilities are being wasted.
- X. The supply room at each station shall always be kept locked when not in use.
- XI. All doors on apparatus floors (including the Drill Tower and Shop at Fire Station #2) are to be closed at all times.
- XII. All Department supplies for cleaning, care and maintenance shall be stored in their proper place when not in use.
- XIII. Unnecessary noise or crude behavior annoying to other members is always prohibited.
- XIV. At no time shall any vehicle, Fire Department or otherwise, be allowed to park in front of any Fire Apparatus door or in the driveway in front of Fire Apparatus, including the Reserve Apparatus.
- XV. Members using Fire Department vehicles such as inspector's cars, shop truck, etc., shall sign out in the Station logbook and identify which vehicle they are using. When finished with the vehicle they shall see that the vehicle is fueled, cleaned, properly parked, locked and that the keys are restored to their proper place.
- XVI. All members shall begin station clean up at 0700 hours under the direction of the Station Officer.
- XVII. At 0800 hours the on-coming Station Officer will dismiss the off-going crew.
- XVIII. No officer or member shall leave the station area without permission of the Station Officer. When detailed away from the station or allowed to leave the station for any cause, they shall see that a record of their departure and return is made in the Station Electronic Log (Target Solutions).
- XIX. A record of all station work shall be entered into the Station Electronic Log (Target Solutions) so that officers of all shifts may keep up and schedule their portion of the work.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Station Rules (3)	Digna Abello, Fire Chief

- XX. Use of the Office of the Fire Chief, Deputy Fire Chiefs, Division Chief, Fire Prevention offices, Rescue Division offices, or Support Services office shall not be allowed without the approval of the Officers so affected.
- XXI. No vehicles other than Fire Department vehicles are to park inside station bays.
- XXII. Common courtesy dictates that members knock before entering any member's cubicle or office.
- XXIII. When use of the Fire Department Shop and/or its tools is authorized, it shall be the duty of the Officer authorizing such use to see to it that all tools are cleaned and are returned to their proper place, and that the Shop is left neat and orderly.
- XXIV. The Support Services facility shall not be used by members to perform work on personal vehicles.
- XXV. The Fire Station and the Fire Department telephones shall not be used to conduct business not connected with the operations of the Fire Department.
- XXVI. Personal telephone calls are not to be made or received until all station work is complete,
- XXVII. No members shall be permitted to maintain their permanent residence in any Fire Station.
- XXVIII. Children shall not be permitted to loiter in Fire Stations. They shall be under the supervision of their parents or other persons entrusted with their care.
- XXIX. Members shall not waste the station utilities or supplies.
- XXX. Pets are not permitted inside fire stations and/or station grounds.

STATION VISITS:

1. All Station Visits must be approved by the Station officer.
2. Visit must be recorded in the station log and will include the visitor's name, purpose of visit,



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Station Rules (4)	Digna Abello, Fire Chief

location of work (if applicable), and entry and exit time.

3. Official visits (station repairs, etc.) must have a department member accompany the visitor to the location of work if inside the station. If work location is inside private areas the visitor must remain accompanied. In common areas the visitor may remain unaccompanied unless the visit is after 2200 hours. In this case the visitor must remain accompanied.
4. Personal visits are limited to common areas and visitors shall not be permitted in private areas. Personal visits are not allowed in fire stations and/or station parking areas after 2200 hours. All personal visitors shall clear the premises by 2200 hours.
5. Exceptions to this rule may be approved by written request to the Chief of Operations via Chain of Command.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Station Visits	Digna Abello, Fire Chief

POLICY:

The following policy shall be used for daily to secure the station from unauthorized visitors and to assure that all station visits are recorded.

SCOPE:

This applies to all Fire Department emergency response personnel.

PROCEDURE:

All Station Visits must be approved by the Station officer.

Visit must be recorded in the (station log, Aegis) with visitor's name, purpose of visit, location of work (if appropriate) time in and time out.

Official visits (repairs, etc.). must have a department member accompany the visitor to the desired location inside the station. If inside private areas, the visitor must always remain accompanied. In common areas the visitor may be left to do their work unless the visit is after 2200 hours, in that case the visitor must remain accompanied.

Personal visits are limited to common areas and shall not be permitted in private areas. In all cases, all personal visitors shall clear the station premises by 2200 hours. This includes the parking areas that are part of the station.

Stations must be secured at 2200 hours. All outside doors as well as apparatus room doors shall be locked and remained locked until 0700 in preparation for Shift Change. When apparatus leave the station, apparatus room doors shall be locked behind them. In building assignments, the last unit leaving the station shall assure that all doors have been locked behind them.

Exceptions to this rule may be made by written request to the Chief of Operations via chain of command.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Tardiness Policy	Digna Abello, Fire Chief

POLICY:

The below policy shall be adhered to for Tardiness.

SCOPE:

This applies to all Fire Department personnel.

GENERAL:

- I. Tardiness can lead to disciplinary action, delayed or denied merit increases or dismissal from employment. An employee who is:
 - A. TARDY four times in a 12-month period will be given a written notice that the fifth TARDY will result in a suspension of 24 hours.
 - B. TARDY five times in a 12-month period a suspension of 24 hours will be in effect and a written notice will be given that for the sixth TARDY, the member will be subject to dismissal.
 - C. TARDY six times in a 12-month period the member is subject to dismissal

The above steps will be followed within a time period of 12 consecutive months preceding the last TARDY offense.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Uniform Policy	Digna Abello, Fire Chief

POLICY:

Miami Beach Firefighters will always project a professional appearance to the public, allowing for as high a level of comfort as possible. All crewmembers must be attired in the same uniform as set by the Company Officer. Station Officers will be responsible for the appearance of the members assigned to their respective fire stations while on duty. All Officers will be held accountable for the appearance of their assigned crews while out of the station.

SCOPE:

This policy applies to all members of the Miami Beach Fire-Rescue Department.

PROCEDURE:

- I. Class "A" Uniform
 - A. Regulation white dress shirt (short sleeve) with shoulder patches, navy blue regulation dress slacks (black dress slacks for chief officers), black socks and a black belt. White socks may be substituted when wearing boots. Black, lace-up, rubber soled shoes or boots with black laces only. Athletic shoes are not acceptable with a Class "A" uniform. For the Class A short sleeve shirts, a maximum of one button may be unbuttoned. Only plain white t-shirts may be worn under the dress white shirt. Class A shirts must always be tucked into trousers. Each member will be issued a long-sleeve regulation white shirt and a black tie for sleeve shirt.
 - B. Appropriate shirt brass must always be worn with Class "A" as follows:
 - a. All Officers and Firefighters must wear collar pins attached to the collar on each side, parallel with and centered 1 ½" from the point of the collar.
 - b. The nameplate must be worn centered on the right shirt pocket button with the top of the plate aligned with the lower seam at the top of the pocket.
 - c. City service pins, or presented awards by the department or City, such as the valor award, may be worn on the right shirt pocket flap below the nameplate.
 - d. All Officer's and Firefighter's issued badge must be worn in the designated place.
 - e. Brass replacement buttons may be used for shirt pockets and/or epaulets only. No other pins, insignia, buttons, or devices of any kind are to be worn with the Class 'A' uniform.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Uniform Policy (2)	Digna Abello, Fire Chief

C. Class "A" uniforms will be worn at specific times as follows:

- When serving in an official capacity such as during community presentations and City functions.
- During off-duty fire watches, night inspections or inspector details.
- During promotional boards such as assessment centers and promotional interviews. In this situation, nameplates are not to be worn.
- At other times as directed by the Fire Chief or his designee.

II. Work Uniform

A. Fire Suppression Division

- The standard work uniform consists of a department issued navy blue polo shirt (white polo shirt for Suppression Division Chiefs). Correct monthly shirts and hats as approved by Fire Chief (Breast Cancer awareness, Movember, etc.). Department issued blue cargo/work pants, a black belt, black socks, and black lace-up rubber soled shoes or boots. White socks may be worn when wearing boots. Boots must be kept inside the pant leg. Athletic shoes or sneakers are not acceptable.
- A department issued navy blue t-shirt may be worn when responding to calls in conjunction with bunker pant, while training, while performing physical training or after 8 pm.
- A department issued windbreaker/jacket is the only jacket to be worn other than a turn-out coat while in uniform.
- Unauthorized polo shirts, t-shirts, hats or other items will be considered unacceptable and any member so attired will be considered out of uniform.
- The standard work uniform will be worn while standing watch.

B. Rescue Division

- The standard work uniform for the Rescue Division is the same as described above



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Uniform Policy (3)	Digna Abello, Fire Chief

for the Suppression Division.

- b. A department issued navy blue jumpsuit may also be worn. However, all crew members must be attired in the same uniform as set by the Rescue Lieutenant. A department issued navy blue t-shirt, or a plain white t-shirt may be worn underneath the jumpsuit. The jumpsuit must be worn as intended and be zipped up at least equivalent to the height of the middle of the EMT/Paramedic patch. The wearing of a badge and collar brass is optional but will be the only approved items to be worn on the jumpsuit.

C. Fire Prevention

- a. Uniform policy will be set by the Division Chief of Fire Prevention.

D. Training Division

- a. Uniform policy will be set by the Division Chief of Training.

E. Support Services

- a. Uniform policy will be set by the Division Chief of Support Services.

F. General

- a. At no time will it be acceptable to be on watch or outside of any fire station, while on duty, wearing anything other than the approved work uniform described above except during those times where either swimming activities or P.T. is being performed.
- b. All uniforms must be clean, in good repair, and maintained in presentable condition. Faded, worn or damaged uniforms or unserviceable shoes or boots will be considered a violation of this policy. Shoes/boots are always to be laced and/or zipped up when worn.
- c. Navy blue ball caps and blue or white wide-brimmed hats bearing the words "Miami Beach Firefighters" are the only hats authorized under this policy. They may be



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Uniform Policy (4)	Digna Abello, Fire Chief

worn without restriction except for the following conditions: 1) with a class "A" uniform they may be worn while out of doors only. 2) Ball caps are always to be worn with the bill facing straight forward.

- d. The wearing of any Miami Beach Fire Department emblem in any public place that may put the fire department in a negative light is strongly discouraged. Any person wearing a Department uniform or emblem on any item of clothing that is worn publicly must always display them in a professional manner.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Customer Service	Digna Abello, Fire Chief

Customers:

Viewing those who receive our services as “customers” is a major cultural change for many of us. Every interaction with the public is an opportunity to positively impact public perception of the Miami Beach Fire Department and its members. We respond to thousands of incidents each year. On average, each call is viewed by the person who called and two or three friends, relatives or bystanders. In 3-4 years, every person in Miami Beach will receive assistance or view us treating a patient or watch us at a fire or other emergency. This places us in a truly unique position to educate the public through our appearance, attitude and actions.

Customer Needs:

Our job is to serve the citizens of Miami Beach in any manner that enhances their safety and wellbeing as defined by the Fire Chief together with the City Manager, the Mayor and City Commissioners.

Customer Service:

Miami Beach Fire Department personnel assume that a citizen or visitors who call for our service or with their problems are not interruptions to our work. *They are our work!*

- A. Is the most important person ever that day!
- B. Is not dependent of us, we are dependent on him!
- C. Is not an interruption of our work-they are the purpose of it!

Attitudes:

Attitudes are infectious. Each day we have an opportunity to reinforce positive attitudes and attempt to correct negative behavior. We are customers every day in our personal lives. Whether we are training, going to the store, eating at a restaurant or purchasing a service, we expect service in our personal lives. We should provide nothing less in our professional lives.

If you witness an occasion of poor customer service, it is your obligation as members of the Fire Department to point it out either at the time or when you get back to the station. It is your responsibility as an Officer to address poor customer service immediately. If poor customer service is not dealt with at the time of occurrence, then it becomes the norm. We have little room for negative attitudes or behavior on the Miami Beach Fire Department.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Customer Service (2)	Digna Abello, Fire Chief

Internal Customers:

All members are important. Each is responsible and accountable for his or her action or inaction. We are all members of the same team, but each of us is an individual with different beliefs and opinions. Each of us is unique with our feelings, ideas, hopes and ways to do things. We should respect our diversity. From that diversity we gain strength. There is zero room for prejudice and intolerance on the Miami Beach Fire Department. Our Treatment of the public begins with how we treat each other. Each of us has a right to be treated with dignity and respect. In turn, we have an obligation to treat others with the same dignity and respect.

Summary:

The Miami Beach Fire Department has a long history of providing quality service to the citizens and visitors each year. Because we respond to thousands of calls for service each year, some calls may seem routine to us. Each call, however, is important to the person who called. As professionals we must provide excellent service on each call, to each customer. Our customer service begins with our respect for how we treat each other. It never ends. We have an obligation to carry on the tradition of providing the best service possible to those who need our assistance. That philosophy must be continued by each successive generation of Miami Beach Firefighters.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Driver Engineer Operations & Safety	Digna Abello, Fire Chief

POLICY:

The following policy shall be used for driver engineer operations and safety. Miami Beach Fire Department Driver Engineers shall take every precaution available to prevent injuries and accidents while responding to and returning from alarms and other on-duty activities.

SCOPE:

This applies to all Fire Department personnel.

PROCEDURE:

I. DRIVING PROCEDURES:

A. Florida Statute 316.271 Horns and warning devices.

The following is taken from Florida Statute 316.271 "Horns and warning devices"

(6) Every authorized emergency vehicle shall be equipped with a siren, whistle, or bell capable of emitting sound audible under normal conditions from a distance of not less than 500 feet and of a type approved by the department, but such siren, whistle, or bell shall not be used except when the vehicle is operated in response to an emergency call or in the immediate pursuit of an actual or suspected violator of the law, in which event the driver of the vehicle shall sound the siren, whistle, or bell when reasonably necessary to warn pedestrians and other drivers of the approach thereof

B. Florida Statute 316.072 AUTHORIZED EMERGENCY VEHICLES.

The following is taken from Florida Statute 316.072 "Obedience to and effect of traffic laws"

(5) Authorized Emergency Vehicles:

a.

1. The driver of an authorized emergency vehicle, when responding to an emergency call, when in the pursuit of an actual or suspected violator of the law, or when responding to a fire alarm, but not upon returning from a fire



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Driver Engineer Operations & Safety (2)	Digna Abello, Fire Chief

2. A medical staff physician or technician of a medical facility licensed by the state when responding to an emergency in the line of duty in his or her privately owned vehicle, using red lights as authorized in s. 316.2398; or

3. The driver of an authorized law enforcement vehicle, when conducting a nonemergency escort, to warn the public of an approaching motorcade; may exercise the privileges set forth in this section, but subject to the conditions herein stated.

b. The driver of a vehicle specified in paragraph (a), except when otherwise directed by a police officer, may:

1. Park or stand, irrespective of the provisions of this chapter.

2. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.

3. Exceed the maximum speed limits so long as the driver does not endanger life or property.

4. Disregard regulations governing direction or movement or turning in specified directions, so long as the driver does not endanger life or property.

c. The foregoing provisions shall not relieve the driver of a vehicle specified in paragraph (a) from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his or her reckless disregard for the safety of others.

II. BACKING PROCEDURES:

A. If possible, backing apparatus should be avoided. However, if an apparatus must be backed, the following guidelines will apply:

a. Spotters will be provided for the Driver Engineer every time that a vehicle is backed:

- At least one spotter when a Rescue Truck is backed (preferably two if possible)
- At least two spotters when an Engine or Ladder apparatus is backed.



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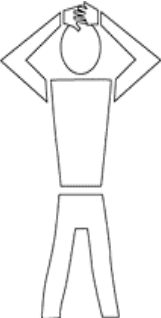
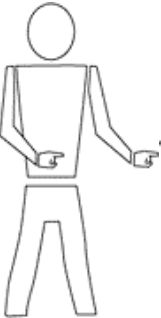

PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Driver Engineer Operations & Safety (3)	Digna Abello, Fire Chief

- The first spotter should take position to the rear of the driver's side of the apparatus, while the second spotter positions himself at the front corner of the passenger side of the apparatus in clear view of the Driver Engineer.
- The spotters should wear visible attire (safety vest or turnout coats).
- The rear spotter should pass in front of the Driver Engineer and avoid travelling directly behind the apparatus prior to taking position at the driver's side rear corner.
- The Driver Engineer shall not engage the transmission into reverse until the spotter is in place behind the driver's side of the apparatus and visible to the engineer.
- The Driver Engineer shall not allow the apparatus to move backward unless the back-up alarm is sounding properly.
- If a spotter is not available, the Driver Engineer should exit the vehicle and conduct a complete walk-around of the apparatus prior to backing. During this walk around, he / she should observe any obstructions, clearances, etc.

B. Driver Engineer -Spotter Communication

The driver and spotter shall communicate with hand signals.

Examples of Commonly Used Hand Signals:

			
Straight Back	Stop	Left	Right
One hand raised with palm towards face, waving back	Both arms crossed with hands in fist	Both arms pointing in same direction	Both arms pointing in same direction



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Driver Engineer Operations & Safety (4)	Digna Abello, Fire Chief

C. Back up Cameras

- a. Some apparatus is equipped with a camera that is mounted on the rear. This camera transmits a significant view of the area behind the apparatus to a monitor in the cab. This allows the driver to view the rear of the apparatus while the apparatus is backing up.
- b. Even though cameras do provide some measure of safety, spotters must always be used while the apparatus is being operated in reverse.

III. GENERAL DRIVER INFORMATION:

- A. The Driver Engineer shall be responsible for the care and appearance of the fire apparatus and/or rescue vehicle and the equipment carried thereon, adhering to all the cleaning, inspections, and maintenance schedules assigned to him/her.
- B. The Driver Engineer shall inspect the apparatus and equipment each morning when accepting responsibility from the off-going driver, making sure that all visible parts are in good working order, as well as the brakes, cooling system and radio.
- C. The Driver Engineer shall check the level of fuel, oil, and water, and add the amount needed to replenish the supply used.
- D. Fuel shall be added whenever the gauge reading is below $\frac{3}{4}$ full.
- E. The Driver Engineer shall, with the help assigned by the Company Officer, thoroughly clean the apparatus and equipment each morning or at any other time it is needed, or according to an established schedule.
- F. The absence of any report to the contrary from the Driver Engineer will justify the Division Chief and Company Officer in assuming that the apparatus and equipment are in efficient operating condition and in readiness to respond to all alarms.
- G. All accidents involving City vehicles must be reported at once to your immediate Supervisor and to the Police Department.
- H. Florida Statute 316.2034 Crossing fire hose: No vehicle shall be driven over any unprotected hose of a fire department when laid down on any street or highway, or private road or driveway, to be used at any fire or alarm of fire, without the consent of the fire department official in command. A violation of this section is a noncriminal traffic infraction, punishable as a moving violation as provided in chapter 318.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Fire Station Maintenance	Digna Abello, Fire Chief

POLICY:

The following policy for Fire Station Maintenance shall be adhered to.

SCOPE:

This policy applies to all Miami Beach Fire Department emergency response personnel.

PROCEDURE:

- I. The following station maintenance will be performed daily:
 - I. Clean the entire station.
 - II. Restore all misplaced items in and around the station to proper locations.
 - III. Remove and dispose of any refuse items in and around the station.
 - IV. On recycle day, place recycle bins and containers at the curb for pick- up.
- II. Weekly, the following maintenance will be performed by those assigned to shift each Saturday:
 - I. Scrub, clean and disinfect all garbage cans, trashcans, and recycle bins.
 - II. Wipe down and clean all exercise equipment.
- III. Monthly, in addition to items listed in categories I & II above, the following maintenance will be performed by those assigned to shift on the first Saturday of each month:
 - I. Wash all windows, sills, and exterior walls.
 - II. Wash and clean all cabinets, locker doors, locker tops, entrance doors, T.V.'s, computers, bookcases, etc.
 - III. Wax all floors, furniture and cabinets as necessary.
 - IV. Inventory, clean and organize station supply rooms, shop rooms, and hose racks.
 - V. Clean all A/C vents. If the AC filters need to be replaced, the Station Officer will notify Support Services via email.
 - VI. Clean and wash the outside of the fire station, all outside walkways, porches, and driveways.
 - VII. Organize and straighten out all station bulletin boards. All notices that are over 30 days old will be removed and either discarded or filed.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Fire Station Maintenance (2)	Digna Abello, Fire Chief

- IV. The Division Chief of Support Services will visit each Fire Station quarterly to inspect the station for safety and health hazards. Any safety and health hazards identified during these inspections shall be reported to the health safety committee. Inspections shall be documented and recorded using a form developed by Support Services. The form shall contain the following items at a minimum:
- I. General station conditions.
 - II. Housekeeping.
 - III. Exits.
 - IV. Walking and working surfaces.
 - V. Apparatus floors/maintenance areas.
 - VI. Laundry/cleaning/disinfecting areas.
 - VII. Building exterior and grounds.
 - VIII. Decontamination rooms.
 - IX. Fire prevention and protection.
 - X. Hazardous materials.
 - XI. Electrical wiring/fixtures/controls.
- V. All Miami Beach Fire Stations are equipped with an exhaust recovery system (Magna Grip). This system is to be inspected daily to make sure it is working properly. If there is a maintenance issue with the exhaust recovery system, the Station Officer will notify Support Services immediately for repair of the system.

STATION REPAIRS:

- I. All requests for repairs to any equipment within the fire station or to the fire station itself are to be made to the Division Chief and Captain of Support Services. The Station Officer will send an email to the Division Chief and Captain of Support Services via Chain of Command describing the issue and when it was first discovered.
- II. Support Services will then notify property maintenance and will give an update to the Station Officer regarding the progress of repair request.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Incident Reports	Digna Abello, Fire Chief

POLICY:

The following policy shall be used for the submission of incident reports.

SCOPE:

This applies to all Fire Department personnel

PROCEDURE:

- I. The first arriving company is responsible for the initiation and completion of the NFIRS report.
 - All officers and Acting Officers shall ensure their crew members on TeleStaff are correct by 0900. Any staffing changes during the shift(s) shall also be reflected in this area. This will ensure that the report factually reflects all personnel on any incident.
- II. All other responding companies shall initiate and complete an Apparatus Narrative "Documents".
 - Apparatus narratives shall be completed in the Additional Information "Documents" section of the responding units tab in Aegis Fire software program.
 - Apparatus narratives should contain all the actions of that unit on the incident.
- III. Each NFIRS incident report shall be completed as outlined in the NFIRS Manual. All entries shall be accurate representation of the circumstances encountered.
- IV. Each incident report requires a narrative section "Remarks". By writing a narrative, the Officer or Acting Officer is creating a permanent record of the incident for recollection and public record purposes. Narratives should be as detailed as necessary to describe the activities that occurred at the incident. Content of narrative shall:
 - a. Be stated clearly.
 - b. Be grammatically correct. Correct spelling by using "spell check" with correct capitalization and punctuation.
 - c. Be accurate. Detailed reflection of actions and observations.
 - d. Identify unusual circumstances.
 - e. Completely describe the incident using 5 W's and 2 H's



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Incident Reports (2)	Digna Abello, Fire Chief

- f. Identify damage to property by completing “Estimate Dollar Losses & values”
- g. Not contain any criminal or HIPPA information.

- Fire Investigation information may be placed in the “Remarks” section provided that the Reporting Officer performed the cause and origin investigation.
- If a Fire Investigator performed the investigation, then he/she shall complete the investigation area of the Aegis report and place a note in the narrative referring to their investigation report. Company Officers shall refer to the Fire Investigation report in the “Documents” section for cause and origin information.
- If the cause has not been determined or has not been confirmed by the reporting Officer, then the Officer shall fill in the investigation report area as undetermined. A Fire Investigator must be called. The Fire Investigator shall make changes based on the results of the investigation.

V. Persons involved in the incident shall be identified in the “Personnel” area in the Aegis Fire software program.

- If any patients are treated, EMS report number be identified in the “Remarks” section
- There is an actual area for related case / incident numbers. See screen shot below.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Incident Reports (3)	Digna Abello, Fire Chief

- VI. The incident type should fit the incident, do not rely on the auto fill from the Computer Aided Dispatch System. Types of calls for service are commonly used for statistical purpose and should reflect the actual type of call.
- VII. Each NFIRS or apparatus narrative shall be completed prior to being relieved of duty under normal circumstances
- VIII. If circumstances exist which prevent incident reports from being completed during that shift, those reports may be completed during the next scheduled work shift, unless the employee is pre-approved for leave. Under no circumstances, shall officers or acting officers fail to complete incident reports for major structure fires, hazard materials, grass fires, or vehicle fires prior to leaving duty.
- IX. When a delay in writing incident reports cannot be avoided, officers and acting officers shall conscientiously protect their field notes and sketches.
- When a computer failure prevents the timely completion of any incident report, the employee shall enter a log entry indicating computer failure and notify the on-Duty Chief.

NOTE: There is also paper incident reports stored at the fire stations in the officer's quarters. These are carbon copy reports (white & yellow copies) so the officer can keep a copy and send the yellow copy to 300 if the system is down for a significant period.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Watch Office Staffing and Electronic Log Maintenance	Digna Abello, Fire Chief

POLICY:

It is the policy of Miami Beach Fire Department to have the watch office staffed with personnel during the workday to aid the public. An electronic station log will be maintained in a complete and accurate manner that details all significant events that occur at each fire station.

SCOPE:

This policy applies to all firefighters assigned to 24-hour shift duty. The staffing of the watch office and maintenance of the electronic station log will be the responsibility of all Station Officers.

PROCEDURE:

WATCH OFFICE PROCEDURES

- I. The Station Officer will assign watch office schedules at the morning roll call.
- II. The Fire Station Watch Office will always be staffed prior to 2300 hours when the station is occupied by a fire company with exceptions allowed for training and cleaning duties.
- III. The Fire Station Watch Office will be staffed after 2300 hours only when the station alert tones are inoperable.
- IV. Exchange of watch office duties shall be permissible only with the approval of the Station Officer.
- V. Members on watch shall be in regulation work uniform.
- VI. Members on watch shall see that the Watch Office shall be kept neat, clean and orderly always.
- VII. Members on watch shall see that the station is always properly secured.
- VIII. Members on watch will make appropriate entries into the Electronic Station Log.
- IX. Calls pertaining to the Fire Department or other City Departments shall be referred to the proper person or Office immediately.
- X. Any requests for information about an incident will be directed to the Suppression Division Chief.



City of Miami Beach

FIRE - RESCUE DEPARTMENT. Date Created x/xx/xxxx

ISSUE DATE 10/23/2025 SOG#___

PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Watch Office Staffing and Electronic Log Maintenance (2)	Digna Abello, Fire Chief

WATCH OFFICE ELECTRONIC LOG MAINTENANCE:

The Station Officer or Acting Station Officer will cause the following to be entered into the watch office electronic station log daily:

- I. Members on watch are to log when beginning their watch assignment.
- II. Anytime a firefighter, with Suppression Division Chief's authorization, leaves the station outside of normal duty. The time the firefighter leaves the station, and the time of return will be noted.
- III. All injuries and accidents that involve personnel and/or apparatus during the shift.
- IV. Any mechanical defects that are noted on the apparatus or in the station along with any actions taken to address the problem. (i.e. apparatus defect report filled out and transferred to a reserve apparatus or reported to property maintenance and faxed a repair request, etc.)
- V. Notations of all station work done by the City or other parties.
- VI. Dispatch updates - Street closures, Hospital diversions, Hydrant / water issues, alert tones not operating, etc.
- VII. Any citizen contacts via walk-ins.



City of Miami Beach

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ISSUE DATE 10/24/2025

SOG#__

PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Subpoena and Deposition Process	Digna Abello, Fire Chief

POLICY:

It is the policy of the Miami Beach Fire-Rescue Department to provide and promote a productive work environment and maintain an excellent working relationship with other City departments and the public.

SCOPE:

This policy applies to all Miami Beach Fire-Rescue Department employees that receive a notice of a work-related subpoena or deposition.

GENERAL:

- A. The Fire Department Headquarters receptionist will be the designated Court Liaison Officer and will receive all notices of subpoena or deposition on behalf of Miami Beach Fire-Rescue Department personnel.
- B. The Court Liaison Officer will review all depositions and make sure they are scheduled when the employee is on-duty. If a deposition is scheduled when an employee is off duty, they shall call the requestor and attempt to schedule when the employee is working and the location for deposition should be the Fire Department Headquarters, when possible.
- C. Upon receipt of a subpoena or deposition for an employee of the Miami Beach Fire-Rescue Department they will notify the Chief of Operations and provide them with the necessary paperwork. As an alternate the Rescue Chief can be notified.
- D. The Chief of Operations will determine if the matter involves the City of Miami Beach directly and contact the City Attorney's Office for coordination.
- E. If the matter involves the City directly, a legal representative from the City Attorney's office may accompany the employee to the deposition.
- F. The Chief of Operations will forward the notice of subpoena or deposition to the respective Suppression Division Chief with the expectation the employee will be notified.
- G. The Suppression Division Chief shall notify the employee of the subpoena or deposition and facilitate their attendance.
- H. Once the employee is notified, they assume full responsibility for the subpoena or deposition to include any change requests or attendance requirements.
- I. In the occurrence a Miami Beach Fire-Rescue Department employee receives a notice of subpoena or deposition they must notify their Suppression Division Chief in writing as follows:



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FIRE - RESCUE DEPARTMENT. Date Created x/xx/xxxx

PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Subpoena and Deposition Process (2)	Digna Abello, Fire Chief

- If the notice of subpoena or deposition is received at work the employee shall immediately forward written notification to their Suppression Division Chief via email or departmental memorandum.
- If the notice of subpoena or deposition is received outside of the workplace (i.e. home) the employee shall submit written notification to their Suppression Division Chief within three (3) days of receiving the notification.
- The Suppression Division Chief upon receiving written notification from the employee shall forward the notification to the Operations Chief.



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FIRE - RESCUE DEPARTMENT. Date Created x/xx/xxxx

ISSUE DATE 11/4/2025

SOG#___

PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Funeral Guidelines	Digna Abello, Fire Chief

PURPOSE:

These Funeral guidelines establish procedures to ensure proper support and care for a firefighter's family after the death of an active and/or retired member of this department. These guidelines ensure appropriate honor and respect for the fallen firefighter is bestowed.

OBJECTIVES:

- To establish classification for each type of funeral: Class I, Class II, Class III, Class IV and Class V.
- To promote the honor and respect for the fallen firefighter.
- To establish lines of authority, and responsibilities during notification and family contact.
- To standardize department response once notified

CLASSIFICATIONS:

Class I (LINE OF DUTY DEATH) - A Class I death is to be considered for members who are killed at the scene of an emergency incident or are killed responding to or returning from the scene of said incident. A Class I death will also include those who are injured at an emergency scene and who later die as a result of these injuries. A Class I death will NOT include individuals who die of heart, lung, or other causes while not engaging in, responding to, or returning from an emergency incident.

Class II (ACTIVE MEMBER ON DUTY DEATH) - A Class II death is to be considered for members who die while on-duty but not due to injuries sustained while not engaging in, responding to, or returning from an emergency incident.

Class III (ACTIVE MEMBER OFF DUTY DEATH) - A Class III death is to be considered for members when a death of an active member occurs off-duty and not related to any emergency activities.

Class IV (RETIREE MEMBER DEATH) - A Class IV death is to be considered for all retired members from the fire department.

Class V (NON-SWORN AFFILIATE MEMBER) - A Class V death is to be considered for members who was affiliated in a non-sworn capacity with the fire department.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Funeral Guidelines (2)	Digna Abello, Fire Chief

Note: The Fire Chief reserves the right to make appropriate changes to classifications or to any of the following procedures.

NOTIFICATION:

Line of Duty Death (Class I) & Active Member On Duty Death (Class II)

- The Shift Division Chief on duty at the time of the incident will be responsible for immediately contacting either the Operations or Administrative Deputy Fire Chief who will then notify the Fire Chief
- The Fire Chief and the Chaplain will be responsible for contacting the family members of a firefighter killed in the line of duty. If the firefighter's next of kin are outside of Dade or Broward County, it is the Fire Chief's option to notify the fire or police department nearest the family, and to arrange for a uniformed officer, preferably from the fire department, and accompanying local chaplain, contact the family in person.
- The Division Chief of Training will be the Funeral Coordinator.
- The Training Division shall take charge of making the necessary arrangements for such funerals.
- The Funeral Coordinator will contact any fraternal or employee organizations.
- The Fire Chief or designee will be responsible for contacting the Mayor, City Commissioners, City Manager and any other appropriate dignitaries. The Shift Division Chief will notify all other stations within the department.
- The Funeral Coordinator will notify the Honor Guard Commander, who in turn will coordinate the Honor Guard/Memorial Team.

Active Members/Off Duty Death (Class III)

- Department members that have knowledge of a fellow firefighter's death will notify the Fire Department immediately by contacting the on-duty Shift Division Chief.
- The Fire Chief, once notified, is then responsible for contacting the family and offering department assistance.
- The Fire Chief or Designee will announce the death and any funeral/memorial arrangements to all stations.
- The Division Chief of Training will be the Funeral Coordinator.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Funeral Guidelines (3)	Digna Abello, Fire Chief

- The Funeral Coordinator will contact the Honor Guard Commander, assign a family liaison and relay the family's wishes.

Retiree Deaths (Class IV)

- Once the fire department is notified of a retiree death, the Fire Chief or designee will contact the family to offer a Department Funeral or assistance.
- The Funeral Coordinator (Division Chief of Training) will contact the Honor Guard Commander, relay family wishes and assign a family liaison.

Non-sworn Affiliate Member Deaths (Class V)

- Once the fire department is notified of a retiree death, the Fire Chief or designee will contact the family to offer a Department Funeral or assistance.
- The Fire Chief may choose to assign a Funeral Coordinator (Division Chief of Training) to contact the Honor Guard Commander, relay family wishes and assign a family liaison.

Fire Department K-9 Line-of-Duty Death

- After the Fire Chief, or designee has been made aware of a line of duty death, a joint session will be conducted with Honor Guard and Fire Chief's staff and K-9 handler to review the funeral procedure.
- Honors bestowed on Fire Department K-9's are often comparable to their human counterparts.

Official Announcements

- The official announcement to the department should be made by the Fire Chief or designee.
- The announcement should follow a set format and be from the perspective of the Chief or ranking officer, regardless of who reads it.
- The announcement should be followed with an Official Notice to be distributed for posting in each station, with a follow up Notice to include finalized funeral plans.
- After this announcement is made within the department, it may be made available as a formal written statement to the appropriate media outlets.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Funeral Guidelines (4)	Digna Abello, Fire Chief

Additional Responsibilities

- Funeral arrangements are the ultimate responsibility of the family; however, the Fire Department will provide assistance if requested.
- The Funeral Coordinator (Division Chief of Training) is responsible for coordinating all necessary department personnel before and during the funeral services. Additionally, the Funeral Coordinator will notify the Honor Guard Commander and any other appropriate agencies to be involved in the services. The Funeral Coordinator ensures that the funeral/memorial runs smoothly.

AUTOMATIC ENTITLEMENTS AS PER DIRECTIVE OF FIRE CHIEF

CLASS I, II AND III Deaths

- All department flags will fly at half-staff from the time the death is announced until at least 24 hours after finish of service, and up to one week after death.
 - Per the United States Flag Code, the U.S. Flag may only be lowered to half-staff following a proclamation by the President of the United States or a state governor, however, the Fire Rescue Administrator may order the lowering of the US Flag at the fallen firefighter's station or battalion headquarters for the day of the funeral
- All members will wear a black band over their badge from the time the death is announced until 24 hours after finish of service, and up to one week after death.
- All available department personnel are to attend ceremonies in full class 'A' dress uniform, including off duty members.
- All uniformed personnel will remain covered with cap while outdoors and uncovered indoors while attending ceremonies.
- All Honor Guard members will always be covered during the performance of their duties.

CLASS IV RETIREE DEATH

- After contact with family has been made, Honor Guard personnel will raise a memorial flag at headquarters to be flown for a period not to exceed 24 hours.



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PART-SECTION: Section 200 Administrative Policies	AUTHORIZED BY:
PROCEDURE: Funeral Guidelines (5)	Digna Abello, Fire Chief

- Flag will be lowered by Honor Guard personnel, folded and placed in a flag box with the member's name and years of service to be given to family after discussion with the Department's family liaison.

CLASS V AFFILIATE MEMBER DEATH

- All entitlements for a non-sworn affiliate member are subject to the discretion of the Fire Chief or Designee.

GUIDELINES FOR FUNERAL/MEMORIAL SERVICE:

- Miami Beach Fire Department shall adopt the Miami Beach Fire Department Honor Guard's Uniform and Ceremony Protocol. This policy shall outline the general duties of the Fire Department and various types of services that may be available to the immediate family of the deceased member.

SECTION 300 SUPPRESSION



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Lock Box Key	Digna Abello, Fire Chief

POLICY:

The following policy shall be followed for the use of Lock Box keys.

SCOPE:

This policy shall apply to all members of the City of Miami Beach Fire Department

PROCEDURE:

- I. A Supra Max / Lock Box key will be kept on each front-line fire and rescue apparatus in a separate combination-locked compartment, which will be in the Officer's sitting area.
- II. The Captain of Support Services will be responsible to maintain a logbook that will document the location of all Supra Max/ Lock Box keys and the date that a Supra Max / Lock Box key had to be replaced and under what circumstances.
- III. At the beginning of each shift, the Company Officer will open the combination-locked compartment, visualize the Supra Max/ Lock Box key, and after reclosing the compartment, document that the key was accounted for on the vehicle's daily form.
 - A. If upon examination, the Supra Max / Lock Box key is found to be missing, the Company Officer must immediately notify the Suppression Division Chief (300) by phone and submit a follow-up memo to the Captain of Support Services to request a replacement key.
 - B. Prior to replacing the key, the Captain of Support Services (800) will assure that the Company Officer fills out and submits a "Lost or Damaged Equipment" form.
- IV. Upon the arrival at any property with a Supra Max / Lock Box, the company officer shall designate a company member to obtain the Knox/lock box key, even if the structure is open for business. The keys in the Knox/lock box may open interior doors and the fire alarm panel. Having the keys from the Supra Max / Lock Box key will eliminate the need to wait for maintenance or building representatives to arrive.
- V. It is the responsibility of the company officer to ensure that the keys are returned to the Supra Max / Lock Box key.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Lock Box Key (2)	Digna Abello, Fire Chief

- VI. Supra Max/ Lock Box keys may be used for any emergency operation and should be checked during pre-fire planning. If the company officer visualizes no keys to access the building, a NOV shall be issued.
- VII. Upon leaving, all building keys shall be placed back into the Supra Max/ Lock Box and the box relocked. The Supra Max/ Lock Box key shall be placed back into the combination-locked compartment on the apparatus and secured.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Passport Accountability System	Digna Abello, Fire Chief

POLICY:

All Fire Department personnel will use the Passport Accountability System as an integral part of the Incident Command System during operations at emergency incidents or as directed.

SCOPE:

This policy will apply to all firefighters during emergency operations in order to account for all personnel and will be used in conjunction with incident command procedures. This policy has been developed in coordination with other surrounding municipalities to be used also in conditions of mutual aid response.

PROCEDURE:

I. Control

- A. The Incident Commander (IC) is required to use the Passport Accountability System on every building assignment and on every emergency, incident involving 3 or more emergency response units.
- B. All Officers in Charge (OIC) will supervise and direct their subordinates to conform to this policy.
- C. All OICs and firefighters are directed to always be aware of each other's physical condition and will use the command structure to request help, relief and reassignment of fatigues or injured crew members.
- D. All OICs are responsible for all personnel under their authority. If a team is split to form a new team, the new team will include an OIC who will be responsible for the new team.

II. Passport Accountability System Hardware

- A. The Passport Accountability System hardware will consist of removable helmet shields, primary passports, back-up passports, reserve passports, nametags and portable status boards.

1. Helmet Shields

- a. Each emergency unit will have a certain number of reflective helmet shields that will indicate the unit number, (i.e. E-1). One helmet shield will be given to each on-duty member assigned to that unit.
- b. The shields will be in-place on each helmet during the employee's tour of duty.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Passport Accountability System (2)	Digna Abello, Fire Chief

2. Passports

- a. Each unit will have passports to provide accountability for each team member during operations within the emergency perimeter.
- b. Passports consist of three sections
 - i. Top Section: Unit Designation such as E-1, L-1, Capt. 5.
 - ii. Middle section: For unit member's name tags
 - iii. Bottom section: For recording info, "time of arrival" or "task"
- c. Passport Color Codes
 - ii. Top Section: Unit Designation such as E-1, L-1, Capt. 5.
 - iii. Middle section: For unit member's name tags
 - iv. Bottom section: For recording info, "time of arrival" or "task"
- d. The primary passport (white) will be attached to the dashboard of the apparatus prior to the incident and attached to the status board when called for by the Passport Accountability Officer (**PAO**). Its primary design is to be used as a passport for entrance into an emergency incident perimeter.
- e. If an OIC leaves the emergency incident perimeter in order to enter a different Division/Group with their crew (i.e., Rehab, Medical, etc.), the passport is removed from the status board and transferred to the new Division/Group Supervisor. When exiting the control point, the OIC will take the passport with them.
- f. The back-up passport (yellow) will be used to identify a company or team if the primary passport is not available. Back-up passports are to be stored either next to the primary passports on the unit or in the glove compartment.
- g. The reserve passport (green) will be used to replace a lost primary or back-up passport. Reserve passports will be stored near the base radio at each station.

3. Name Tags

- a. All firefighters will be issued three nametags: primary (white), back up (yellow) and reserve (red).



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Passport Accountability System (3)	Digna Abello, Fire Chief

- b. Nametags are to be maintained by all firefighters by storing them under the rear brim of personal helmets when off-duty.
- c. When on-duty, the primary nametag will be attached to the primary passport, the back-up nametag will be attached to the back-up passport. The reserve nametag will be kept attached to the underside of the rear brim of the fire helmet and will be used to replace lost or stolen tags.
- d. Nametags will be attached to the passport with the OICs nametag first, the Driver's (DE) nametag second and the other member's nametags third, fourth, etc.
- e. The Driver's nametag will be placed upside down on the passport. This will indicate that the Driver has not entered the Division/Group with the rest of the crew. If the DE does make entry into a control point with the rest of the crew, their nametag will be turned right side up.

III. Passport Hardware Maintenance

- A. When reporting for duty to an assigned fire or rescue unit, all personnel will:
 1. Retrieve the unit identification helmet shield from the officer/firefighter who is being relieved.
 2. Place and maintain the helmet shield on his or her personal fire helmet.
 3. Place and maintain their nametags on the primary and back-up passports.
- B. Station Officers will be responsible to assure that all unit identification helmet shields from the off-going shift are properly transferred to the next on-coming shift.
 1. Number of shields per station:
 - a. Station 1 – 10 Suppression and 8 Rescue
 - b. Station 2 – 5 Suppression and 8 Rescue
 - c. Station 3 – 10 Suppression and 4 Rescue
 - d. Station 4 – 5 Suppression and 8 Rescue
- C. When going off-duty, all firefighters are responsible to retrieve their nametags from all passports and restore them under the rear brim of their personal fire helmets.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Passport Accountability System (4)	Digna Abello, Fire Chief

- D. All OICs will be responsible to supervise the maintenance and proper placement of helmet shields and passports during their tour of duty.
- E. All firefighters are responsible to maintain the three personal nametags that were issued to them
- F. OICs are responsible to perform periodic checks to assure that all supervised personnel have all required equipment.
- G. In the event of lost passports, helmet shields or name tags, firefighters and OICs are required to order replacement equipment ASAP according to protocol.

IV. Implementation

- A. OICs and firefighters are responsible for their own safety and the safety of other members of their team.
 - 1. Team members will be in contact with each other through voice, sight, or touch.
 - 2. If a team member experiences trouble, the other members of the team will either provide help, call for help, or both.
 - 3. When assigned to an emergency incident, team members will always stay together as a team. This includes all areas within and outside the emergency incident perimeter. i.e. Staging, Rehab, etc.
- B. Unless otherwise designated by the IC, Rescue Capt. 5 will take on the responsibilities of the PAO and become the point of incident entry.
- C. In lieu of Capt. 5 taking on the responsibility of the PAO, the IC must specifically designate another individual for this role via radio command to dispatch.
- D. OICs will transfer their primary passport to the PAO prior to entering the emergency incident perimeter.
- E. In the event that Capt. 5 is not on the scene when a crew is ready to enter, the passport will be left with the DE of the vehicle for Capt. 5 or other designated person to retrieve upon arrival at the scene in order to begin PAO duties.
- F. The PAO will record each team's time of assignment on the bottom of their passport and attach the team's passport to the status board.
- G. If the unit or team exits the emergency incident perimeter at a point other than their original point of entry, the OIC must immediately advise their status to the PAO.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Passport Accountability System (5)	Digna Abello, Fire Chief

- H. As a unit or team transfers from the emergency incident perimeter to another location, the OIC will retrieve the unit's passport from the PAO after confirming that all team members are accounted for.
- I. When a unit or a team is presumed missing, the IC will immediately advise dispatch to use an alert tone and notify all units to standby for a roll call. The IC will then designate the PAO to conduct the roll call of all units. Example as follows:
- PAO "PAO to Capt. 1, roll call."
 - Capt. 1 "Capt. 1, PAR (personnel accountability report, all accounted for)"
 - PAO "PAO to Lt. 1, roll call"
 - Lt. 1 "Lt. 1, PAR."

The PAO will contact each unit in this manner to assure accountability.

- J. A roll call will also be conducted for the following reasons:
1. Before implementing defensive operations after a change of strategy has been made from offensive to defensive.
 2. When there is a catastrophic change in the incident such as, building collapse, explosion, backdraft, sudden flooding, vapor cloud, etc.
 3. When the IC determines that a need for a roll call exists.
- K. If any unit cannot respond with "PAR", the IC will immediately initiate a search starting in the last known location of the missing unit or member.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Portable Radios	Digna Abello, Fire Chief

POLICY:

The following policy for Portable Radios shall be adhered to.

SCOPE:

This policy applies to all Miami Beach Fire Department personnel.

PROCEDURE:

1. Four portable communication radios will be assigned to each fire apparatus and three portable communication radios will be assigned to each rescue apparatus.
 - A. All Fire Department Combat and Rescue Shift Personnel will receive a portable radio at the beginning of their shift. It is the responsibility of the individual assigned the radio to return it after their shift is over unless instructed otherwise.
 - B.
 - C. Portable communication radios will be assigned to all staffed positions within the Fire Prevention Division. Each person in Fire Prevention will be assigned a specific portable communication radio and will be responsible for it.
 - D. If additional personnel are temporarily assigned to any unit the individual will be assigned a portable communication radio by the Fire Department's Radio/IT Technician (803) or other Support Services Officers (800, 801, or 802).
2. At the beginning of each shift, the Station Officer will see to it that all portable communication radios are accounted for, serviceable, and entered the daily radio log. The daily radio log will include the radio number and position of the firefighter who the portable communication radio is assigned to for the day.
3. Details/Special Events radio assignments: The Fire Department's Radio/IT Technician (803) handles the assignments of portable communication radios / laptops for all personnel assigned to details, fire watches and any special events deployment. All portable communication radios / laptops will be placed in the Fire Administration Building in the hallway between the tower entrance and Support Services. There is a portable communication radio / laptop assignment log located on the wall listing all assignments. Personnel are to take only what is assigned to them. To gain access into the tower, a lock box is located on the West side of the tower entrance



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Portable Radios (2)	Digna Abello, Fire Chief

with a code of 2468. The entrance into the hallway from the tower also has a card access reader in which all fire personnel can gain entry with their City ID.

4. If a portable communication radio is not functioning properly and needs to be turned in for repairs (shopped), the steps are as follows:
 - A. The person shopping the portable communication radio must take it to Support Services during normal duty hours (M-F 0800 -1600) to 803. If after normal operating hours, advise Captain 5 or 300 that a portable communication radio needs to be exchanged. They can assist.
 - B. If 803 is not available, a detailed note will be left with the portable communication radio advising what is wrong with it and the number of the portable communication radio you replaced it with. An email must also be sent to the Support Services Captain and 803 advising the number of the portable communication radio shopped, a description of what is wrong with it and the number of the portable communication radio you replaced it with.
 - C. Personnel authorized to issue spare portable communication radios must follow written procedures posted with spare portable communication radios.
5. The Station Officers will be responsible to assure that an accurate radio test is given each day at 0730 hours.
 - Only the appropriate radio should be used in responding to the dispatcher when the 0730-hour radio test is given unless circumstances prevent this from occurring and will be completed after the event/incident has concluded.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Post Incident Analysis	Digna Abello, Fire Chief

POLICY:

The Miami Beach Fire Department shall adhere to the below policy for Post Incident Analysis. The Miami Beach Fire Department is committed to improving our emergency responses by reviewing emergency activities in a consistent and comprehensive manner.

SCOPE:

This policy applies to all Miami Beach Fire Department emergency response personnel.

PROCEDURE:

A post-incident analysis will be performed whenever there is an emergency response consisting of three or more emergency units and a true emergency is found that requires emergent action beyond just investigation or minor mitigation activities. In the event of such an incident, the following steps will be taken:

- I. Upon returning to quarters post incident, the Suppression Division Chief will send an email to the Captain of Support Services requesting a tape recording of the incident's radio transmissions. The Deputy Chief of Operations will be included in the email. The date, time, incident number, and radio channel must be provided in the email.
- II. Upon receipt of the incident tape, the Suppression Division Chief will schedule a post- incident analysis. The Suppression Division Chief may hold a shift-wide critique, which will require two meetings, or a more limited meeting with only those units, or most of those personnel who were involved in the incident, present.
- III. At the post-incident analysis, the following method will be used:
 1. Prior to discussion, the incident tape may be played to refresh memories of what occurred.
 2. The two main questions to be addressed will be:
 - What actions were taken at the incident?
 - What might have been done differently for improved results?
 3. All attendees will be invited to comment on the above questions.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Post Incident Analysis (2)	Digna Abello, Fire Chief

4. The Suppression Division Chief will write down all pertinent comments and facilitate discussion.

IV. After the post-incident analysis, the Suppression Division Chief will submit a memo to the Deputy Chief of Operations that documents the results of the post-incident analysis. The memo is required to have four specific sections as follows:

- A. **Narrative**.....A brief detail of the incident.
- B. **Commentary**..... Pertinent issues raised by the post-critique attendees.
- C. **Conclusions**..... Conclusions that were arrived at after discussion.
- D. **Recommendations**..... Recommendations for improvement. (i.e., change of protocol or purchase of needed equipment)

V. After review, the Deputy Chief of Operations will forward copies to the Fire Chief, Deputy Fire Chief of Administration & Operations, all other Division Chiefs. The Training Division Chief will keep a file of all Post Incident Analysis.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Protecting Emergency Scene from Vehicle Traffic	Digna Abello, Fire Chief

POLICY:

It is the policy of the Miami Beach Fire Department to position apparatus and other emergency response vehicles at the scene of roadway incidents in a manner that best protects the work area, emergency response personnel, and patients from vehicle traffic and other potential hazards. All personnel must understand the high risks we are exposed to when operating in or near moving traffic. We must always operate from a defensive posture and consider any moving traffic as a direct threat to our safety.

SCOPE:

This policy applies to all Miami Beach Fire Department personnel.

PROCEDURE:

1. Factors that must be considered when assessing hazards during a traffic incident include, but are not limited to:
 - Speed and volume of traffic
 - Weather and road conditions
 - Visibility during daytime vs. nighttime incidents
 - Location of work area in relation to potential traffic hazard
 - Road construction or other abnormal road conditions
2. The first arriving apparatus shall shield the incident and all personnel from approaching traffic. Apparatus should use a “blocking” angle of 45 degrees to provide a safe work zone for personnel at the scene. The apparatus shall be placed sufficiently “upstream” to provide a buffer zone between the apparatus and the incident work zone. In most instances, blocking one (1) additional lane will provide a good margin of safety.
3. At least one Fire Department member shall be assigned specifically to view oncoming traffic from a safe/protected location. Members not assigned to specific tasks shall remain in their vehicle, stage in a safe/protected location, or be assigned as safety officer.
4. If PD is not on scene upon the Fire Department’s arrival, the OIC will request PD to assist with controlling traffic.



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PROCEDURE: Protecting Emergency Scene from Vehicle Traffic	Digna Abello, Fire Chief

5. All efforts should be made to relocate victims, bystanders and responders to a safe location away from traffic as soon as possible. Relocate accident vehicles and responding apparatus from high traffic areas to safer locations as soon as operations of the fire department and police department permit.
6. Captain 5 and 300 shall ensure and facilitate adherence to this policy. Any member of the department who identifies a risk or hazard based on previous experience or information transmitted on the radio shall initiate appropriate notifications or immediate actions to inform responding units of the hazard and initiate dispatch of appropriate additional resources to mitigate the hazard or risk.
7. All rescue units dispatched to the McArthur or Julia Tuttle Causeway shall be dispatched with a combat apparatus to shield the scene from traffic and assist with scene safety.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Wearing of Safety Vests	Digna Abello, Fire Chief

POLICY:

It is the policy of the Miami Beach Fire Department to enhance the level of safety for personnel working at an emergency incident, training ground or other hazardous situation, by increasing the visibility of members to vehicular traffic through the wearing of safety vests.

SCOPE:

This policy always applies to all Fire Department personnel working at any emergency incident or training ground scenario on or near any road right of way or at any time where the Officer in Charge (OIC) deems necessary. (OSHA requirement 23 CFR 634)

PROCEDURE:

I. RESPONSIBILITY

- A. The incident commander (IC) shall be responsible for the safety of personnel working at the emergency incident or training ground. Each Company Officer shall be responsible for their assigned members. All members shall adhere to the procedures listed under this policy.

II. INVENTORY

- A. All Fire & Rescue Apparatus will be issued safety vests. The Driver Engineer (DE) shall inventory the safety vests each day to ensure there are enough for all members assigned to their apparatus.
- B. Safety vests will be provided and replaced as needed by Support Services. If a safety vest is missing or is damaged, a replacement may be obtained through Support Services.

III. WEARING OF SAFETY VESTS

- A. All Fire Department personnel working at any emergency incident or training ground scenario on or near any road right of way will always be required to wear a safety vest. (OSHA requirement 23 CFR 634) Safety vests may also be worn in any situation where the Officer in Charge (OIC) deems necessary. Vests shall be donned before wheels roll responding to the call. When members are in bunker gear, the safety vest will be worn over bunker gear when



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Wearing of Safety Vests (2)	Digna Abello, Fire Chief

- B. the use of an SCBA is not required. Members wearing full bunker gear with an SCBA during fire operations shall not wear their reflective vest. (OSHA requirement 23 CFR 634)
- C. Rescue Personnel shall wear vests over jumpsuits or polo shirts while on or near any road right of way or any other hazardous area as determined by the OIC.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Fire Investigations	Digna Abello, Fire Chief

POLICY:

The following policy shall be used for all Fire Investigations.

SCOPE:

This policy applies to all Fire Department personnel.

PROCEDURE:

I. General

- A. There are three fire investigator positions assigned to the Fire Prevention / Operations Division.
- B. The fire investigators are assigned one per month to be on call and rotate every month, so each investigator is on-call 4 months of the year or when working their assigned A, B, C Shift. The rotation includes a back-up investigator as the second on-call for that month. Normally, the investigator to be assigned for the next month is the second call out for the current month.
- C. Each on-call duty begins on the first of the month at 00:01 hrs. and ends on the last day of the month at midnight.
- D. The assigned investigators share a monthly stipend for the amount indicated in the executed collective bargaining agreement.
- E. The investigators are paid overtime rate for investigator duties after normal work hours. See overtime rules below.
- F. The supervisor or senior investigator will set up the schedule for on-call assignments on a quarterly basis. An email identifying the first call and second call shall be sent to the Chiefs and Communication Supervisor.

II. Equipment for On-call duty

- A. Each fire investigator has a 24-hour city car to be able to respond to fire investigation calls. The fire investigator must follow the City rules pertaining to the use of a city vehicle.
- B. Each fire investigator is assigned a City phone with accessories to be the primary method of communication. The investigator must also provide home number, personal cell, or other method of communication in the event the phone is not operational. The investigator must follow the City rules pertaining to the use of a City phone.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Fire Investigations (2)	Digna Abello, Fire Chief

III. Notification

A. The Incident Commander shall request the on duty /on-call fire investigator to respond to the following incidents to conduct an origin and cause investigation to any of the following: (if the on duty investigator is off on Vacation, Illness, R-Day or for some other reason than the on- call off duty or back up investigator will be called to respond)

- Any structural fire resulting in the significant damage of the structure or contents as the result of burning, smoke, heat, water, or other fire control operations.
- Any fire, regardless of the severity, which results in the injury or death to a civilian or firefighter.
- Any vehicle where the cause is suspicious, or the cause cannot be determined by the Incident Commander.
- Any other fire that is of a suspicious nature.
- Any attempted incendiary act involving a structure, motor vehicle, or real property.
- Any fire involving an injury to a juvenile
- Any fire at a Nursing Home or Care Facility.
- Any fire occurring at a manufacturing facility, commercial building or a business with an estimated dollar loss in excess of \$500 or a fire that will require the business to undergo a health inspection prior to reopening.
- Any fire at a public building, school, church or education facility.
- Any fire where there is the absence of an accidental cause.
- Any fire that the Police Department is requested due to Criminal Activity.
- Any fire related incident where there is evidence of an explosion involving mechanical, combustion, or chemical reactions.

B. The Police Department Investigator will assume the responsibility for all criminal investigations.

IV. Preliminary Scene Examination & Size Up

A. Fire crews shall delay non-essential overhaul until the investigator has time to survey the fire scene.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Fire Investigations (3)	Digna Abello, Fire Chief

- B. When a delay in response by the Fire Investigator is indicated, the Incident Commander, along with PD, shall assign personnel to protect the fire scene and maintain custody until the arrival of the Fire Investigator.
- C. Upon arrival at the fire scene, the Fire Investigator shall report to the Incident Commander to gain the essential information to begin the investigation. The Fire Investigator will request additional assistance (i.e. ATF-DCI) if it will be needed.
- D. The Incident Commander will assign the responsibility of the fire area to the Fire Investigator as soon as possible after the fire scene is stabilized.
- E. The Fire Investigator will speak with the first fire unit that arrived on scene and will note the following:
 - The crew's observations of the structure
 - Names of personnel on the unit
 - Fire actions/operations that were taken.
- F. The Fire Investigator will survey both the exterior and interior (providing that entry can be gained safely) of the fire building. This allows the Fire Investigator to secure obvious evidence, control overhaul procedures, protect potential evidence and orient themselves to probable fire origins. This should occur immediately after reporting to the Incident Commander or as soon as possible.
- G. Protection of the fire scene and preservation of physical evidence will be the primary goal once life safety is secured and fire control is achieved.
- H. The Fire Investigator/s will retain jurisdiction of the fire scene until it can be released back to the responsible party / owner.

V. Fire Scene Control

- A. When the Fire Investigator has determined that a crime has been committed and has classified the scene as a crime scene, it is the Fire Investigator's responsibility to request the Police Department Investigator or the Division of the State Fire Marshal to respond to the scene. The investigator will brief the Police representative on the circumstances surrounding the cause of the fire and the classification of the scene as a crime scene. At that time, the Police Department will be given the responsibility of providing scene security.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Fire Investigations (4)	Digna Abello, Fire Chief

- B. The investigation shall be a collaborated effort between the Police Department and the Fire Department to determine the Origin and Cause. The Fire Department has the primary responsibility of determining Origin and Cause and shall utilize trained Investigators within the Police Department to assist the investigative process.

VI. Fire Classification

A. Accidental

Once the investigator has determined the Cause and Origin of the fire incident to be accidental, it shall be the Fire investigator's responsibility to obtain the necessary report information to be included in a supplemental follow-up report. This report will contain the findings and outcome of the investigation relating to the fire. A copy of the supplemental report will be placed into a case file with the appropriate assigned case number.

B. Incendiary / Suspicious

Once the investigator has determined the Cause and Origin of the fire incident to be incendiary or suspicious, the fire scene from that point shall be treated as a crime scene and access into the scene shall be strictly controlled. The Police Department and State Fire Marshal's Office (SFMO) will then be requested to respond to the scene. The Fire Department will remain in control of the fire scene until the arrival of the Police Department. Upon arrival of the Police Investigator and the SFMO Investigator, the scene processing will be conducted as a team effort with all agencies involved through the end of the scene phase of the investigation. Upon completion of the scene investigation, the criminal investigation phase will begin. This phase of the investigation shall be a team effort between the Police Investigator and the SFMO Investigator with the Fire Department's investigator assuming the role as the Fire Department's liaison. Interviews and interrogations shall be conducted with both the Police Investigator and the SFMO Investigator present whenever possible. All interviews shall be conducted with the team concept in mind.

C. Natural lightning, acts of Mother Nature with no human intervention.

D. Undetermined fire that cannot be proven.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Fire Investigations (5)	Digna Abello, Fire Chief

VII. Fire Deaths

- A. In the event of a fire death, the fire scene will be treated as a crime scene and access to the scene will be strictly controlled. An investigative team to include the Fire Department's Investigator, the Police Investigator, and the SFMO Investigator will be formed for this type of investigation. The Fire Department's Investigator will maintain overall control of the fire scene while the Police Investigator maintains control over the victim. The investigation will be conducted as a team effort to determine the cause of the fire and the circumstances surrounding the death of the victim. Once the cause has been determined, any follow-up actions will be as directed by the Fire Department's Investigator.
- B. The back-up fire investigator will be required to respond to the scene to assist PD, tenants, Red Cross, FPL, Code Compliance and the Building Department. They will also assist with the investigation as needed.
- C. Anytime there is a fire death the Fire Chiefs staff shall be notified as soon as a determination is made.

VIII. Fire Investigator Shortage

- A. If no one is on duty, then Division Chief (300) will contact one of the qualified investigators assigned to Rescue and Suppression Divisions to work overtime. The Department rules will apply in mandating overtime duty.
- B. Every effort will be made to reach a qualified fire investigator within the Department before contacting another agency.
- C. In the event that there is no one available in the Department, then the Division Chief (300) will have to contact the State Fire Marshal's Office to request a fire investigator.

Bureau of Fire and Arson Investigations
Division of the State Fire Marshal
6851 West Sunrise Blvd, Suite 1
Plantation, FL 33313
Office Phone: 954-321-3704 or 954-321-3716
After hours: 800-638-3473 (Tallahassee Dispatch)



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Fire Investigations (6)	Digna Abello, Fire Chief

IX. Quarterly Investigator Meeting

- A. The Fire Prevention Division will hold quarterly meetings to determine the effectiveness of the fire investigation program against defined program goals and objectives.
- B. The Chief of Fire Prevention and the Deputy Chief of Administration will oversee these meetings.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Active Assailant Procedures	Digna Abello, Fire Chief

POLICY:

The purpose of this procedure is to establish guidelines for the effective administration and deployment of the unified MBPD and MBFR Rescue Task Force teams referred to as RTF teams. The RTF teams are a unified response team consisting of Police and Fire Department personnel. RTF teams are in response to criminal acts resulting in mass casualties and event is active or ongoing. The primary objective of the RTF teams will be to recover victims and move them to a safe location and then provide medical care. Medical care by RTF team personnel in a Warm Zone will consist of life sustaining and or stabilizing medical care to allow victim(s) to be moved to an established Causality Collection Point or Triage Center. RTF team response will shorten the time for victim(s) to be removed from a hazardous environment and reaching medical Treatment.

This policy applies to all Miami Beach Fire Department emergency response personnel.

PROCEDURE:

I. DEFINITIONS:

ACTIVE SHOOTER/ MASS CASUALTY INCIDENT: Involve one or more suspects who participate in an ongoing, random or systematic shooting spree, demonstrating the intent to harm others with the objective of mass murder. (IAFC)

HOT ZONE: Area where there is a known hazard or direct and immediate life threat (i.e., any uncontrolled area where an active shooter/bomber could directly engage an RTF). RTFs should not be deployed into hot zones. (IAFC)

WARM ZONE: Area of indirect threat (i.e., an area where law enforcement has either cleared or isolated the threat to a level of minimal or mitigated risk). This area can be considered clear but not secure. The RTF will deploy in this area, with security, to treat and remove victims. (IAFC)

COLD ZONE: Area where there is little or no threat, due to geographic distance from the threat or the area has been secured by law enforcement (i.e. casualty collection points, the area where fire/EMS may stage to Triage, treat, and transport victims once removed from the warm zone). (IAFC)



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Active Assailant Procedures (2)	Digna Abello, Fire Chief

CLEARED: Both primary and secondary searches were conducted, and no threat is present. This area is considered safe.

SECURED: An area that is designated as “cleared” and has armed personnel preventing a threat from entering the area.

COVER: Anything which is capable of physically protecting an individual from enemy fire. (i.e., a sandbag, concrete wall, a rock, a tree stump, an engine block, etc.)

CONCEALMENT: Something that hides your body from observation. (i.e. tall grass, a door, a sofa, curtains, etc.)

INCIDENT COMMANDER: Is the first arriving First Responder to the scene who is tasked with establishing Command. This may be the first arriving patrol officer until they are relieved of Command. If the first arriving First Responder is a police officer, he may transition to mobile command once a second officer arrives and they become the Contact Team. As the incident progresses the role of the Police Incident Commander may be transferred to meet the needs of the incident.

UNIFIED COMMAND (UC): An authority structure in which the role of Incident Commander is shared by two or more individuals. Unified Command consists of the Incident Commander from the police department and the Incident Commander from the fire department establishing face-to-face communication and operating from a single location. All resources will be deployed by Unified Command.

CASUALTY COLLECTION POINT (CCP): A location within an incident that is used for the assembly, Triage, medical stabilization, and subsequent evacuation of casualties. The CCP may be located inside the Warm Zone and designated by the Rescue Task Force team or Extraction Team as a temporary staging area for the injured. The goal is to evacuate victims from this area to the Triage Group. This is a secured area.

TRIAGE GROUP: A functional area under the Medical Branch located in the Cold Zone. Casualties should be brought here for final Triage before proceeding to the Treatment and Transportation Groups. These areas are designated by the Fire Incident Commander.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Active Assailant Procedures (3)	Digna Abello, Fire Chief

RESCUE TASK FORCE (RTF): A set of teams deployed to provide point of wound care to victims where there is an on-going ballistic or explosive threat. Typically, an RTF would consist of 5 police officers and 3 Fire Department personnel.

II. UNIFIED COMMAND STRUCTURE:

The Rescue Task Force team is activated based on a request from the Contact Team and only at the direction of Unified Command.

The first arriving police officers are going to form the Contact Team and enter the Hot Zone in search of the threat. After the Contact Team has been deployed the next arriving police officer is going to assume Police Command until relieved by a higher-ranking police officer.

The initial arriving Fire Officer will:

1. Establish Fire Command, perform scene size-up, and begin assigning arriving fire units.
2. Contact Fire Dispatch and determine the location of the Police Incident Commander to establish a Unified Command.
3. Establish face-to-face communication with the Police Incident Commander and designate a location for the Unified Command Post.
4. Once a Unified Command is established between Police and Fire the Rescue Task Force will operate under the direction of the Unified Command.
5. The Police Incident Commander will assign police officers to the RTF and the Fire Incident Commander will assign Fire Department personnel to the RTF.
6. Upon the formation of an RTF by Unified Command the RTF team(s) will be assigned designators such as RTF-1, RTF-2, etc.
7. Fire Department personnel will maintain accountability at all times with the Fire Passport Accountability Officer and provide PAR as requested.

During Active Shooter/ Mass Casualty Incidents PSCD will assign dispatchers to the channels designated for this event. (Special Events and Tactical).

The Contact Team will utilize a tactical (TAC) channel assigned by PSCD.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Active Assailant Procedures (4)	Digna Abello, Fire Chief

Unified Command between Police and Fire shall always take place face to face prior to deployment of the Rescue Task Force team(s). If a Tactical Channel is needed, Special Event 15 will be assigned by PSCD. This channel allows for communications between police and fire, direction and deployment. One police officer assigned to the RTF will monitor the designated tactical channel for information on other team locations and the location of potential assailants.

This will facilitate communication amongst teams and assist in identifying the HOT ZONE.

III. RTF TEAM DEPLOYMENT:

RTF teams will be deployed at the direction of Unified Command

This will happen as quickly as possible, but only after the following occurs:

1. A 5:3 ratio of police officers and Fire Department personnel
2. Communication channels are identified, and communication is established safety equipment is donned
3. Contact Team confirms casualties and location

RTF teams may be deployed into an incident before the assailant is neutralized if there are casualties located outside of the Hot Zone.

Under the direction of Unified Command multiple RTF teams may be deployed to provide Treatment and evacuation of injured persons.

An Extraction Team composed of police officers may be created and staged outside to assist when requested. Extraction Team(s) may be deployed based on a request from the RTF team(s) to provide rapid evacuation of multiple patients.

If no Fire Department personnel are available to form an RTF team, then an RTF team may consist of all police officers with duties assigned for each designated RTF team position.

RTF teams and Extraction Team(s) only deploy upon direction from Unified Command.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Active Assailant Procedures (5)	Digna Abello, Fire Chief

Fire Department personnel will don safety equipment as deemed necessary by MBFD Command.

MEDICAL RESCUE ELEMENT DUTIES

- Perform victim Triage and rapid medical assessment to determine which casualties are an evacuation priority to a CCP or Triage Group.
- The Hartford Consensus recommends that an integrated active shooter response should include the critical actions contained in the acronym

THREAT:

Threat suppression- *Protective Element Duty*
Hemorrhage control
Rapid Extrication to safety
Assessment by medical providers
Transport to definitive care

IV. LAW ENFORCEMENT PROTECTIVE ELEMENT DUTIES

Police officers will provide a 360-degree protective element around Fire Department personnel at all times once the RTF team is operational.

Police officers will assign an RTF Team Leader. The Team Leader will be responsible for all Rescue Task Force movement during deployment.

RTF police officers will maintain radio contact with the Unified Command Post on the designated radio channel.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Civil Unrest Procedures	Digna Abello, Fire Chief

POLICY:

The following policy shall be used for in the vent of civil unrest. Miami Beach Fire Department personnel shall abide by these guidelines to maximize operational effectiveness and safety while responding to and returning from alarms in times of social upheaval.

SCOPE:

This policy applies to all Miami Beach Fire Department personnel.

PROCEDURE:

Operations

- Incident Commanders must maintain accountability of apparatus and personnel.
- Fire and EMS Units shall be dispatched and work in teams, company officers are to maintain crew integrity.
- Designate rendezvous points should apparatus or stations need to be abandoned.
- Fire and EMS personnel shall not be used for crowd control operations.

Stations

- Lock interior and exterior facility doors and windows.
- Keep all interior and exterior lights on in buildings and stations.
- Watch Office shall be staffed 24/7 until emergency is declared to be over.
- Keep station radio on and volume turned up to allow all members to monitor radio traffic.

Vehicles and parking

- Secure and lock parking areas.
- Lock personal and emergency response vehicles parked outside of station.
- Keep valuables out of sight. Park facing an escape route (e.g., backed-in).

Apparatus

- Remove nonessential equipment from exterior vehicle compartments. Only store items in passenger compartment if it can be done safely.
- Lock exterior compartments.
- Roll up windows.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Civil Unrest Procedures (2)	Digna Abello, Fire Chief

- Keep fuel and water tanks full.

Uniforms

- Wear civilian clothes when reporting to and returning from duty.
- Remove badges from uniforms and consider wearing casual uniforms.
- Keep personnel IDs, keys, wallet, etc., on your person or otherwise secured.

Equipment

- Secure items such as scissors and stethoscopes on your person.
- Minimize carried equipment, such as harnesses, extra tools, pocket contents, etc.
- Always carry a radio (be sure to regularly charge/swap batteries).
- Personnel shall wear full protective equipment while riding in apparatus. This includes helmet, eye protection, bunker gear, gloves, etc.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Electrical Hazard Emergencies	Digna Abello, Fire Chief

GUIDELINE:

The following Standard Operating Guideline shall be used for electrical hazard emergencies.

SCOPE:

This applies to all Miami Beach Fire Department personnel.

PROCEDURE:

I. Notification

- A. For any incident involving electrical power, the Officer in Charge (OIC) will request the Public Safety Communication Unit (PSCD) to dispatch Florida Power and Light Company (FP&L). The nature of the emergency (injury/fatality, pole fire, line down, explosion, leak involving an electrical vault or capacitor, building fire etc.) will be conveyed. The OIC will also convey the level of urgency that necessitates a response from FP&L.
- B. FP&L is not required to give estimated times of arrival. The emergency response unit or units will stay on the scene for the arrival of FP&L whenever possible unless the OIC determines that the nature of the emergency doesn't warrant a unit to stand by.

II. Command Considerations

- A. Request police for crowd and traffic control or to establish and control an emergency perimeter. Rule of thumb secure a minimum of 100' in all directions. Power lines on chain link and other metallic fences can run continuously through multiple yards and will possibly need to be secured beyond the 100' rule.
- B. Cordon off the area with fire line tape limiting access to only authorized personnel.
- C. Keep apparatus at a safe distance upwind where possible.
- D. Have charged lines ready if necessary.
- E. De-energize the power at the main disconnect outside the structure if possible. Some older residential homes may not have an exterior disconnect and will have to be de-energized in the interior panel. Never attempt to de-energize by pulling meters.
- F. Use of fog streams to protect exposures. No water should be used on energized electrical equipment except as a last resort. Recommended safe distance for a fog stream is 15' and for a solid stream, 40'.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Electrical Hazard Emergencies (2)	Digna Abello, Fire Chief

G. Extreme caution should be exercised if fire department ladders are put to use.

H. All personnel working within the emergency perimeter will wear PPE

III. Electrical Wires

- A. Use extreme caution when encountering downed or hanging wires. Assume that the wires are energized until determined otherwise by FPL. The Hot Sticks on the pole should not be used to rule out a hot line because electrical lines can become re-energized.
- B. Guard any fallen wire or damaged electrical equipment and keep general public at a safe distance.
- C. Keep apparatus a safe distance away from areas where wires may be down and from potential hazards under where wires may become compromised and be in danger of falling.
- D. Beware of fences and other structures that may be energized if in contact with an electrical wire.
- E. **CAUTION:** Do not assume that a wire that becomes de-energized will remain de-energized. FP&L has a standard practice of automatic attempts to re-energize electrical lines after an outage. This is done automatically because trees cause many of the interruptions and clear themselves subsequently. In these cases, when FP&L re-energizes, the problem is found to be solved. Use extreme caution.

IV. Fire – Rescue Apparatus

- A. The first arriving crew will attempt to locate the electrical emergency.
- B. Before dismounting an apparatus, examine the area for downed wires.
- C. Use appropriate lighting at night.
- D. If a wire is in contact with the apparatus, attempt to position the apparatus away from contact prior to exiting vehicle.
- E. Never step off a vehicle that is in contact with an electrical wire. If you must dismount the apparatus in this circumstance, be sure to **JUMP. Never** be in contact with a vehicle in this circumstance and the ground at the same time.

V. Performing Rescue of Vehicle Occupants



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Electrical Hazard Emergencies (3)	Digna Abello, Fire Chief

- A. If occupants are not injured or only slightly injured, have them remain in the vehicle until the wires in contact with the vehicle can be de-energized. If possible, direct the driver of the vehicle to move the vehicle away from contact with the wire.
- B. If occupants must leave the vehicle due to extreme circumstances, i.e. fire or smoke etc., be sure to have them **JUMP** from the vehicle so as to avoid item E above.
- C. Do not attempt entry into an energized vehicle even if the occupants are seriously injured.
- D. Do not try to pull an energized wire from a vehicle. Only pull the wire off the vehicle after FP&L de-energizes the wire. Upon confirmation from FPL that the wire has been de-energized, remove with a long pike pole. (not barehanded)
- E. In cases of extreme emergencies, as determined by the OIC on the scene, FP&L can shut the power down for an entire grid via computer upon request.
- F. Always check the underside of the vehicle to assure that there is no contact with hidden electrical equipment such as street light boxes with underground wiring. This should always be suspected when responding to an accident involving a light pole.

VI. Inside Areas

- A. First arriving crew will enter the building or area in full bunker gear including Self- Contained Breathing Apparatus (SCBA).
- B. A CO2 or dry chemical extinguisher should be taken along with standard equipment.
- C. Evacuate the building if necessary.
- D. Ventilate the immediate area and floors above and below.
- E. Attempt to have the power shut down by shutting off the main disconnect prior to extinguishing the flame at the power source if possible. The Main disconnect will generally be located at the meters. On older residential homes the only disconnect may be the main breaker in the interior panel.
- F. No attempt will be made to cut FP&L wires by Fire Department personnel.
- G. No power that has been shut down will be re-energized by Fire Department personnel.

VII. PCB Electrical Vaults and Capacitors

- A. Treat all spills from electrical transformers in vaults and electrical capacitors mounted on poles as PCB incidents until proven otherwise. They are not always marked as PCB transformers should.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Electrical Hazard Emergencies (4)	Digna Abello, Fire Chief

- B. Full bunker gear and SCBA's are mandatory.
- C. The transformers with PCB's should be marked with a yellow or white label and black writing. Do not enter any transformer vault without the assistance and authorization of qualified FP&L representatives. These transformer vaults and distribution buildings will have open uninsulated bus bars throughout.
- D. Entry into a known PCB atmosphere should be for life threatening emergencies only.
- E. If oil is involved, dike any contaminated run-off.
- F. Isolate the area and wait for FP&L to take charge of the spill and clean up.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Elevator Emergencies	Digna Abello, Fire Chief

GUIDELINE:

The following standard operating guideline shall be used for all Elevator Emergencies. Personnel will respond to all alarms of elevator emergencies whenever an elevator car is stalled and there are persons trapped inside.

SCOPE:

This applies to all Fire Department personnel.

PROCEDURE:

- I. A single fire company will be dispatched to all calls of person(s) trapped inside of a stalled elevator.
- II. Unless there is additional concern, i.e. trapped person with medical condition, the dispatched fire company will respond routine (4 - Signal)
- III. The Company Officer (CO) and crew will report to the scene with the following equipment:
 - A. Elevator hoistway key set
 - B. Car control keys (F.D. override keys)
 - C. Safety lines / pike pole / hand lights / toolbox
- IV. Determine the approximate location of the stalled car and make verbal contact with trapped person(s).
 - A. Give identification and assurance that steps are being taken to resolve the problem.
 - B. Attempt to establish the status of trapped person(s) in order to determine what level of expediency, or what additional resources, may be required.
- V. Attempt to gain assistance of an appropriate representative of the building for informational purposes as follows:
 - A. Confirm that the elevator company has been contacted, and ETA of the company.



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PROCEDURE: Elevator Emergencies (2)	Digna Abello, Fire Chief

B. What is the cause of the stalled elevator and expected time factor involved for resolution of the problem? (It may be advisable to wait prior to initiating emergency action)

1. Power outage to the building. (If the building has an emergency generator, it is designed to return all elevators to the main floor and open the doors in the event of a building power failure.) FP&L should be contacted for expected time of restoration of power.
2. Failure of the control circuit. If the failure is due to a blown fuse, a qualified building maintenance person may be able to replace the fuse. This action should not be attempted by F.D. personnel or untrained building personnel.
3. Shaft way obstruction. (This occurrence would also explain blown fuses or damaged circuit boards.) In this event, the car should not be moved except by elevator service personnel.

C. Location of the elevator machine room.

VI. In the absence of a knowledgeable building representative, the above determinations should be made by the CO to ascertain how long the elevator can be expected to be stalled.

VII. If it is determined that the trapped person(s) will need to be removed by F.D. personnel prior to the return of normal elevator functioning, the following steps will be taken:

- A. The CO will assign a company member to pull the elevator main electric switch in the elevator machine room, which will prevent accidental operation. If possible, once this switch is pulled, it should be guarded. Power should not be restored by anyone other than authorized elevator service personnel.
- B. The hoistway doors above the stalled elevator car will be opened and the elevator number, which is indicated on the cross head above the car, will be verified with the crew member who has been assigned to pull the main electric switch to assure the correct switch has been pulled.
- C. In the event that the elevator machine room cannot be accessed, the pit stop switch can be turned off. This switch can be found at the lowest level of any elevator shaft, usually to the right of the doors on dual doors, or to the same side of the strike jam on single doors. The hoistway doors will need to be opened with a hoistway key.



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PROCEDURE: Elevator Emergencies (3)	Digna Abello, Fire Chief

- D. With a safety line attached, and using the proper ladder if necessary, a crew member will gain access to the top of the stalled elevator car and turn the safety and inspection switches to the off position.
- E. The closest hoistway door to the elevator car should be identified and opened by the use of the elevator hoistway keyset.
1. If the elevator car is within 4" of the landing, the elevator car doors will be easily opened when the hoistway doors are opened.
 2. If the elevator car is not within 4" of the landing, there will be a mechanical interlocking device that will prevent the doors from opening on the newer cars. Some older cars may be found that may not have automatic interlocking devices.
 3. If the elevator car is not within 4" of the landing, but close enough to allow the removal of trapped person(s) through this opening if the doors can be opened, attempts should be made to open the interlock device. This is the preferable means of removal if possible.
 - a. Each interlocking device is different and must be visualized if there is to be any success.
 - b. The device is found on the outside of the elevator car doors and may be visualized and manipulated either at the landing where it is stalled or from the landing above with the use of a pike pole with the polder secured with safety lines.
 - c. Another way to attempt to open the elevator car doors is for the crew member located on top of the car, with the use of the foot, manipulating the drive pulley until the doors open. This should not be done with hands.
- F. In the event that the interlocking device cannot be opened, or there is not enough room to safely remove the trapped person(s) through the elevator doors, removal will need to be accomplished through the top of the car by the following steps:
1. Remove the access door at the top of the stalled car.
 2. Lower an attic ladder down through the opening.
 3. A F.D. crew member should climb down into the car.
 4. Trapped person(s) should be assisted up the attic ladder, across the top of the car and out to the open landing. Great care needs to be exercised at every point in this process due to



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PROCEDURE: Elevator Emergencies (4)	Digna Abello, Fire Chief

the possible lack of physical ability of the trapped person(s) and the inherent hazards involved.

- VIII. At all times during this process, the physical status of trapped person(s) should be ascertained in case medical intervention will be necessary.
- IX. At no time will an open hoistway door be left unmanned.
- X. After the removal of all trapped persons, the following steps will be taken:
 - A. Address any medical complaints by the removed person(s).
 - B. Record the number of persons removed and their physical status when released in the incident report.
 - C. Close all opened elevator and hoistway doors.
 - D. In the absence of a building representative, post, "do not use" warning signs on elevator doors to prevent another trapped person(s) prior to repair.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Establishing Helicopter Landing Zones	Digna Abello, Fire Chief

GUIDELINE:

The Miami Beach Fire-Rescue Department will request the services of Miami-Dade Air Rescue as a mutual aid resource as needed.

SCOPE:

This guideline applies to all Miami Beach Fire-Rescue Department emergency response personnel who are authorized to use this resource for large scale incidents for aerial observation and evacuation or for assistance with small-scale incidents such as drowning or for trauma patient transport, which is addressed below:

GENERAL:

Patient transport to the Trauma Center (JMH) via Miami-Dade Air Rescue (MDAR) should be considered a viable option if normal, or delayed, ground transport may be a contributing factor to loss of life or limb to the patient. Factors to consider are as follows:

- Patient meets "Trauma Alert" criteria.
- Extended extrication time, over 20 minutes.
- Expected ground transport delays due to higher than usual traffic conditions, over 20 minutes.

Safety for the helicopter pilot and crew must be a high priority. MDAR should not be considered under the following conditions:

- Severe weather conditions.
- No safe landing zones.
- Large gatherings of civilians in the area or an expectation that the area may not remain safe.

Once it has been determined by a Fire-Rescue Officer on the scene that the patient should be transported via MDAR, the following steps will be taken:

1. The Shift Battalion Chief (300) and Captain 5 will be notified of the need and will respond to the scene if they are not already present.
2. 300 will request MDAR and an additional engine company to respond to the scene via dispatch. MDAR should be called as early as possible. It is not a problem to cancel (07) later.



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PROCEDURE: Establishing Helicopter Landing Zones (2)	Digna Abello, Fire Chief

3. The incident location, number of patients and receiving facility must be relayed to the Air Rescue crew.
4. The Company Officer (CO) will become the designated Marshaller and be responsible to deploy crew members (all in full bunker gear with goggles and chin straps secure, collars up and ear protection) to establish an appropriate landing zone (LZ) as follows:
 - a. Communication with the helicopter can be achieved on Dispatch 2. Do this early in the process. Contact Dispatch to let Miami Dade Fire Rescue Dispatch know that we are available on Dispatch 2.
 - b. Select an LZ area of at least 100' x 100' of even ground (less than a 10-degree slope) where the approach and departure portions of the LZ are clear of obstacles. An obstacle is any object over 40' that is within 100' of the LZ. (large commercial parking lots are ideal)
 - c. The MDAR Pilot may choose a different LZ or choose to land without a marshaller.
 - d. The Pilot will have the final word on when or where to land.
 - e. Debris should be removed from the LZ because flying debris can do damage to both the helicopter and personnel on the ground.
 - f. The CO (Marshaller) will stand at the outer edge of the landing zone perimeter on the windward side, with his/her back to the wind. Dual flashlights with wands should be used at night and proper hand signals should be used as depicted on page 3. (at no time should lights of any kind be directed at the helicopter and response vehicles should shut down any strobes, although rotators may stay on)
 - g. A Firefighter will stand next to the Marshaller to monitor the radio and give LZ information when contacted by an MDAR medic. The Firefighter should retrieve the marine radio located in either or 300's vehicle to use as a back-up in the event there is communication difficulty.
 - h. Once MDAR has landed, the marshaller should get a "thumbs up" from the pilot and the Firefighter will move to the marshaller's right on the outer perimeter of the LZ.
 - i. Two other crewmembers will take positions on the outer perimeter of the LZ. One to the left of the marshaller and one to the rear of the LZ perimeter at a 45-degree angle to the helicopter and well clear of tail rotor area.
 - j. The marshaller will remain in eye contact with the pilot at all times.
 - k. These positions will be maintained, and the crewmembers will keep the LZ free of any unauthorized persons until MDAR departs.



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PROCEDURE: Establishing Helicopter Landing Zones (3)	Digna Abello, Fire Chief

The medic team on the ground must communicate with the receiving facility as to the condition of the patient as soon as possible. This information will not be relayed to MDAR. An MDAR medic will be monitoring the communications and may choose to join the communication or not.

The Patient must be secured to a backboard with a minimum of three (3) straps, unless contraindicated by the medical condition. The feet must be strapped secured at the ankles. A patient that only has head and neck immobilized is not acceptable. If the patient is difficult to carry a stretcher may be used without sheets, pillow or mattress.

Once the helicopter has landed, do not compromise time for invasive procedures that have not yet been accomplished. Necessary invasive procedures can be done while enroute to the Trauma Center.

Absolutely no persons will approach MDAR. An MDAR medic will move out from the helicopter to meet the rescue team and the patient.

A minimum of four (4) personnel, one of which will be the MDAR medic, will carry the patient to the helicopter. All personnel must have a helmet with visor down and chinstraps secure when loading the patient.

All approaches and departures from MDAR should be in a crouching manner and must be in the pilot's clear vision field. MBFD personnel's departure should be simultaneous as a group.

The departure of MDAR will not be delayed for paperwork reasons. A hard copy of whatever information is available should be provided to the MDAR medic.



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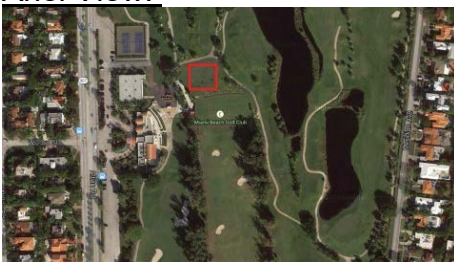
PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Establishing Helicopter Landing Zones (4)	Digna Abello, Fire Chief

Ariel View:



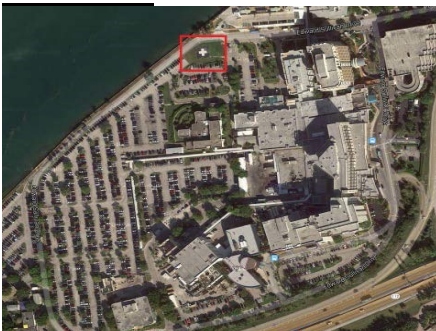
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Ariel View:



Location: Bay Shore Golf Course USNG: 86480 – 54016 DD-MM.mm1: 25.802230, -80.136932

Ariel View:



Location: Mt. Sinai (Helipad) USNG: 86057 – 55423 DD-MM.mm1: 25.814400, -80.141385



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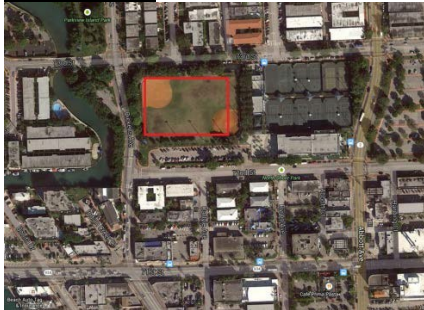
PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Establishing Helicopter Landing Zones (5)	Digna Abello, Fire Chief

Ariel View:



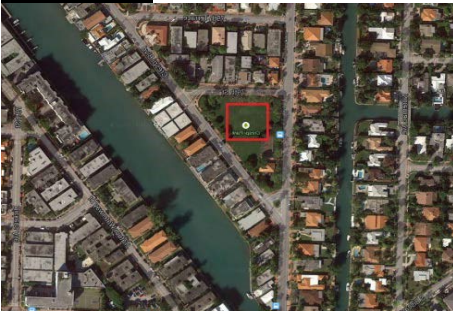
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Ariel View:



Location: 72nd & Carlyle USNG: 87694 – 60178 DD-MM.mm1: 25.857758, -80.124369

Ariel View:



Location: Normandy Shore Golf Course USNG: 87070 – 60323 DD-MM.mm1: 25.856609, -80.144035



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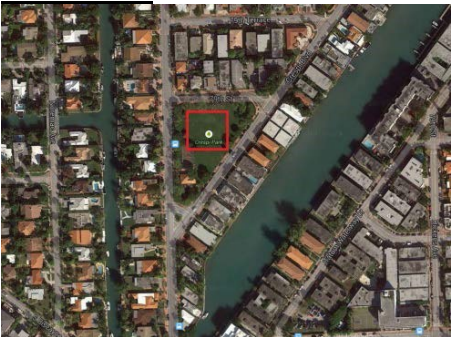
PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Establishing Helicopter Landing Zones (6)	Digna Abello, Fire Chief

Ariel View:



Location: Fairway Park USNG: 87135 – 60322 DD-MM.mm1: 25.858849, -80.130549

Ariel View:



Location: 79th & Crespi USNG: 87363 – 60857 DD-MM.mm1: 25.864245, -80.127909

Ariel View:



Location: 71st Street East Bridge USNG: 87459 – 60033 DD-MM.mm1: 25.855971, -80.126901



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Explosive Device Procedures	Digna Abello, Fire Chief

GUIDELINE:

The Miami Beach Fire- Rescue Department will adhere to specific guidelines for this type of emergency in order to provide a response that is as orderly, controlled and safe as possible.

SCOPE:

This guideline applies to all Miami Beach Fire Department emergency response personnel.

PROCEDURE:

I. Bomb Threats:

- A. Fire department response personnel will not be automatically dispatched to bomb threats.
- B. Unless otherwise determined by the Suppression Division Chief (300) who will be contacted by the dispatcher in the event of a bomb threat, only police department response personnel will be dispatched to the scene of a bomb threat initially.
- C. After an assessment as to the credibility of the bomb threat, a police supervisor may request a fire department response for stand-by purposes only. Fire department. personnel will not be used in bomb search activities.
- D. A single engine company will be dispatched and stage at a safe distance.
 - a. At least 500 feet from the area in question
 - b. Out of the line of sight for added protection if possible
- E. The Company Officer will provide feedback to 300 as to the circumstances found at the scene.
- F. In the absence of a discovered device, which may or may not be explosive, the decision to search and/or evacuate any bomb threat scene is the responsibility of the owner or person responsible for the facility.
 - a. The decision as to the scope and extent of the search will be made with cooperation of the facility's responsible party.
 - b. If the owner or person responsible elects not to evacuate, the Police department will advise that person, in the presence of witnesses, that the full responsibility for any injuries or deaths resulting from a subsequent explosion rests with them. If this has not been done,



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PROCEDURE: Explosive Device Procedures (2)	Digna Abello, Fire Chief

the OIC will advise the responsible party of the same information in the presence of witnesses.

- c. Facility personnel, who are most familiar with the building and its contents, can conduct the search. They will be instructed to look for unfamiliar items, or items out of place. They must also be instructed **not to move or touch these items**. No special equipment is required to conduct searches of this type.
- G. If the building representative elects to evacuate, Police and Fire departments, will render necessary assistance and request additional resources needed to effect an orderly and safe evacuation if necessary.
- H. If during the search of a facility, and an actual or suspected explosive device is located; the facility will be evacuated without delay. Upon locating a possible explosive device, a bomb threat is to be defined as a bomb emergency and handled according to bomb emergency protocol (see below).
- I. No attempt will be made to search a vehicle that contains, or is suspected of containing, explosives by anyone except Bomb Disposal Unit personnel. The presence of a car/truck bomb may be suspected following a bomb threat that identifies a vehicle and/or any of the following situations occurs:
 - a. A bomb canine reacts to the odor of explosives
 - b. Unusual odors or smoke emanating from the vehicle
 - c. Liquids leaking from the trunk or cargo area
 - d. Powdered material, crystals or pellets around door sills or tailgates
 - e. Any vehicle from which the driver exits and enters another vehicle that hastily leaves the vicinity
- J. In the event of a suspected car/truck bomb, a security/hot zone perimeter of at least 750 feet in all directions from the vehicle; e.g. two or three streets or avenues in each direction will be established. Adjacent buildings, vehicles, and civilians within the perimeter will be immediately evacuated.
- K. A Unified Command post must be established outside the security/hot zone perimeter with the consideration for the possibility of secondary devices.
- L. Adjustments to the security/hot zone perimeters will be made only after consulting with the Bomb Disposal Unit personnel.



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PROCEDURE: Explosive Device Procedures (3)	Digna Abello, Fire Chief

II. Bomb Emergencies:

- A. To be distinguished from a bomb *threat* due to the fact that a device or a suspected device has been located.
- B. A suspected car/truck bomb will always be considered a bomb emergency.
- C. The initial response to a bomb emergency will be a full assignment.
- D. Proper staging of apparatus is critical.
 - a. At least 500 feet from suspected explosive device/building location
 - b. At least 750 feet for a suspected car/truck bomb
 - c. Out of the line of sight for added protection if possible
- E. The Incident Commander (IC) will request the dispatch of the Bomb Disposal Unit if not already dispatched. Suspected or actual explosive devices will not be handled by any person other than Bomb Disposal Unit personnel. The Senior Bomb Disposal Unit Officer will assume operational control of the scene upon arrival.
- F. If already open, doors and windows to any room containing a possible explosive device will be left open.
- G. Evacuation will be mandatory in the case of a bomb emergency.
 - 1. Evacuation will not be directed through the area where a suspected explosive device is located.
 - 2. Additional Fire Department personnel may be needed to assist with the evacuation.
 - 3. A security/hot zone perimeter of at least 500 feet will be established. (750 feet for a car/truck bomb)
 - 4. Non-involved officers, firefighters, and other personnel will remain outside the security/hot zone perimeter. Those within the security/hot zone perimeter will be in full protective gear.
- H. Fire Department units should remain on the scene until the device is removed or rendered safe. During this staging, the Fire department acting through Unified Command will recon the area and conduct a preplan taking into consideration:
 - 1. Potential and location for a secondary device
 - 2. The possibility of a secondary device



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PROCEDURE: Explosive Device Procedures (4)	Digna Abello, Fire Chief

3. Location of fire hydrants
4. Pre-laying of hose lines
5. Best location for the Command Post, Triage, Treatment, Transport Divisions/Groups, etc.
6. Best access for additional units if needed.

- I. All radio transmitters, including base stations, portable radios, cellular telephones and pager/beepers are to be turned off and not used within the 500-foot (750 feet for car/truck bombs) security/hot zone perimeter until authorized by the Senior Bomb Disposal Unit Officer on the scene. Telephone landlines should be used if communication from within the security/hot zone perimeter is necessary.

III. Detonation:

- A. The initial response to an explosion will be a full building assignment.
- B. The first arriving unit will assess the need for additional resources and immediately relay the size-up to 300.
- C. Additional resources will be requested through dispatch as needed. At the minimum, two additional rescue units will be dispatched so as to take control of Passport and Safety Officer responsibilities as well as a standby Rapid Intervention Team (RIT).
- D. All initially arriving units will be deployed in such a way as to set up a secure perimeter and a controlled point of entry. The control of the secure perimeter will be transitioned to police department personnel as soon as possible.
- E. In the event of walking injured, 300, now Incident Commander (IC), will direct an on-scene Captain in coordination with Captain 5 to set up Triage, Treatment and Transport Group.
- F. The IC may consider implementing Mass Casualty Incident (MCI) protocol.
- G. Three levels of injured will be considered:
 1. Those that are injured but are ambulatory will be directed to the Triage and Treatment Group.
 2. Those that can be reached and released relatively easily from light debris will be retrieved and sent or taken to the Triage and Treatment center.
 3. Those that may be under heavier debris will have to be left until heavy machinery, shoring, and manpower are in place.



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PROCEDURE: Explosive Device Procedures (5)	Digna Abello, Fire Chief

H. Secondary collapse or explosions will always be considered as a possible event.

- The IC should consider requesting the dispatch of the City's Structural Engineer.
- I. All personnel should be cognizant of the surrounding scene for suspicious persons, packages or vehicles. Illegally parked vehicles should especially be suspected.
- J. A joint command post for fire and police should be set up early if necessary.
- K. Once a secure perimeter is set up, **absolutely no one** will be allowed to enter the emergency area unless authorized by the Unified Command.
- L. The IC will assign personnel to interview witnesses for life safety operation concerns.
- M. In any incident of this type involving life and safety issues, the fire department having jurisdiction will be responsible for command decisions. Once viable patients have been removed and offensive operations have ceased, the law enforcement agency having jurisdiction will assume on-scene command.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Fire Alarm Activations	Digna Abello, Fire Chief

GUIDELINE:

The following Standard Operating Guideline will be used for Fire Alarm Activations. The Fire Department will respond to all calls of fire alarms ringing or fire alarms malfunctioning when dispatched unless otherwise determined by the Suppression Division Chief (300).

SCOPE:

This applies to all Fire Department personnel.

PROCEDURE:

- I. A single fire company will be dispatched to all calls of fire alarm ringing.
- II. If the alarm is found to be valid, the emergency will be mitigated according to departmental guidelines.
- III. If the alarm is determined to be false, the Officer in Charge (OIC) will direct the firefighters to investigate the cause for the false alarm and rectify the problem if possible.
- IV. The system should be restored at this time if possible.
- V. Contact with a representative of management or the building owner should be made to provide advice regarding the problem.
- VI. If the management's representative or owner is not present, and the system cannot be restored in order to sound an alarm when activated, the following steps are to be taken:
 - A. The OIC will provide the building address to dispatch and request assistance in contacting the owner.
 - B. The OIC may also attempt to contact the fire alarm company if the contact information is available. (Check fire alarm panel or log for company information)
 - C. The OIC will advise the Suppression Division Chief (300), who can authorize implementation of fire watch procedures.



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PROCEDURE: Fire Alarm Activations (2)	Digna Abello, Fire Chief

- VII. The OIC will require of the management representative, if available, that a 24-hour roving fire watch be provided until the alarm system can be restored.
- VIII. The OIC will document all actions taken and have the management representative provide a signature, if available, to indicate understanding of the requirement to provide a 24-hour roving fire watch.
- IX. If there is a trouble light lit, but the alarm will sound when activated, the OIC will write an email to Fire Prevention detailing the circumstances for follow up.
- X. If owner cannot be reached, then a fire watch will be initiated with fire department personnel. The owner will be charged for this service.
- XI. Once every reasonable effort has been made to assure that the malfunctioning alarm will be addressed, the fire company may go back in service.
- XII. The OIC will email a memo to the Fire Prevention Division Chief, via chain of command, as well as follow up with a phone call to prevention personnel prior to leaving shift.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Firefighter Physical Stress Rehabilitation	Digna Abello, Fire Chief

GUIDELINE:

The Miami Beach Fire Department will follow the below Standard Operating Guideline for Physical Rehabilitation. It is the policy of the Miami Beach Fire Department to prevent and recognize the signs and symptoms of harmful physical stress that firefighters may incur during the performance of their duties on emergency scenes or during training activities.

SCOPE:

This shall apply to all Miami Beach Fire Department personnel involved in emergency operations and training exercises of extended duration where strenuous physical activity or exposure to extreme heat is a factor. This Guideline follows NFPA 1584 Standard on the Rehabilitation Process for Members during Emergency Operations and Training Exercises, 2015 Edition.

BACKGROUND:

The physical demands of operating at an emergency scene or during a training exercise can have a detrimental effect on personnel as a result of heat exposure and can produce a medical condition known as dehydration. If dehydration is not prevented and/or recognized early and treated personnel may face an increased risk of injury or death.

PROCEDURE:

- I. While on duty, it is recommended that firefighters hydrate throughout the workday.
- II. During any emergency incident or training exercise, all firefighters will advise their supervisor when they become adversely fatigued to the point that their ability to continue in the activity is impaired.
 - A. An approved method of being aware of an adverse physical condition due to extreme work activity is to do a pulse check. If the pulse rate exceeds 100 beats per minute (bpm) and does not decrease to a maximum of 100 bpm after one to five minutes, then that firefighter will be required to seek Rehabilitation.
- III. Firefighters should remain aware of the physical condition of fellow crewmembers.
- IV. Per NFPA 1584, Rehabilitation will be required when any of the following conditions occur:



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PROCEDURE: Firefighter Physical Stress Rehab (2)	Digna Abello, Fire Chief

- A. After one 45-minute SCBA a 20-minute rest period with hydration in a Rehab area is required.
- B. After two 30-minute SCBA cylinders a 20-minute rest period with hydration in a Rehab area is required.
- C. There should be at least 10 minutes of self-Rehabilitation after using one 30- minute SCBA cylinder or performing 20 minutes of intense work without SCBA.
- D. At any time, a firefighter feels they require Rehabilitation even though they do not meet the above criteria.
- E. At any time, a supervisor feels it is warranted even they do not meet the above criteria.

V. Rehabilitation activities will include the following:

- A. Relocating to a cool and dry place (warm and dry if conditions warrant).
- B. Removal of all gear except basic clothing.
- C. Evaluating and recording of vital signs and symptoms.
- D. Oral re-hydration:
 - 1. Water or electrolyte solutions. (i.e. Gatorade with ice)
 - 2. Hydration solutions of 9% salt and 20% electrolytes in 100 ml of water.
 - 3. Glucose solutions should be below 2% of glucose with ice.
 - 4. Food- soups, broth, stews, protein bars, all low in sugar (< 5% total calories) breads, peanut butter, granola bars, and fruit.
 - 5. Sugar or caffeinated beverages should not to be consumed.
- E. Vital sign reassessment and signs/symptom monitoring should be performed at least every 10 minutes.
- F. If rest and hydration do not stabilize the affected firefighter, refer to the MBFD Medical Operations Manual for further Treatment and Transport.

VI. The Incident Commander (IC) will establish a Rehabilitation Group (RG) with an RG Supervisor when the conditions indicate that rest and Rehabilitation is needed for personnel operating at an incident or training exercise.

VII. Consideration for Rehabilitation Group site will be as follows:



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PROCEDURE: Firefighter Physical Stress Rehab (3)	Digna Abello, Fire Chief

- A. Site should be a secure location, upwind from emergency or training operations.
- B. Site should offer suitable protection from the environment (sun, rain, smoke, vehicle emissions, etc.).
- C. Site should be large enough to accommodate needs. (i.e., additional crews)
- D. Site should be easily accessible to EMS units and allow easy return access into the incident perimeter post-Rehabilitation.
- E. Sufficient distance from incident to allow removal of protective clothing and allow mental rest from the stress and pressure of the incident.
- F. Rehab shall not be located within 50 feet of the Command Post.
- G. Free of exhaust fumes from apparatus, vehicles, and equipment.
- H. It is preferable that the site is air-conditioned. For limited RS activities the back of a rescue unit may be utilized.
- I. In proximity or adjacent to SCBA air refill station allowing prompt reentry back into the incident or training scene post-Rehabilitation.
- J. The site may be an open area created using tarps and canopies with fans. Nearby buildings, fire apparatus, school buses can be considered.

VIII. Equipment and Supplies required for Rehabilitation Area

- A. The Rehab Officer shall secure all necessary resources required to adequately staff and supply the Rehabilitation Group.. The supplies should include the following:
 - 1. Fluids -water, sports beverage, and ice.
 - 2. Drivers of fire apparatus will assure that water is maintained in coolers on all front-line fire apparatus. Envelopes of Gatorade will be supplied in Captain 5's vehicle as well as in 300's vehicle.
 - 3. Food - The MBFD will provide food at the scene of an emergency in the event that the incident exceeds four (4) hours.
 - 4. Medical- an ALS rescue unit to include BP cuffs, stethoscopes, thermometers, cardiac monitors, and IV fluids.
 - 5. Other- awnings, misting fans (located on the Air Truck), tarps, blankets, traffic cones, and barricade tape. Use barricade tape to identify single ingress/egress point.
 - 6. Often well-meaning civilians will offer food/beverages that do not meet the guidelines as described under "nourishment" and "hydration". Every effort shall be made to not offend the



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PROCEDURE: Firefighter Physical Stress Rehab (4)	Digna Abello, Fire Chief

person making the offering. If time allows our guidelines should be explained. It may be best to accept the offer, but not distribute the unacceptable food until the incident is in the final stages.

IX. Rehabilitation Procedures and Accountability

- A. MAINTAIN CREW INTEGRITY AND KEEP CREWS TOGETHER.
- B. The Incident Commander or Safety Officer shall provide the Rehab Officer with a list of units and number of personnel assigned to the incident. If needed, the Rehab Officer may contact dispatch to obtain crew arrival times.
- C. Crews are to report to Rehab intact and are to present an accountability tag. Personnel should remove their SCBA and turnout coats and store them where directed by Rehab personnel. All personnel should wash their hands and begin hydration while having vital signs evaluated and Rehab worksheets completed. Crews shall notify command when reporting to Rehab.
- D. Personnel shall not leave the Rehab area until authorized by the Rehab Officer. Crews leaving Rehab shall obtain their passport tag from the Rehab Officer and shall advise the Accountability Officer that they are ready for an assignment.

X. Evaluation of Firefighters

- A. Firefighters who enter the Rehab Group are to be evaluated based on the following vital signs:
 - 1. Blood pressure
 - 2. Heart rate
 - 3. Respirations
 - 4. SPO2
 - 5. CO
 - 6. GCS
 - 7. EKG
 - 8. Skin temperature
- B. Medical Evaluation- An individual's vital signs shall be immediately evaluated upon entrance into Rehab. Heart rate should be monitored for thirty seconds. If the rate is above 100 beats per minute (bpm) the person's temperature shall be taken. If the temperature is above 100.6



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PROCEDURE: Firefighter Physical Stress Rehab (5)	Digna Abello, Fire Chief

degrees Fahrenheit, all protective clothing shall be removed. If the temperature is below 100 degrees Fahrenheit and the heart rate remains above 100 bpm Rehab time should be increased. If the heart rate is below 100 bpm the chance of heat stress is negligible.

- C. Out of range vital signs and vital signs that do not improve with rest shall be reported to medical transport personnel and the Incident Safety Officer. No person shall be allowed to return to operations if:
1. They are exhibiting signs of moderate to severe heat stress.
 2. Rest at Rehab has not provided relief.
 3. Their blood pressure is at or above 180/100.
 4. Pulse rate above 100.
 5. Respiratory rate above 20.
 6. Temperature above 100.6 degrees Fahrenheit
- D. An MBFD Strenuous Activity Medical Evaluation form should be used to evaluate those firefighters entering the Rehab Group.
1. The form can be completed in the field. It is located on the Dell Desktop under the title Firefighter Rehabilitation Evaluation.
 2. The form is to be used during emergency incidents and training exercises.
 3. Worksheets shall be completed by the Rehab Group Supervisor and a copy will be provided to the Incident Commander.
 4. All Firefighter Rehabilitation Evaluation worksheets shall be attached to the fire incident report and become part of the report.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Fisher Island Responses	Digna Abello, Fire Chief

POLICY:

There are four buildings on Fisher Island that fall inside Miami Beach boundaries. The Miami Beach Fire Department has a Duty to Respond to these properties to render Fire and Emergency Medical Services.

PROCEDURE

The four building addresses can be seen on the map below.

1. 6800 Fisher Island Drive
2. 7000 Fisher Island Drive
3. 7100 Fisher Island Drive
4. 7200 Fisher Island Drive



1. Once Dispatch establishes that the alarm is to one of the above listed properties, they will call Miami-Dade Dispatch and ask for a mutual aid response (Miami-Dade Station 42 is on Fisher Island).



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Fisher Island Responses (2)	Digna Abello, Fire Chief

2. Dispatch will call the Fisher Island Ferry, Public Safety Main Line at (305) 535-6022 to have the Ferry rendezvous with Miami Beach responding units at the East Terminal. This line is a 24-hour monitored number. If no answer from the Public Safety Main Line, the Ferry supervisor, designated Alpha 10, can be reached at (786) 417-4278 as a backup.

3. Miami Beach units shall establish contact with Miami-Dade units to have situational awareness as the alarm progresses.

4. Miami Beach units will continue to respond until cancelled by Miami Dade units. **Under no circumstances are Miami Beach units to cancel themselves or prompt Miami Dade units to be canceled.**

5. If not canceled, Miami Beach units will assume command of the incident after a face-to-face conversation with the Miami-Dade OIC.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Forcible Entry	Digna Abello, Fire Chief

GUIDELINE:

The following standard operating guideline shall be used for Forcible Entry. Emergency responders may force entry to buildings or rooms when an emergency is suspected to exist and entrance by traditional means is not readily available.

SCOPE:

This applies to Fire Department personnel.

PROCEDURE:

- I. When dispatched to the scene of an emergency that requires entering into a structure or room that is locked and keys are not available either in a lock-box or by property representatives on the scene, and the degree of emergency dictates that entry must be made before the arrival of property representatives, the following steps should be taken:
 - A. Attempt to rule out a false alarm and determine if a true emergency actually exists.
 - B. In the event of a true emergency or a false alarm cannot be ruled out, forced entry may be used to enter the structure or room as follows:
 1. Check to be sure the structure or room is actually locked; try before you pry.
 2. Rule out alternative means of entry such as through a back door or window on the ground floor or upper level. The degree of emergency will dictate how much time to exhaust on this step.
 3. The Officer in Charge (OIC) will make the final decision to force entry.
 4. Once the decision to force entry is made, the method to force entry that will cause the least amount of damage will be selected unless the degree of emergency necessitates the quickest entry, regardless of damage.
 5. Request through dispatch that PD be dispatched to the scene due to Forcible Entry.
 - C. After forced entry is made, and the emergency is addressed, the OIC will be responsible to assure that the structure or room is as secure as possible.
 1. Attempt to contact a property representative via dispatch to report to the scene and turn the scene over upon their arrival.



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PROCEDURE: Forcible Entry (2)	Digna Abello, Fire Chief

2. Attempt to secure the property to the same degree that was found before entry was forced.
3. If unable to secure scene, scene is released to the MBPD for securing.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Gator Vehicle Staffing & Deployment	Digna Abello, Fire Chief

GUIDELINE:

The following standard operating guideline shall be used for Gator Vehicle Staffing & Deployment.

SCOPE:

This applies to all Miami Beach Fire Department emergency response personnel.

BACKGROUND:

A gap in service delivery to certain beach areas was identified by response personnel where the deployment of a 4X4 wheel drive vehicle such as a Gator would substantially decrease response times, thereby increasing service.

PROCEDURES:

- I. The Gator will be dispatched to all beach-site incident calls that indicate a possible need for resuscitative efforts or water rescue and will be staffed by a 1210 Fire Company or 1220 Rescue Company if needed.
- II. The Gator unit will not be operated on the beach except to conduct water training, at authorized Details or Special Events or if responding to a call for service.
- III. There shall be at least two fire department personnel on the Gator when it is moving.
- IV. Operation of the Gator shall comply with the CMB Beach Vehicle Policy.
- V. Anytime the Gator unit is utilized, the Station Officer shall document the usage in the station daily electronic log.
- VI. The Gator units must be thoroughly cleaned after all use.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Gator Vehicle Staffing & Deployment (2)	Digna Abello, Fire Chief

- VII. Except for patients being transported, only Fire Department or other Public Safety personnel are authorized to ride on the Gators. Exceptions to this may only be authorized by the on-duty Combat Suppression Division Chief and shall be documented in the Chief's daily.
- VIII. The Gators will be assigned to Fire Station 2, 3 & 4. Minimum staffing for the Gator unit when responding to emergencies will be one Officer and two Firefighters.
- A. The primary response zones for the Gators will be:
1. Station 2 from 41 street South to the end of city limits
 2. Station 3 from 41 street to 65th
 3. Station 4 from 65 street to end of city limits
- IX. Upon dispatch notification of a beach-site incident within the Gator's primary response zone, which indicates a possible need for resuscitative efforts or water rescue, a 1210 Fire Company will respond with the Gator unit. The priority 1210 Fire Company will be one that is assigned to Fire Station 2, 3 or 4. If the 1210 company is not in the station, the next closest 1210 unit or 1220 unit will respond with the Gator.
- X. The responding team will transfer their airway bag, medbox, and Life-Pak to the Gator before responding.
- XI. At the beginning of each shift, all COs should be careful to assure understanding of assigned roles within their respective teams in the event of a water rescue during the course of their duty day.
1. Each unit's designated primary swimmer will inventory and inspect all water rescue equipment each shift day after morning line up.
 2. The assigned driver of Engine 2, 3 and 4 will inspect the Gator every Wednesday and fill the online vehicle maintenance form.
 3. The assigned driver of Engine 2, 3 and 4 will also ensure that the Gator is cleaned and inspected after each response.
- XII. General Operation Guidelines



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Gator Vehicle Staffing & Deployment (3)	Digna Abello, Fire Chief

- Oil and filter must be changed every 40 to 50 hours of operation.
- Radiator must be flushed, and fluid replaced annually.
- Tire pressure must be maintained at 8 to 10 PSI cold.
- Vehicle must not be driven in deeper than 6" of water.
- Do not overload vehicle. Maximum allowable passengers are 3 Fire Dept. personnel and one patient.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: High-Rise Firefighting	Digna Abello, Fire Chief

GUIDELINE:

The following standard operating guideline shall be used for High-Rise Firefighting. Personnel will respond to fires in high-rise buildings and perform mitigation activities that may include evacuation, medical care, salvage, extinguishment, overhaul, housing relocation assistance, and investigation. The primary concerns will be the protection of the building occupants and the safety of fire department personnel.

SCOPE:

This applies to all Miami Beach Fire Department emergency response personnel.

PROCEDURE:

For the purposes of this policy, a high-rise building will be defined as a structure in which built in systems must be relied upon in order to mitigate the emergency.

- I. The first arriving unit will report "arrival" and give an exterior size up that includes, building size, occupancy & construction type, and a comment on whether smoke or fire is visible. The initial exterior size-up should provide the additional responders with a clear mental picture of what is found for preparation purposes. 360 size up.
- II. A code should be given after size-up comments such as: **Code 1** (for visible flame or smoke), **Code 2** (for a downgrade of initially dispatched units), **Code 3** (used when there is no visible smoke or fire and an investigation is required), **Code 4** (false alarm). When a Code 3 is given, the Company Officer (CO) should update the Code as soon as it can safely be done.
- III. The first arriving Company Officer will assume "Command" until relieved by a higher-ranking Fire Officer. This initial "Command" may be maintained in either an exterior mode or a mobile posture while supervising an initial interior attack.
- IV. If the first arriving unit is a rescue crew, they will bunk out and proceed to the lobby to gather information from reliable sources such as building security/staff, residents, or the alarm panel and relay this information to the responding Suppression Division Chief (300). The Rescue crew will retrieve the RIC bag and assume RIC as soon as possible.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: High-Rise Firefighting (2)	Digna Abello, Fire Chief

- V. Upon arrival, 300 will assume, and be referred to as "Command." Until 300 arrival the Initial Company officer who assumed command is command until relieved. 300 is not command while enroute.
- VI. A quick initial attack to confine and extinguish the fire is usually the most effective way to protect the occupants of the building. The first arriving suppression crew will:
- A. Gather information regarding location of the fire and report to that location with all appropriate equipment.
 - B. Use a manual override key and travel no higher than two floors below the fire when elevators are used.
 - C. Layout high-rise pack on the floor below the fire and hook up to the standpipe nearest the fire, if possible.
 - D. Proceed via the stairs to the fire floor.
 - E. Initiate standpipe evolution & attack the fire, advising Command, "*Initiating attack.*" Make sure to also advise Command when water is on the fire, "Water on the Fire".
 - F. Perform primary search, advising Command, "*Initiating primary search.*" Once the primary search is completed Command will announce "All Clear" for the primary search. Example Primary Search "All Clear" Fire Floor. Dispatch copy.
 - G. Perform overhaul and secondary search, advising Command, "*Initiating secondary search*" and "Secondary Search Completed" when done. Command will announce Secondary Search "All Clear"
 - H. Report the following information to Command:
 - 1. Smoke and fire conditions on the fire floor.
 - 2. Location of stairwell being used for the fire attack.
 - 3. Progress of the fire attack.
 - 4. Requests for additional resources as needed, i.e. exhaust fans, manpower.
 - 5. The need for a fire investigator. Unknown or suspicious cause
- VII. The Driver Engineer (DE) of the first arriving suppression company will:
- A. Assist the crew with equipment or any initial manpower needs.
 - B. Locate and perform a hydrant/Siamese hook-up.



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PROCEDURE: High-Rise Firefighting (3)	Digna Abello, Fire Chief

C. Advise Command when hook-up is complete and wait for the order to charge.

VIII. Additional arriving units will stage as per Incident Command Procedures and wait for assignments from Command.

IX. The following are automatic assignments unless countermanded by Command:

- A. Passport Accountability Officer / Safety Officer – Captain 5
- B. Rapid Intervention Crew (RIC) – The first arriving rescue unit
- X. When it becomes evident that a Safety Officer (SO) is needed Capt. 5 will take on the SO responsibilities and Command will request an additional rescue unit to be assigned as follows:
 - A. A crew member will take over the PAO responsibilities.
 - B. The Rescue Lt. and second crewmember will be prepared to set up a medical Group if necessary or can be used as an additional RIC.

XI. These incidents are usually manpower intensive. Requesting additional companies early in the incident, whether an additional alarm, or mutual aid, is a justifiable and proactive consideration. It is a better practice to cancel responding, additional companies, rather than to request additional companies when it is past the point of obvious need. Relief for the first alarm crews is a main concern.

XII. Additional tactical assignments as needed:

- A. A second engine should supply the building Sprinkler Siamese if provided.
- B. Attack company support on the fire floor. A second suppression crew should be assigned to assist the attack company with an additional attack line and/or primary and secondary searches. The apartment or area of origin and apartments or areas to either side must be checked for victims and/or conditions. They may also assist with ventilation and overhaul.
- C. Additional suppression crews should be assigned to report on conditions and take necessary action of extinguishment or ventilation on the floor above the fire, the top floor, or roof. Extra air bottles and equipment will be taken up by these crews and deposited two floors below the fire for the Interior Staging Group.
- D. A unit should be assigned to the lobby for the following:



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: High-Rise Firefighting (4)	Digna Abello, Fire Chief

1. Information gathering from the alarm panel or for reset purposes.
2. Communication with fire companies via handset at the panel.
3. To initiate and maintain contact with the building engineer regarding use of the HVAC, fire pump, sprinkler systems control info, and electrical systems.
4. Maintaining control of the elevators.
5. Assisting with the orderly evacuation of occupants.

- XIII. Initial strategy should be to direct the majority of occupants to remain in their apartments. However, fire and smoke conditions will dictate the need for evacuation.
- XIV. When necessary, floors will be evacuated in the following order: fire floor, floor above the fire, top floor of the building, two floors above/below the fire, and then the remaining floors from the top, down.
- XV. Additional Groups to consider are as follows:
- A. Air and/or lighting Group - Initiated by Command's request for the Air Truck to respond to the scene and be operated by an Air Technician when possible.
 - B. Rehab Group – Positioned two floors below the fire.
 - C. Medical Group – Initiated when there are Potential injuries. Command should call a second rescue unit on all code 1 fires.
 - D. Mass Casualty Incident Groups – Initiated when indicated by protocol.
 - E. Occupant Services Group – Initiated when residents need assistance of any kind, such as relocation.
- XVI. IC Considerations
- A. Consider Mutual Aid Response early in High Rise Firefighting. Consider using PD to help with deploying mutual aid units.
 - B. High Rise Firefighting is extremely labor and manpower intensive.
 - C. Level II staging will be at Convention Center or Fire Station #2.
 - D. First arriving called-up Company officer or staff officer should assume Command of the remaining incidents generated throughout the City.
 - E. Consider using PD to help with deploying mutual aid units.



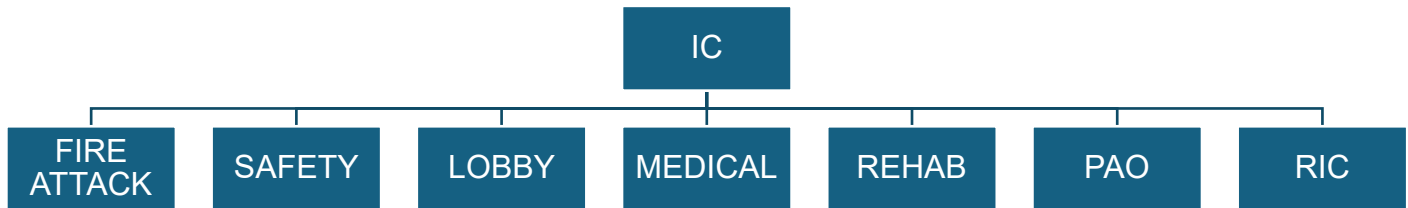
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PROCEDURE: High-Rise Firefighting (5)	Digna Abello, Fire Chief





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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Incident Safety Officer	Digna Abello, Fire Chief

GUIDELINE:

The following standard operating guideline shall be used to increase the level of safety at the scene of emergency incidents by designating an Incident Safety Officer to work in conjunction with the Incident Commander.

SCOPE:

This applies to all Fire Department emergency response personnel.

PROCEDURE:

- I. An Incident Safety Officer (ISO) will be assigned at emergency incidents where special hazards exist, which includes but is not limited to the following:
 - A. All Structure fires and multiple alarm fires
 - B. Hazardous materials incidents
 - C. Below grade/confined space incidents
 - D. Elevated victim rescues
 - E. Major vehicle accidents requiring the extrication of victims
 - F. Other incidents involving special hazards at the discretion of the Incident Commander (IC).
- II. At larger or more complex incidents, it may be necessary to designate a safety Group. Other members may be assigned to the safety Group to assist the ISO in providing safety supervision at a level that matches the severity of the incident and/or the hazards associated with it.
- III. Due to the need of having a close working relationship with the IC, Captain 5 will be assigned the ISO responsibilities.
 - A. Once it is determined that Captain 5 will be assigned to the position of ISO, the IC will request an additional rescue unit through dispatch.
 - B. Upon arrival of the additional rescue unit, Captain 5 will pass on the passport responsibilities to the Rescue Lieutenant and crew.



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PROCEDURE: Incident Safety Officer (2)	Digna Abello, Fire Chief

C. If a Triage Group needs to be established, the Rescue Lieutenant will be assigned to the position of Triage Group Supervisor (TGS) and the passport responsibilities will be taken over by one of the rescue crew members while the other crew member assists the TTGS.

IV. The ISO's responsibility will be to protect the safety of emergency responders by:

- A. Identifying and evaluating hazards and providing direction with respect to the safety of operations.
- B. Monitoring conditions of personnel for signs of exhaustion and effects of products of combustion or toxic materials.
- C. Observing operations for proper adherence to safety procedures and precautions by all personnel.
- D. Supporting the proper use of protective gear and equipment of all personnel within the emergency perimeter.
- E. Observing the general emergency area for unsafe or hazardous conditions bringing any concerns to the attention of the IC.
- F. Assuring that the passport accountability system is being used correctly.
- G. Assuring that the Rapid Intervention Team (RIT) is standing by and available to react to unexpected events.
- H. Recognizing and documenting unsafe situations resulting from improper procedures or faulty equipment for the post critique session in order to cause correction.

V. When assigned to ISO, Captain 5 will be dedicated to incident safety concerns only.

VI. Upon appointment by the IC, the ISO will:

- A. Don the fluorescent orange vest with the designation "Safety" on it and have personal bunker gear ready in case of entry into the emergency perimeter.
- B. Become a member of the command staff and report directly to the IC.
- C. Turn over passport responsibilities to the appropriate party.

VII. The IC will brief the ISO to relay strategies or concerns for monitoring purposes.

VIII. Upon observation of a safety concern the ISO must notify the IC immediately.



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PROCEDURE: Incident Safety Officer (3)	Digna Abello, Fire Chief

- IX. At an emergency incident, where the ISO identifies unsafe conditions, operations, or unacceptable hazard levels that **do not** present imminent danger, the ISO will take appropriate action **through the IC** to mitigate or eliminate the condition.
- X. In circumstances that are judged by the ISO to involve **imminent danger**, the ISO will have the authority to alter, suspend or terminate unsafe activities. The ISO will then immediately notify the IC of any actions taken to correct the imminent danger at an emergency scene.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Mandatory Use of Radio Holster and Straps	Digna Abello, Fire Chief

SCOPE:

This policy applies to all Miami Beach Fire Department emergency response personnel.

PURPOSE:

The purpose of this document is to establish the mandatory use of department-issued radio holster and strap by all emergency response members to ensure firefighter safety, radio security and accessibility during emergency operations.

POLICY:

All members assigned to emergency response duties shall utilize a radio holster and strap whenever a radio is carried. Only department issued radio holster and strap are approved for on-duty use. Radio holster and strap shall be worn in a manner that:

1. Positions the radio for optimal accessibility and does not impede movement.
2. Does not interfere with the proper function of PPE or SCBA and minimizes the risk of entanglement.
3. The use of department issued radio holster, and strap is mandatory during all emergency operations. This includes, but is not limited to:
 - a. Fire Suppression activities
 - b. Search and Rescue Operations
 - c. Emergency medical calls
 - d. Hazardous Material Incidents
 - e. Training exercises that simulate emergency conditions
4. Members are responsible for inspecting their radio strap before each shift and before each use.
 - a. Any damaged or worn straps shall immediately be removed from service and replaced.
 - b. Radio straps shall be cleaned regularly according to manufacturer's instructions.
5. Company officers and Unit supervisors are to ensure all members are in compliance with this SOG. Failure to comply with this SOG will result in progressive discipline in accordance with department policy.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: MAYDAY Responses	Digna Abello, Fire Chief

GUIDELINE:

The following standard operating guideline shall be used for a MAYDAY Response. This guideline is designed to prepare all personnel for any sudden life-threatening occurrence that may injure, trap, disorient or distress any emergency response personnel during an emergency incident. It also standardizes the language to be used by all personnel to reflect that one or more personnel are in trouble and in need of assistance.

SCOPE:

This applies to all Fire Department emergency response personnel.

PROCEDURE:

I. Declaring a MAYDAY:

1. When an emergency responder identifies that he/she or a member of his/her team is in need of assistance, he/she shall (if possible) transmit a verbal message on the Incident Tactical Channel to Command and state: "**MAYDAY, MAYDAY, MAYDAY**" a mayday shall be requested in response to the following events:
2. Distressed Firefighter Actions:
 - a. Push the orange emergency button on the radio. This secures a direct channel with Dispatch and ensures that the emergency message will be heard.
 - b. Remain on the Incident Tactical channel.
 - c. Communicate to Dispatch "May-Day". This term is reserved only for firefighters in trouble. Dispatch will then immediately relay the information to the Incident Commander.
 - d. Communicate to Dispatch the following information:
 - e. Who, Where, Why?
 - f. Manually activate PASS device
 - g. Conserve your air – Stay calm, practice air consumption procedures, such as "skip-breathing."
 - h. If lost or trapped with others, remain together.
3. Command responses to "MAYDAY":



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PROCEDURE: MAYDAY Responses (2)	Digna Abello, Fire Chief

- a. Upon receipt of a **MAYDAY**, COMMAND will request a full assignment tone via PSCD (Dispatch) 5 seconds long. Command will advise all personnel that all radio traffic must cease. Briefly define the **MAYDAY** situation and immediately request additional alarms or Mutual Aid. Utilize mayday and strategic check list located in command vehicle.
- b. Only radio traffic pertinent to the **MAYDAY** shall be permitted on the Incident Tactical channel. The term "**MAYDAY**" will be reserved ONLY to report missing or trapped firefighters.
- c. The term "**priority**" will be used to report all other emergencies via command.
- d. If the identification and location of the lost or trapped Firefighters unknown, immediately conduct a Personnel Accountability Rollcall (PAR).
- e. Commit the Rapid Intervention Crew (RIC) to the most appropriate location to initiate a rescue and place them under a RIC Group Supervisor. Change the strategy and plan a high priority rescue effort, while not abandoning firefighting positions.
- f. Provide a brief progress report (BPR) to PSCD (Dispatch) and request an additional tactical channel for the incident operations not associated with the **MAYDAY** event. Include a specific notation if a RIC is deployed.
- g. Command shall notify PSCD to announce the conclusion of the **MAYDAY** event.

4. PSCD (Dispatch) response to MAYDAY:

- a. Dispatch will immediately sound an emergency signal (FULL ASSIGNMENT) tone on all fire channels for 5 seconds. Dedicate a dispatcher or supervisor to monitor the tactical channel of the MAYDAY event.
- b. Immediately dispatch an additional Fire Suppression Company and Rescue Unit.
- c. If the firefighter comes up on an unassigned tactical channel, Command shall be advised and PSCD (Dispatch) shall remain on that channel with the firefighter and reassign this channel to RIC Group.
- d. Immediately notify Command of radio emergency button activation and treat as a MAYDAY event until proven otherwise. Provide all pertinent information known about the unit I.D.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Rapid Intervention Crew	Digna Abello, Fire Chief

GUIDELINE:

The Miami Beach Fire Department will use the following Standard Operating Guideline for the deployment of a Rapid Intervention Crew (RIC).

SCOPE:

This applies to all Miami Beach Fire Department personnel.

PROCEDURE:

- I. A RIC will be assigned at all incidents where interior firefighting crews are being utilized, water rescues and training exercises. In addition, a RIC will be assigned when personnel are operating in any hazardous environment as determined by the Incident Commander or the Incident Safety Officer.
 - A. A RIC will consist of three or more firefighters
 - B. The RIC will be turned out in full bunker gear with self-contained breathing apparatus (SCBA) on.
 - C. The assigned RIC will stand ready with forcible entry tools and a RIC kit retrieved from Captain 5's or 300's vehicle.
 - D. One member of the RIC will be assigned to monitor his radio in talk around channel in case an interior crew cannot call for help on the main channel assigned.
 - E. The RIC will stage 1 or 2 floors below the fire (depending on atmosphere) in a high-rise situation, or immediately outside the incident perimeter in all other hazardous duty incidents.
 - F. When a RIC is deployed the IC will create a RIC Group.
 - G. RIC Group Supervisor will use the RIC command check off spreadsheet.
 - H. RIC Group Supervisor will initiate relay search and rescue teams.
 - I. When a RIC is assigned, they will become familiar with the building layout, fire conditions, and all other pertinent information. When deployed, they will use a tag line.
 - J. When deployed, the RIC will advise Group Supervisor of entry/exit, location, victim located, air supply, interior conditions, and all other pertinent information.
 - K. When the RIC is deployed, the IC will designate the assignment of a replacement RIC.
- II. The RIC may be called upon for emergencies such as but not restricted to the following:



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Rapid Intervention Crew (2)	Digna Abello, Fire Chief

- A. Locate a missing, lost or collapsed firefighter.
- B. Provide additional air for a firefighter who has exhausted their supply.
- C. Extricate a firefighter who has become entangled or entrapped by a collapse or other hindrance.
- D. To assist a rescue swimmer in distress.
- E. To locate a missing rescue swimmer.

III. The RIC should be prepared to have immediate access to the following additional equipment:

- A. Air bags and cribbing
- B. SCBA Tank
- C. Air chisel
- D. Thermal imaging camera
- E. 6' pike pole



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Tactical Channel Assignment	Digna Abello, Fire Chief

GUIDELINE:

The following standard operating guideline shall be used for emergency and routine responses where the use of multiple channels is advantageous to the command and control of the incident.

SCOPE:

This policy applies to all Miami Beach Fire Department emergency response personnel.

GENERAL:

All dispatches will be conducted on the Fire Dispatch channel (DISP1A). All on scene conversation will be conducted on tactical channels outlined in this SOG.

Tactical channels will be assigned to all multiple unit fire dispatches by PSCD. Tactical channels may also be assigned by Fire Dispatch upon request by the Incident Commander (IC).

RADIO PROCEDURES

All full assignments will be initially toning and alerted on Fire Dispatch channel (DISP1A). After the tones are initiated, the Fire Dispatcher will have all units assigned to the Full Assignment QSY to a Tactical channel.

For Example: the fire dispatcher would initiate station tones and radio tone followed by: "E-1, E-2 E-3 L-1 R-1 Capt. 5 and 300 QSY for full assignment to TAC 1".

The Fire Dispatcher will complete the dispatch assignment on Fire Channel TAC 1. All units will acknowledge on the assigned tactical channel by repeating address and responding E-1 etc. The full assignment will maintain TAC 1 as their main tactical channel for the duration of the incident.

For all incidents that are brought to a Code 1, a second dispatcher will be required to handle other incidents occurring throughout the city. All other units throughout the city will maintain Fire Dispatch channel (DISP1A) as their primary response channel.

When Incident Commander is confronted with an escalating incident where the amount of radio traffic on the dispatch channel adversely affects operations, the IC will ask Dispatch for the assignment of a tactical channel.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Vehicle Fires	Digna Abello, Fire Chief

GUIDELINE:

The Miami Beach Fire Department will follow the below Standard Operating Guideline for all Vehicle Fires

SCOPE:

This policy applies to all Miami Beach Fire Department emergency response personnel.

PROCEDURE:

- I. Upon arrival the Company Officer (CO) will:
 - A. Perform size up taking into account additional considerations such as:
 1. The presence of power lines on or below the vehicle
 2. Traffic signal boxes or light poles that may have been knocked down
 3. Foam application when large quantity of fuel is involved
 4. When to call additional resources:
 - a. Vehicle fire is within, or close exposure to, a structure
 - b. Specialized vehicle such as a fuel tanker or chemical truck
 - c. Injured persons that are in need of Treatment
- II. Upon arrival, the Driver Engineer spots the apparatus appropriately prior to engaging in pumping procedures:
 - A. Where it best can be protected from exposures to heat, flames, and fuel run-off, which would be up-hill and up-wind if possible.
 - B. Attempt to spot the apparatus to shield firefighters from traffic hazards if possible.
- III. Firefighters will advance hose lines and use forcible entry if necessary, as per the CO
 - A. All ground fires will be extinguished prior to focusing on vehicle extinguishment.
 - B. Car batteries should be disconnected as a matter of precaution if possible.



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PROCEDURE: Vehicle Fires (2)	Digna Abello, Fire Chief

- C. Stability of vehicle should always be considered, such as; assuring the vehicle transmission is in park or in neutral with the emergency brake on, or chocking wheels and/or other means of stabilizing if necessary.

IV. Safety Precautions

- A. Personnel directly involved in vehicle firefighting operations will wear full protective clothing including Self-Contained Breathing Apparatus (SCBA).
- B. Personnel should avoid standing directly in front of vehicles due to the shock absorber type bumpers. These have a high likelihood of exploding when exposed to extreme heat.
- C. Personnel should be alert to the presence of gas-activated pistons on lift gates that could explode when exposed to extreme heat.
- D. Personnel should avoid standing adjacent to "split" rims on vehicles so equipped. These also have a high likelihood of exploding when exposed to extreme heat.
- E. Personnel should be aware of possible explosion of vehicle air bags.
- F. Be aware of electrical hazards on or below vehicle prior to making contact.
- G. In cases of electric or hybrid cars such as the Honda Insight, extreme caution should be exercised regarding electric transmission cables. Under no circumstances should the orange cable be cut. These cables can carry up to 440 volts of electricity.
- H. Personnel should be aware that some vehicles and/or accessories are partially constructed of magnesium, a highly combustible metal. These fires burn with a bright, whitish flame and require large quantities of water for extinguishment.
 - Application of water on molten metals will initially intensify the fire. Certain metals will extract the oxygen from the fire stream. Complete extinguishment is accomplished by cooling the material that is burning.
- I. Personnel should be aware that many private, as well as commercial vehicles, utilize CNG (Compressed Natural Gas), propane, or other LPG (Liquefied Petroleum Gas). Extreme caution should be used in these cases for the safety of personnel.
- J. Personnel should be alert to hazardous materials and respond appropriately.
 - 1. Request a Haz-Mat team and 300 to respond via dispatch.
 - 2. Isolate area/deny entry.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Vehicle Fires (3)	Digna Abello, Fire Chief

3. Identify the nature and severity of the immediate problem, including identification of potential and/or existing life hazards.
 4. Reference the D.O.T. Emergency Response Guidebook for product identification and the characteristics of material involved.
 5. Locate available shipping papers or other similar documents.
 6. Assist with other tasks as assigned by 300
- K. The CO will request a towing company to be dispatched to the scene to remove the vehicle after mitigation of emergency is completed.
- L. In the case of small fuel leaks, radiator fluid, oil, etc., absorption product will be thrown onto the fluid. It will be the responsibility of the towing company representative to carry away the product along with the vehicle.
- V. In cases of large quantity of product that is spilled, request D.E.R.M. via dispatch and attempt to dike and contain product if possible.
- A. More than 25 gallons of petroleum product on pavement.
 - B. More than 5 gallons of petroleum product on non-paved ground or into storm drains.
 - C. Any quantity of hazardous chemicals or unknown product.
- VII. Preserve the scene and request PD and/or a Fire Investigator in cases of suspicious incidents:
- A. Multiple fires.
 - B. Incendiary device discovered.
 - C. Fire related death or serious injury.
 - D. Other unusual circumstances.
- VI. Fill out the appropriate incident report and include:
- A. Vehicle make, year and model.
 - B. Police case number.
 - C. Towing company's name, phone number and impound lot location



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Fire Watch Procedures	Digna Abello, Fire Chief

GUIDELINE:

The following standard operating guideline shall be used for Fire Watch procedures. This SOG will document the procedure for requiring and implementing a fire watch in any building in the City of Miami Beach.

SCOPE:

This SOG applies to all the fire inspectors in the Fire Prevention Division as well as Fire Department personnel in other Divisions involved in establishing fire watch in buildings.

PROCEDURE:

I. General

- A. The definition of a Fire Watch per NFPA 1 is: 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.
- B. Fire Watch can refer to a stationary duty as in welding operations, or a roving fire watch as in patrolling all or part of the building.
- C. A fire watch may be required when the following conditions exist as indicated NFPA 101, *The Life Safety Code*, Chapter 9 and/or NFPA 1, *The Uniform Fire Code*, Chapter 1.
 - i. Fire alarm system is fully or partially out of service
Note: If the fire alarm panel has a trouble signal, the system may or may not be operational. A simple alarm test can confirm alarm capability.
 - ii. Sprinkler system is fully or partially out of service
 - iii. Fire Pump is out of service
Note: If the pump is supplying standpipe system only, a fire watch may or may not be required.
 - iv. Special hazards.
 - v. Other conditions as required by the Fire Marshal.

II. Notification



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Fire Watch Procedures (2)	Digna Abello, Fire Chief

- A. Fire Suppression personnel initiating a fire watch shall forward the completely filled out Fire Watch sign off form and Report of Fire Violation form to the Fire Prevention Division via the COC and also email group " Fire Watch Notifications" The Company Officer shall then forward an email to the Fire Prevention Supervisor by the conclusion of the officer's shift. The On-Duty Battalion Chief and Fire Marshal should also be copied on the email.
- B. At a minimum, the email should contain enough information for the inspector to follow up immediately without waiting for interoffice mail, or the company officer can scan or fax the Fire Watch sign-off to the Fire Prevention Division (original must still be sent by interoffice mail).

III. Inspection

- A. The fire inspector may receive an assignment to follow up on a fire watch initiated by Suppression Division personnel or identify the need for a fire watch during an investigation of a complaint. The fire inspector will document the inspection as a complaint in either situation.
- B. The fire inspector will meet with the owner or owner's representative to review the fire watch packet. The fire inspector will complete the sign-off sheet and obtain the owner's signature on this form. The Fire Inspector will inform the owner/owner's representative to forward all Fire Watch logs to the Captain of Fire Prevention via email or fax.
- C. The fire inspector will determine how many people are required to perform the fire watch duties based on the size of the building. The Fire Watch personnel must be able to patrol the affected area every 30 minutes. In a multi-story building, a minimum of one fire watch person is required for every 3-4 floors.
- D. Once the fire watch signs off sheet is completed, the fire inspector will give the Fire Watch sign off sheet to the Captain of the Fire Prevention Division. The Captain will keep all Fire Watch documents filed in his/her office.
- E. The Captain of Fire Prevention will enter the fire watch inspection as a complaint and write the FI number on the original sheet. The photocopy of the form will then be filed.
- F. The Captain of the Fire Prevention Division will assign the fire inspector to follow up on the property periodically to check the status of the systems and review fire watch implementation. The fire inspector will document the follow-up inspection on the original sign-off form kept in the Captain's office.
- G. The fire inspector will receive the faxed fire watch log on a daily basis. The fire inspector will keep the first log, current day, and last log. The other logs can be discarded after review.



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PROCEDURE: Fire Watch Procedures (3)	Digna Abello, Fire Chief

- H. If the fire watch is not being conducted as required, the Fire Marshal may revoke the building owner's option to use private security guards and institute the fire watch by fire department personnel at the building owner's expense.
- I. When the fire watch is no longer necessary, the Fire Inspector will verify the condition is corrected and lift the fire watch. The Fire inspector will sign the bottom of the form terminating the fire watch and remove the form from the clipboard. The form is given to the Captain of Fire Prevention, who will close out the FI number in the system and file the form in the building file.

IV. Requirements

- A. The requirements and duties for the fire watch personnel are based out of NFPA 601, *Standard for Security Services in Fire Loss Prevention*, current adopted edition.
- B. The owner must hire a State Licensed security guard(s) to perform the fire watch.
- C. The security guard must not have any other duty, except performing the fire watch. If the building already employs security guards for security control, then additional personnel must be staffed to accomplish both tasks.
- D. The owner must provide a copy of the security guards identification cards to the fire inspector.
- E. The fire watch personnel must perform the duties listed in the attached packet.

V. Recordkeeping

- A. The Fire Watch sign off sheet will be kept filed in the Captain of Fire Prevention's office. The first photocopy will be filed in the building file.
- B. After the fire watch is terminated, the fire inspector will attach the first and last fire watch log to the sign off sheet and file in the building file.
- C. The Captain of Fire Prevention will send a daily email with a list of current buildings under Fire Watch to the following email groups/persons:
 - i. Fire Prevention Group
 - ii. Fire Prevention Follow-ups
 - iii. Dispatch Supervisor
 - iv. Each Battalion Chief



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Cancer Prevention Program	Digna Abello, Fire Chief

I. **POLICY:**

- A. The purpose of this policy is to promote recognition of potential contamination hazards, implement precautionary measures, reduce and minimize the risk of exposure, and ensures that personnel who are exposed to contaminants document the exposures.

II. **SCOPE:**

- A. This document is directed to all members, who have the potential to be exposed to contaminants and carcinogens from firefighting operations, training evolutions, and during routine tasks.

III. **DEFINITIONS:**

- A. **Definitions**
- B. Barrier Protection: An interface device that provides physical protection from contact with potentially infective fluids, chemicals, soot, or contaminants.
- C. Best Practices: A method or technique that has been generally accepted as superior to any alternatives because it produces results that are superior to those achieved by other means or because it has become a standard way of doing things
- D. Carcinogens: A substance capable of causing cancer in living tissue.
- E. Containments: A harmful substance(s) that adversely affect living organisms.
- F. Cool Down Phase: The time frame post “knock-down” required to necessitate the structure and its contents to reduce the toxicant levels significantly.
- G. Detailed Decontamination: PPE and SCBA contaminated beyond the effectiveness of utilizing identified decontamination, it shall be forwarded to a contractor for professional cleaning.
- H. Direct Diesel Exhaust: A mechanical device that collects and extracts harmful vehicle exhaust fumes.
- I. Gross Decontamination: The physical or chemical process of reducing and preventing the spread of contamination from the environment, persons, and equipment.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Cancer Prevention Program (2)	Digna Abello, Fire Chief

- J. Immediate Danger to Life or Health (IDLH): Any condition that would pose an immediate or delayed threat to life, cause irreversible adverse health effects, or interfere with an individual's ability to escape unaided from a hazardous environment.
- K. Occupational Disease: An illness or disease contracted through or aggravated by the performance of the duties, responsibilities, and functions of a fire department member.
- L. Personal Decon: The process of removing or neutralizing contaminants that have accumulated on personnel and equipment
- M. Protective Measures: Elements of procedures, protective clothing, and equipment that when utilized correctly protect from risks
- N. Rehab: An intervention designed to mitigate the physical, psychological, and emotional stress of firefighting in order to sustain the member's energy, improve and decrease the likelihood of on-scene injury or death.

IV. PROCEDURES

A. Personal Protective Equipment

1. All personnel is to be issued " Reserve Turnout Gear" in the event their primary set is damaged or contaminated.
2. When PPE displays signs of exposure to the products of combustion, including a dirty appearance or the odor of smoke, it shall be placed out of service until it is decontaminated. Personnel shall have a replacement available at Station 2 to accomplish this task.
3. The decontamination process described in this policy strictly refers to an immediate Gross Decontamination of personnel in full protective ensemble following exposure to products of combustion. This procedure has to be systematic and orderly to reduce exposure.
4. Gross decontamination of PPE utilizing the Apparatus Decon-Kit shall be initiated as soon as possible while on the scene to remove soot and other contaminants.



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PROCEDURE: Cancer Prevention Program (3)	Digna Abello, Fire Chief

- a) Wet decontamination is the preferred method (Appendix A).
- b) Dry decontamination is utilized when this procedure might be detrimental or create additional safety concerns such as in cold, inclement weather. (Appendix A)

B. Gross Decontamination Process

1. Personnel assigned to the decontamination process shall wear personal protective equipment to reduce their exposure to carcinogens and products of combustion. At a minimum, personnel should wear EMS gloves, a HEPA mask or other appropriate respiratory protection, and splash protection for their eyes.
2. All fire personnel that were exposed to products of combustion shall perform gross decontamination prior to entering rehabilitation or leaving the scene. After exiting the IDLH, it is recommended that crews remain on-air when possible, and report directly to the designated Decontamination Hose Line(s).
 - a) NOTE: Those members with the lowest air supply should be decontaminated first and as a rule, personnel will remain on air until the gross decontamination is complete.
 - b) Maintaining crew integrity, the crew shall assist each other in rinsing off debris and products of combustion in a systematic and thorough manner from the collar-line down, being mindful of higher potential collection points such as under arms and between the legs.
 - c) Personnel shall also use caution to not saturate the inner lining of the protective ensemble. The goal is to keep the PPE operationally dry on the interior, but rinsed as clean as possible on the exterior. Soft bristled scrub brushes and department approved soap/cleaners may be used to facilitate the cleaning process.



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PROCEDURE: Cancer Prevention Program (4)	Digna Abello, Fire Chief

3. After rinsing the exterior portion of the PPE, personnel may go off-air and begin to doff their PPE. Depending on the extent and length of the fire, all PPE, other than bunker pants and fire boots, shall be left in a prepared 'Drop Zone.' If a formal rehabilitation area is not established due to a quicker knock-down and/or demobilization, a 'Drop Zone' would not necessarily be needed.

a) The 'Drop Zone' shall be located in the warm zone and shall be remote and downwind of the rehab area due to off-gassing.

4. Personal Decon shall be performed immediately after removing PPE, prior to going to Rehab and before consuming food or drink.

a) Use department approved wipes to remove as much soot as possible from the following areas: head, neck, throat, jaw, hands, underarms and other exposed areas as deemed necessary. Also, wipe the inside of the helmet.

b) Personnel must resist the urge to consume food or liquids until the gross decontamination process is completed, and they have entered the rehabilitation area.

C. Reporting to rehab

1. The rehab area shall be located in an area free from vehicle exhaust, smoke, or other obvious contaminants. Air Monitoring should be conducted by rescue personnel and scene safety officer. Monitoring devices are assigned to each rescue airway bag.

2. Once in rehab, personnel shall lower their bunker pants to allow for rapid cooling and increase the distance between off gassing contaminated gear and their respiratory system and skin

D. Reporting for Re-Assignment

1. If a crew is returned to an assignment in the 'Hot Zone' they are to repeat the gross decontamination procedure before returning to rehab or leaving the scene.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Cancer Prevention Program (5)	Digna Abello, Fire Chief

E. Personal Protective Equipment Exchange

1. Personnel determined by the Incident Commander (IC) and/or the Incident Safety Officer (ISO) to have been exposed to products of combustion due to IDLH source proximity shall have their hood exchanged prior to leaving the scene.
2. Currently MBFD assigns a 2nd hood to each member. It has been noted that members are carrying their 2nd hood on their person or in the pocket of their bunker gear, defeating the purpose of clean hood.

- a) New Policy Suggestion- Captain 5 carries 2nd hoods
- b) Hood-drop shall be initiated for the exchange of a contaminated protective hood with a clean one. Officers shall ensure their crews comply by removing their hood and place it in the designated "dirty hood" receptacle and obtain a clean one.
- c) Hoods shall be exchanged immediately after leaving a contaminated area or IDLH and prior to entering Rehab.

3. Where indicated, PPE requiring additional decontamination shall be bagged and returned to the station for further cleaning. (Appendix A).
4. Whenever possible, crews exposed to the greatest contaminates shall remain out of service when leaving the incident scene. Fill-in companies shall remain in place until crews complete the required PPE decontamination, take a shower and put on clean uniforms. Delaying these tasks allows contaminants to remain in contact with the skin longer and poses a potential health risk.

F. APPARATUS DECON-KIT

1. Portable decontamination kits are provided and shall be utilized on the incident scene to reduce potential exposure to cariogenic soot and particulates. Each kit contains the following:
 - a) Wet cleansing wipes
 - b) Cleaning solution



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PROCEDURE: Cancer Prevention Program (6)	Digna Abello, Fire Chief

- c) Scrub brush
- d) Trash bag
- e) Wash cloths/towels
- f) Hose and adapter

G. Demobilization

1. To keep the cab of the apparatus as clean as possible and to avoid transferring toxins and harmful products back to the fire station, it is extremely important to perform gross decontamination prior to leaving the incident scene.
2. Once released by command and prior to leaving the scene, it is recommended that all PPE be bagged at the scene using department approved bags that are at least 6 mils. thick. The bag opening will be twisted and taped (or otherwise closed without being tied), then "goosenecked" (folded over on itself, then twisted and taped (or otherwise closed) a second time. This process will greatly minimize any off-gassing in the apparatus cab.
3. Decontamination of the helmet will follow the same objective as all PPE for gross decontamination. When cleaning the helmet, it is acceptable to carefully wash the exterior to remove any heavy particulates or debris. However, when cleaning the interior, DO NOT saturate any fabric, including the liners, with water.
4. Perform detailed decontamination of PPE, SCBA, tools, equipment, and apparatus. Utilize barrier protection and protective measures.
5. Thoroughly clean SCBA and facemask; inside and out. (Appendix B)
6. Decontaminate all tools and equipment to include the compartments where these are stored. Utilize barrier protection and protective measures.
7. Thoroughly clean the apparatus. Wash the exterior and interior crew compartment of the apparatus, seats, seat belts, and SCBA brackets. Use a wet technique inside to reduce the spread of dust and contaminants.
8. Windows on apparatus shall be in the open position for at least one hour after the incident to allow the escape of vapors and gasses (weather permitting).



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Cancer Prevention Program (7)	Digna Abello, Fire Chief

H. Contaminated work uniform, to include station work shoes shall not be worn in living quarters, common areas, or station offices.

I. Change out of contaminated work uniform and wash as soon as possible.

J. Shower as soon as possible (within an hour), thoroughly wash paying attention to the head, neck, throat, jaw, underarm, behind knees, and groin area. Soaps that contain alcohol should not be used because they open the pores and increase the absorption rate of the skin.

V. Post Fire Decontamination at the Fire Station

A. Utilize the diesel exhaust extraction system where installed. The system shall be attached to the apparatus exhaust pipe before entering the station and shall remain attached while parked.

B. Do not run vehicles inside the station. Move the vehicle away from entrance ways to prevent diesel exhaust from permeating the facility.

C. The PPE shall be hung to dry in a manner that allows for drying but also allows for good turn-out times. Gear should be hung relatively close to, or on the apparatus, to minimize the time to get dressed.

D. PPE should be stored in an area, not in direct contact with diesel exhaust.

E. Utilize weather stripping to seal doors leading from the apparatus bay into living quarters.

F. Food or drink shall not be consumed in any contaminated work area or dirty environment.

G. Refrigerators and ice machines shall not be located within an area of direct contact with diesel exhaust.

VI. DAILY APPARATUS CHECKS

A. The Diesel Exhaust Extraction System shall not be utilized to check apparatus while running inside.

B. Gas powered equipment shall be operated outside of the apparatus bay.

C. Tools and Equipment shall not be checked with the vehicle's engine running.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Cancer Prevention Program (8)	Digna Abello, Fire Chief

D. Apparatus Bay doors shall be closed while the vehicle is running, or shall be moved away from the station to ensure that exhaust fumes are not entering the station.

VII. DIESEL EXHAUST EXTRACTION SYSTEM

A. Numerous national and international studies have indicated that vehicle exhaust emissions are directly associated with certain cancers. The World Health Organization has classified diesel exhaust as a Group 1 carcinogen, which means it is known to cause cancer in humans. Additionally, exposure to diesel exhaust can cause headaches, dizziness, and irritation to the eyes, nose and throat. Diesel exhaust particulates are small enough to be inhaled and deposit in the lungs and lower respiratory system.

B. The use of the vehicle exhaust extraction system is mandatory. The exhaust hose shall be attached to the vehicles exhaust pipe while apparatus is in the station.

1. The system is not used to check apparatus while running inside the bay area
2. After the the initial start of the engine, move at a slowly outside, allowing for the exhaust pipe to safely disengage and retract.
3. Upon returning stop prior to entering the station.

- a) Attach the exhaust hose and secure it to the vehicles exhaust pipe.
- b) Enter the station slowly.

4. Additionally, best practices have been identified to reduce the emission of vehicle exhaust into the station include:

- a) Open apparatus bay garage doors before starting vehicles.
- b) Apparatus shall not be allowed to idle inside the station.
- c) Apparatus operations shall be at an absolute minimum in the fire station.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Cancer Prevention Program (9)	Digna Abello, Fire Chief

- d) Apparatus bay doors shall be closed while vehicles idle outside and in close proximity of the station.
- e) Tools and equipment check shall be completed while the vehicle's engine is not running.
- f) Apparatus bay doors shall be left open, when weather conditions permit, for at least 10 minutes following the operations of the vehicles.
- g) Keep all doors leading from the apparatus bay to stairwells, living quarters, kitchen, offices, or other areas doors closed and sealed.
- h) Ensure automatic door closing devices are operational on all doors leading into the apparatus bay.

VIII. EXPOSURE RECORD KEEPING

- A. Currently, no National registry exists for the reporting of exposure to a carcinogen or when a member is diagnosed with cancer. Because cancer develops over time, it's impossible to say "this specific emergency response caused my disease." It is incumbent upon members to document these exposures in an organized fashion to recall them if needed to file a workers compensation claim.
- B. A Personal Exposure Record form has been developed to assist department members in the documentation to an exposure. This form shall be completed and forwarded to the Training for inclusion within the member's personnel file. The form is located in Appendix C as well as Target Solutions and PowerDMS.
- C. Personnel will receive initial training on the hazards of exposure to carcinogens during recruit school. Continuing training at the company level shall occur periodically when updated research dictates the need and yearly during October during National Cancer Awareness month.

Appendix A

PPE DECONTAMINATION PROCEDURES

Contaminated PPE or work uniform shall not be brought home to launder.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Cancer Prevention Program (10)	Digna Abello, Fire Chief

On Scene

1. Dry Decontamination

Dry decontamination is utilized when soaking the gear, and SCBA might be detrimental or create additional safety concerns such as in cold and inclement weather. If the firefighter is too dirty to for dry decontamination, then proceed to utilize the wet process.

- If at all possible, the SCBA facemask shall remain in place and the user on-air.
- Utilize the brush from the Apparatus Decon-Kit to remove all large particulates working from the head downward.
- Use a damp towel to wipe the area around the facemask
- Remove PPE in the following order; SCBA, helmet, hood, gloves, coat and bunker pants
- Significant exposure to contaminating shall require the bagging of all PPE for detailed decontamination.

2. Wet Decontamination- (Utilize the Apparatus Decon-Kit for this process)

- Remove the contents of the Apparatus Decon-Kit.
- Mix a detergent solution in the tub.
- If at all possible, SCBA facemask shall remain in place and the user on-air.
- Rinse the firefighter thoroughly utilizing a garden hose or hose line at a low pressure
- Rinse the firefighter from head to toe utilizing caution at the SCBA face piece and regulator.
- Apply a soapy solution utilizing the brush, then rinse.
- Remove PPE in the following order; helmet, SCBA and facemask, hood, gloves, coat and bunker pants.
- Utilize a wet wipe to clean the inside of the helmet, liner and chin strap.
- Utilizing the wet wipes; wipe around the eyes, face, ears, neck, throat, and through hair.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Cancer Prevention Program (11)	Digna Abello, Fire Chief

- j) Continue with additional wipes for hands, arms, if possible underarms and groin area.
- k) Get a fresh wipe anytime the wipe becomes visibly soiled or dry.
- l) Blow nose several times as debris can be lodged in nasal passages. .
- m) Significant exposure to contaminants shall require the bagging of all PPE for detailed decontamination.

Appendix B

SCBA Mask Cleaning Procedures- FOLLOW SCOTT DISINFECTING PROCEDURES.

Appendix D

References

Firefighter Cancer Support Network "Taking Action against Cancer in the Fire Service"
NFPA 1582; Standard on Comprehensive Occupational Medical Program for Fire Departments.
NFPA 1962; Standard for the Inspection, care, and use of Fire Hose
NFPA 1851; Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting.
SCOTT Safety; Disinfecting/Sanitizing SCOTT Face pieces – procedural document



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PART-SECTION: Section 300 Supression	AUTHORIZED BY:
PROCEDURE: Personal Protective Equipment Policy	Digna Abello, Fire Chief

GUIDELINE:

To provide a guideline by which all personnel will effectively use all personal protective equipment afforded to them while operating in hazardous working environments, care, and maintenance of protective clothing and equipment.

SCOPE:

This policy applies to all members of the Miami Beach Fire Department

PROCEDURE:

I. Under no circumstances shall any aspect of personal safety be sacrificed in order to increase the speed of emergency or training operations. Emergency or training operations shall not commence until all involved personnel has donned all necessary protective equipment.

II. Full PPE will be mandatory while operating in any hazardous environment where an oxygen deficiency or any hazardous inhalant could cause injury or death that Self-Contained Breathing Apparatus including but not limited to reported/code 1 structural fires / including salvage & overhaul, vehicle fires, dumpster/trash/grass fires, any potential/reported Hazardous Materials Incident or Investigation.

III. Gloves shall be worn at all times when hand tools, power tools, hose, ladders, or any other equipment is used that could cause injuries to the hands. This shall include all work details, maintenance operations, and training exercises.

IV. Training Officer/Officer in charge will ensure required PPE is worn throughout the incident, training, during the breakdown of the equipment or until all equipment is placed back into service

V. Level of Personal Protective Equipment



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Personal Protective Equipment Policy (2)	Digna Abello, Fire Chief

A. Fire Incidents

1. Full PPE- will be worn at all times when involved in or on the scene of any type of firefighting, interior smoke investigation, gas leak, extrication, and other situations that have the potential to pose a personal injury hazard to the member that protective clothing may prevent or at a minimum afford protection.

- a) During overhaul, full protective gear including SCBA, will be utilized until a Carbon Monoxide reading of 35 PPM or lower is found throughout the structure.
- b) Incident Commander may use their discretion to determine the appropriate level of protective equipment required for personnel operating at incidents where no specific guidelines have been established.

2. Members using SCBA shall operate in teams of two or more who are in communication with each other through visual, audible, physical, safety guide rope, electronic, or other means to coordinate their activities, and are close to each other (visual, touch, sound) to provide assistance in the case of an emergency.

3. When members are involved in operations that required the use of SCBA or other respiratory protective equipment, at least one member shall be assigned to remain outside the area where the respirator is required. This member shall be responsible for maintaining a constant awareness of the number and identity of the personnel using the SCBA, their location, and time of entry. Members with SCBA shall be available for rescue.

B. Hands-on Training Activity

1. Training Officer/Instructor in charge may use their discretion to determine the appropriate level of protective equipment. Minimum PPE consist of firefighting helmet and gloves.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Personal Protective Equipment Policy (3)	Digna Abello, Fire Chief

a) Approved TRT Rescue-style helmet with chin strap and work gloves in lieu of firefighter's glove may be used for rappelling, rope rescue, vehicle extrication, etc

VI. Issuance of Turnout Gear

- A. PPE must be worn by as stated in the City of Miami Beach Fire Department Policy & Procedures and shall be inspected daily by the user, monthly (Monday) by the officer in charge of the station and or the respective Division Chief.
- B. Each member shall receive a complete set of Firefighter turnout gear/Personal Protective Equipment (PPE). Structural firefighting gear/(PPE) consists of a protective coat, protective pants with suspenders, protective boots, protective helmet, protective gloves, two (2) protective hood, SCBA Mask, helmet shield and one (1) Traffic Safety Vestas described in NFPA 1971, NFPA 1973, NFPA 1974 and Title 29 Code of Federal Regulations Part 1910.156.
- C. Miami Beach Fire Department has the right to remove any PPE related equipment from service at any time and request documentation of compliance from the manufacturer. (personal items requiring documentation will be paid for by the individual)
- D. No alterations or additions of any type are allowed to be made to the PPE without written consent from the Deputy Operations Chief and Support Services Chief. These alterations or additions must be completed by an approved vendor to ensure the Department and its personnel follow applicable NFPA recommendations.

VII. Employee Responsibility

- A. So that all firefighters have the necessary and functional safety equipment, each firefighter shall:



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Personal Protective Equipment Policy (4)	Digna Abello, Fire Chief

1. Regularly inspect all gear and report any damage or excessive wear to their supervisor (see inspection section).
2. Dress in the level of protective equipment appropriate for the response (see chart at the end), unless otherwise directed by his/her Officer in Charge.
3. While operating at incidents on roads or highways shall wear their structural coat or their safety vests to enhance visibility.
4. Fire helmets shall not be worn by persons riding in enclosed driving and crew areas, causing further injuries if involved in an accident(NFPA 1901). Helmets are to be stored in the appropriate compartment.
5. When driving apparatus, operators will not be required to wear full turnout gear; however, once at an incident, the operator will be required to dress appropriately for the incident. If the operator is exposed to smoke or toxic fumes, a breathing apparatus/3M mask shall be required equipment.

VIII. Officer's Responsibility

A. Captains shall conduct weekly inspections (Monday) of their personnel's turnout gear and report discrepancies to the shift turnout gear representative.

1. The Division Chief of Support Services or his/her designee shall be responsible for determining if replacement of the turnout gear is warranted.
2. It is the Captains responsibility to ensure that each of their personnel's while operating at incidents on roads or highways are wearing their structural coat or their safety vests to enhance visibility.

IX. PPE Inspection

A. All PPE must be maintained and inspected regularly. Equipment must be cleaned at a minimum of once a quarter and after every exposure to hazardous conditions.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Personal Protective Equipment Policy (5)	Digna Abello, Fire Chief

1. The routine inspection shall include, as a minimum to check for soiling contamination from hazardous materials or biological agents.
2. Physical damage, such as; rips, tears, and cuts, cracks, crazing, dents, abrasions, damaged/missing hardware, velcro and closure systems
3. Thermal damage such as charring, burn holes and melting of reflective trim

X. PPE Storage

- A. PPE shall not be stored in direct sunlight or exposed to direct sunlight while not being worn. PPE storage areas shall be clean, dry, and well ventilated. PPE shall not be stored wet or in airtight containers unless they are new and unused.
- B. Due to the possibility of contamination of personal items, the department does not advocate a member transporting their gear home in their personal vehicle or storing the PPE at their residence.
- C. PPE shall not be stored inside living quarters. Soiled PPE shall not be transported within the passenger compartment of vehicles. Should soiled PPE be transported, the PPE shall be placed in a protective case or bag to prevent cross-contamination.
- D. PPE shall not be stored in contact with hydraulic fluids, solvents, hydrocarbons, hydrocarbon vapors, or other contaminants or near apparatus exhausts.

XI. Issuance of Reserve Turnout Gear

- A. No employee will maintain a second set of turnout gear. Should an employee's gear become unusable, he/she shall comply with the following. *Examples of unusable gear – outdated, damage to gear (holes), contamination of any type, or any condition where the gear is considered unsafe*
- B. Employee shall notify his/her Officer immediately so the gear can be inspected gear, documented, and reported to Support Services Captain.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Personal Protective Equipment Policy (6)	Digna Abello, Fire Chief

C. Support Services Captain shall outfit the employee's needs from the reserve turnout inventory should the shift turnout gear representative be unavailable.

D. When an employee's set of gear is returned to service, he/she shall place the reserve gear for cleaning and return to Support Services Captain.

XII. PPE Cleaning

A. Decontamination (Decon) may be necessary for exposed or contaminated civilians and emergency responders.

B. Contamination is the exposure to chemicals (including carcinogens), radioactive or biological material on personnel or physical material (equipment, vehicles, etc.) and the presumption should be that they have been contaminated.

C. Soiled or contaminated elements shall not be brought into the home, washed in home laundries, or washed in public laundries unless the public laundry has a dedicated business to handle firefighting protective clothing.

D. The Gross Decon procedure shall be systematic and orderly process utilized for all fires where Personnel Protective Ensembles (PPE) are worn and exposed to products of combustion. This shall include, but not be limited to, brush fires, vehicle fires, training fires and/or any other emergency or non-emergency incidents where the combustion process occurs.

XIII. SCBA & FIT Testing

A. The department shall provide a medical evaluation to determine the employee's ability to use the respirator before the fire company member is fit tested or required to use the respirator in the workplace.

B. The department shall ensure that an employee using a facepiece respirator is fit tested, before initial use of the respirator whenever a different facepiece (size, style, model or make) is used, and annually (January 1)



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PROCEDURE: Personal Protective Equipment Policy (7)	Digna Abello, Fire Chief

C. No facial hair is allowed that comes between the sealing surface of the facepiece and the face or that interferes with valve function;

D. If an employee wears corrective glasses or goggles or other personal protective equipment, the employer shall ensure that such equipment is worn in a manner that does not interfere with the seal of the facepiece to the face of the user.

E. All SCBAs shall be inspected daily during truck check offs and after each use:

1. A check of SCBA function, tightness of connections, and the condition of the various parts including, but not limited to, the facepiece, head straps, valves, connecting tube, regulator, pass device, pack tracker wand, heads up display and bottle.

a) Visually inspect the air bottle for 5-year hydrostatic date, for wear, cuts, and abrasions. If damage is found, out of date or the test date cannot be read for any reason, it must be taken out of service, tagged and returned to Station 2 out of service area.

b) Check air bottle gauge accuracy. The gauge on the bottle should read within 100 PSI with the gauge on the air-pack. If the gauge reads outside this range, connect the air bottle to another air-pack, and perform the same check to isolate which gauge is faulty. Tag the equipment with the faulty gauge and return to Station 2 out of service area.

2. Low-Pressure Regulator Heads-up Display

a) The low-pressure regulator heads-up display must be checked for functionality.

b) Activate the display by turning the air bottle valve fully on. All display lights should illuminate then go out leaving just the green indicator lights illuminated.



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PROCEDURE: Personal Protective Equipment Policy (8)	Digna Abello, Fire Chief

c) Close the air bottle valve fully and operate the purge valve allowing air to escape the system slowly. As the air depletes, the green lights go out, yellow light illuminates and go out, then finally red illuminate.

i. If the heads-up display fails to operate correctly, it must be tagged and returned to Station 2 out of service area.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Personal Protective Equipment Policy (9)	Digna Abello, Fire Chief

Where "IC" appears the Incident Commander shall have discretion.

Type of Incident	Turn out Coat	Turnout Pants & Boots	SCBA	Helmet/Eye Protection	Gloves	Hood	Other
Structure Fire	Yes	Yes	Yes	Yes	Yes	Yes	
Vehicle Fire	Yes	Yes	Yes	Yes	Yes	Yes	
Brush Fire	I.C.	Yes	I.C.	Yes	Yes	I.C.	
Dumpster/Trash Fire	Yes	Yes	Yes	Yes	Yes	Yes	
CO Alarms	Yes	Yes	Yes	Yes	Yes	Yes	
Electrical Incidents	Yes	Yes	Yes	Yes	Yes	Yes	
Fire Alarms	Yes	Yes	Yes	Yes	Yes	Yes	
Haz-Mat	Yes	Yes	Yes	Yes	Yes	Yes	
Tree/Debris Removal	I.C.	Yes	No	Yes	Yes	No	
Auto Accidents	Yes	Yes	I.C.	Yes	Yes	I.C.	
Rope Rescue	I.C.	I.C.	I.C.	Yes	Yes	I.C.	Harness/Rescue Equipment
Trench Rescue	I.C.	I.C.	I.C.	Yes	Yes	I.C.	Harness/Rescue Equipment
Confined Space	I.C.	I.C.	I.C.	Yes	Yes	I.C.	Harness/Rescue Equipment
Heavy Machinery rescue	I.C.	I.C.	I.C.	Yes	Yes	I.C.	Harness/Rescue Equipment
Water Rescue	NO	NO	NO	NO	NO	NO	Flotation Device/TIC



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Documentation of Public Service/Assistant Encounters	Digna Abello, Fire Chief

POLICY:

Effective immediately, all public service/assists shall be documented in ESO. These types of calls will no longer be entered or documented in AEGIS under any circumstances. Personnel are to ensure that all related incident information, narratives, and applicable details are accurately reported in ESO in accordance with department reporting procedures.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Water Rescues	Digna Abello, Fire Chief

GUIDELINE:

The Miami Beach Fire Department will follow the below Standard Operating Guideline for all Water Rescues. All water rescue operations will be conducted in such a way as to maximize protection of our personnel from accidental injury and/or illness.

SCOPE:

This applies to all Miami Beach Fire Department emergency response personnel when responding to any water rescue calls.

PROCEDURES:

Steps I. thru VIII. will be followed for all types of water rescues

- I. At the beginning of each shift day, it will be the responsibility of the Suppression Division Chief (300) and each Company Officer (CO), to be cognizant of those on-duty members who are qualified Rescue Swimmers. This information can be found in Telestaff.
- II. Response to reports of persons in the water will be a full assignment. 300 should also consider additional agencies:
 - A. Miami-Beach Ocean Rescue for boats or jet-skis,
 - B. MBPD for Marine Patrol as well as traffic and crowd control
 - C. The City of Miami Fire Department Boat
 - D. FWC or the U.S. Coast Guard for marine assistance.
- III. 300 should seek as much additional incident information as possible while responding.
 - A. Number and location of victims
 - B. Establish reference points (i.e. between lifeguard stand and buoy)
 - C. Be cognizant of conditions (Strong current, riptide, large boats in the area) Strong currents may be only on surface and the victim may be found where last seen.



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PROCEDURE: Water Rescues (2)	Digna Abello, Fire Chief

- IV. The first arriving Company Officer will assume "Command". Size up considerations should continue at the scene by acquiring additional information from competent witnesses if possible.
- V. Capt. 5 will take on the responsibilities of Incident Safety and see to it that the Passport Accountability System is established.
- VI. Command should remain cognizant of the possible need of addition rescue units.
- VII. Other responding units should stage away from the immediate scene until specifically given assignments by Command.
- VIII. After establishment of safety parameters listed above, the next tactical priority is immediate victim rescue, which includes primary search and recovery only by those members known to be strong swimmers and familiar with basic skin- diving rescue procedures.

NON-SURF WATER RECUES

- I. Rescue skin divers should enter the water with skin-diving equipment only (Mask, snorkel, fins, buoyancy compensator, torpedo buoy and a hand line. For a car in the water, a spring-loaded center punch and seatbelt cutter should also be taken initially.)
 - A. Entries into the water should be made with caution. Never jump or dive into the water. If the area is high, such as a bridge, use a ground ladder or possibly rappelling equipment to enter the water.
 - B. No more than two rescue divers will initially enter the water.
 - 1. The primary skin diver (Tied off with a dive yellow polypropylene water rescue line that is tended by a firefighter on land who is familiar with line signals and who must maintain constant awareness of the diver's whereabouts.)
 - 2. Safety skin diver (Stays in the immediate proximity of the line tender with all necessary equipment donned, ready to assist immediately if requested by the primary diver).



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PROCEDURE: Water Rescues (3)	Digna Abello, Fire Chief

3. In the event that the first arriving rescue unit is involved in water rescue operations, or in the case of multiple victims, Command will request an additional rescue unit to assist with patient care.

C. The initial goal is to locate and recover victims.

1. A thorough search in and around a submerged vehicle must be performed even if bystanders state that no one is in the vehicle.
 - a. Entry into a submerged vehicle / vessel is extremely dangerous. A search should be conducted from either side of the vehicle / vessel.
 - b. Check any air pockets where trapped victims may be attempting to breathe.
 - c. Victim(s) may be removed through a door after pressure equalizes.
 - d. If unable to use door and windows are closed, use the spring-loaded punch to break a window.
 - e. The seat belt cutter may be needed if seat belts cannot be removed.
 - f. Swimming victim(s) to the surface via a head carry will help maintain a neutral head position. This neutral position should reduce any risk of air embolism for the victim.
 - g. Remove victim to shoreline and decontaminate victim(s) and diver(s) from petroleum products floating on the water.
 2. A thorough scene evaluation will help in locating submerged vehicles more rapidly. Damage, debris, and skid marks on land can point a search in the right direction. An oil slick, air bubbles, and murky water may indicate a vehicle's resting place.
 3. Open areas should be searched using a linear search pattern if from land, or a circular search pattern if from a boat.
- II. A secondary goal is to use a hand line to tie off on a submerged vehicle and tie off the line back on shore for stability and to maintain site awareness. A dive flag for day or light sticks at night should also be used to maintain site awareness. In many cases, we assist the wrecker company by hooking the vehicle.
- III. A third team of divers may be required if the second team is directed into the water. There should always be one team prepared to respond as a RIC (Rapid Intervention Crew).



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PROCEDURE: Water Rescues (4)	Digna Abello, Fire Chief

- IV. Considerations of flammable liquids on the surface of the water and ignition sources such as running boat engines should be addressed quickly.
- V. When a victim is recovered, he or she will be turned over to a rescue team on land.

SURF WATER RESCUES

- I. The Incident Commander will assign personnel to perform a Line-pull Rescue as follows:
 - A. **An Observer**, who will be equipped with binoculars, directional lights and/or torpedo buoy, and a whistle. The Observer's functions are as follows:
 - 1. Assists the IC with the location of the victim.
 - 2. Assists in the determining the most advantageous water entry point.
 - 3. Maintains continuous visual contact with the victim and Rescue Swimmer using lights and elevation.
 - 4. Remains clearly visible to the Rescue Swimmer by means of elevation and directional lights.
 - 5. Provides directional guidance for the Rescue Swimmer trying to locate the victim.
 - B. **A Rescue Swimmer**, who will be equipped with a shoulder harness connected to a land line, one or more torpedo buoys, properly fitting swim fins, a whistle, and a strobe light. (Most of our beach rescues will likely be during off-hours for the Ocean Rescue which is typically on- duty between 9 AM and 6PM.) The Rescue Swimmer's functions are as follows:
 - 1. Be identified as a Rescue Swimmer by their Company Officer
 - 2. Be properly attired in either shorts or swimsuit
 - 3. Rescue Swimmers will not enter the water until the victim is located.
 - 4. Activates the strobe light prior to entering the water during non-daylight hours
 - 5. Uses the best route to quickly and safely reach the victim, i.e. rip currents, tidal currents
 - 6. Signals the Observer to begin the line pull
 - 7. Remains in contact with the safety line at all times
 - C. **Line Pullers**, whose functions are as follows:



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1. Assists with equipment staging and setup.
2. Deploys the line as the rescue swimmer advances toward the victim.
3. Uses the "hand over hand" or "running" method to retrieve the rescue swimmer and victim at the appropriate speed.
4. Remains alert for commands from the Observer

D. A RIC (Rapid Intervention Crew), consisting of a Rescue Swimmer and Line Pullers, should stand by at the shoreline, fully equipped and ready to support the on-going water rescue incident or training exercise. The RIC may be used to replace or assist an active Rescue Swimmer, or they may be deployed in the event another victim is identified. In any case, when a RIC is deployed, Command will assign another RIT to stand by at the shoreline.

Note: If multiple Rescue Swimmers are active in the water rescue incident, it may be necessary to assign additional personnel to the role of Observer.

- II. The Surf Rescue Board can be utilized, by a Qualified Rescue Swimmer, as an adjunct to the line-pull Rescue. The board is capable of supporting multiple victims and gives the rescuer the advantage of improved visibility. The Board Rescuer should be equipped with a shoulder harness and an attached strobe light.

Post Incident Care

- A. After use, all gear should be thoroughly rinsed in fresh water. Equipment exposed to petroleum products or heavily soiled may be washed in a warm soapy water solution followed by a freshwater rinse.
- B. B.C.'s should be rinsed inside and out and drained. Replace the CO2 cartridge if necessary.
- C. Air-dry all equipment out of direct sunlight.
- D. Dry and lubricate the center punch, the seatbelt cutter, rescue scissors, and all metal buckles and clips that were used.
- E. All gear should be inspected for damage.
- F. Personnel who went under water will rinse their ears several times. A 50/50 solution of alcohol and white vinegar or other commercially available ear solutions will help dry the ear canal. These options will help prevent the condition known as "Swimmers Ear."



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Water Rescues (6)	Digna Abello, Fire Chief

Line Tender Signals

Tender to Swimmer Signals

One Pull - OK

Two Pulls - Change Direction

Three Pulls - Surface

Swimmer to Tender Signals

One Pull - OK

Two Pulls - Need More Line

Three Pulls - Object Found

Four Pulls - Help



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Water Supply & Fire Stream Management	Digna Abello, Fire Chief

GUIDELINE:

The Miami Beach Fire Department will follow the below Standard Operating Guideline for Water Supply and Fire Stream Management.

SCOPE:

Adequate water supply during fire attack operations has a critical impact on fire control outcomes. A good water supply and adequate GPM flows from attack lines result in favorable outcomes. Delayed or limited water supply and inadequate GPM flows leads to delayed fire control, increased risk to fire fighters and victims, and greater fire loss. The use of excessive amounts of water, leaking couplings or nozzles may increase property loss inside the structure, and hinder fire investigations.

PROCEDURE:

I. Hydrant Water Supply

First due companies approaching the scene with any evidence of a working fire in a structure should lay their own supply line. Exceptions to this guideline may include:

- Obvious critical rescue requiring a full crew
- Unsure of actual fire location in multi-unit building complex
- Hydrant within fifty feet of the fire

Lines must be laid with consideration for the access problems they create. Always lay the line along the side of the roadway that the hydrant is on and cross over at the fire if necessary. Slow down when laying lines, faster speeds result in excess hose on the roadway. Slower speeds also provide several advantages:

- Reduces the risk of striking pedestrians or vehicles or firefighters
- Provides time for the Company Officer to size-up and evaluate critical fire ground factors.
- Provides time for the Engineer to appropriately spot the apparatus.
- All supply lines to fire apparatus should be 5" LDH.

II. Attack Hose Line Choice



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Water Supply & Fire Stream Management (2)	Digna Abello, Fire Chief

The objective of the attack hose line choice is to provide enough GPM flow to overcome the volume of fire being produced, or adequate flow to cool and protect exposures.

III. Basic Attack Hose Line Placement

When operating in the offensive attack mode, attack lines of adequate volume should be advanced inside the fire building in order to put water on the fire and control access to halls, stairways, or other vertical and horizontal channels through which people and fire may travel.

- The first line should be placed between the fire and persons endangered by it.
- When no life is endangered, the first stream should be placed between the fire and the most severe exposure or unburned area.
- A second hose line should protect a secondary means of egress (always bear in mind the presence of Fire personnel operating in opposing positions).
- Additional hose lines should cover other critical areas or when covered, back up in-place hose lines.
- Whenever possible, crews should position hose lines in a manner and direction that supports rescue activities, begins confinement, protects exposures, and controls loss.
- Beware of hose lines that have operated from the same position for long periods of time. Fire conditions change during the course of fire operations, and the effect of hose line operation must be continually evaluated. If the operation of such lines becomes ineffective, move, adjust, or re-deploy them.
- When a change from an offensive to a defensive operation occurs, crews should pull hand lines out of the fire building only if safe to do so. Do not delay exit from the building for the sake of salvaging a few feet of hose and a nozzle if conditions are deteriorating rapidly, unless the line is needed for crew protection during exit operations.

IV. FIRE STREAM CONSIDERATIONS – OFFENSIVE STRATEGY

1. Officers must consider the characteristics of fire streams and choose the most effective nozzle and stream for the task.

Characteristics of Solid Streams:

- Good reach and stream penetration



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Water Supply & Fire Stream Management (3)	Digna Abello, Fire Chief

- Stream produced at low nozzle pressure
- Produces less steam conversion
- Provides less heat absorption per gallon
- More likely to conduct electricity

Characteristics of Fog Stream:

- Can be adjusted to suit the situation
 - Can be used for hydraulic ventilation
 - Can be used for vapor dispersion
 - Can be used for crew protection
 - Reduce heat by exposing the maximum water surface for heat absorption
2. An offensive attack mode should achieve an effect on the fire quickly-- consequently, backup plans should be developed quickly. If you apply water to an offensive attack position and the fire does not go out - React! Back it up or re-deploy to a more effective position. Think ahead! Predict where the fire is going to go and put crews in positions ahead of the fire. This is especially true when fighting fires in compartmentalized structures such as strip malls, apartments or any structure with a common attic.
 3. Beware of the limitations of operating nozzles through holes. The mobility of such streams is necessarily limited, and it is generally difficult to evaluate their effectiveness. Sometimes you must breach walls, floors, etc. to operate--realize the limitations of such situations.
 4. When utilizing crews with hand lines to enter basement fires, crews should not open nozzles until they can see and/or are near the fire— crews should not use fog streams when operating in basement fires. Steam production will be extensive, straight streams should be used.
 5. Have attack lines ready during forcible entry operations. Attack crews should be fully protected and supervised before forcible entry is initiated.
 6. The 1-3/4" attack line can be used for most small fires (i.e. one or two rooms in a residential fire). The Company Officer should order additional 1-3/4 lines, or a 3" line for a larger volume of fire. Examples of a quick attack include:
 - Immediate threat to life
 - Fire contained to room of origin
 - Trash fire
 - Small Boat Fire



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Water Supply & Fire Stream Management (4)	Digna Abello, Fire Chief

V. FIRE STREAM CONSIDERATIONS – DEFENSIVE STRATEGY

Exterior master streams should not be used with interior operations in the same structure. The exception to this would be a defensive strategy while protecting exposures from interior positions. Command must closely coordinate any exterior streams, particularly ladder pipes and engine mounted master streams. Extreme caution should be taken with interior and exterior attacks in the same building.

Master streams may be useful in knocking down a large body of fire in a segment of a structure where the intent is to operate in offensive positions after significant knockdown is achieved. Command and the Division/Group Supervisors must evaluate the structure's stability in these situations. This evaluation should occur after the master streams are shut down and **BEFORE** committing crews to interior positions. When there is any question as to the stability of the structure crews should not be deployed to interior positions.

When a change from an offensive to a defensive operation occurs, crews should pull hand lines out of the fire building only if safe to do so. Do not delay exit from the building for the sake of salvaging a few feet of hose and a nozzle if conditions are deteriorating rapidly, unless the line is needed for crew protection during exit operations. Once offensive operations change to a defensive mode, Command must prioritize hand line operations. Most often, hand lines will need to be shut down to provide adequate water supply for master streams.

Elevated/Engine Mounted Master Streams

Elevated/Engine Mounted Master Streams offer very large GPM flows, quick operation, reach and penetration. A solid bore tip offers greater reach and penetration with a more intact stream than a fog nozzle that is set on straight stream. Engine Mounted Master Streams should be considered for structures that are well involved, beyond the reach of attack lines, for exposure protection, and situations that pose an unusual safety risk to firefighters. Elevated streams are particularly useful and effective when operated on large, open type fires. A good general rule is that you have written off the building (or a portion) when you initiate elevated streams, and you are essentially in a defensive mode. Ground crews should be advised before an elevated stream goes into operation. Do not operate fire streams down ventilation holes during offensive operations. This reduces the effect of ventilation and may seriously endanger interior attack crews.



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PART-SECTION: Section 300 Suppression	AUTHORIZED BY:
PROCEDURE: Apparatus/Response Unit Staffing	Digna Abello, Fire Chief

PURPOSE

All emergency response vehicles will be fully staffed as per this department policy and by the authority of the Fire Chief.

SCOPE

This policy applies to all Miami Beach Fire Department emergency response personnel.

PROCEDURE:

I. Shift Division Chief's Vehicle

Staffed with: Either one Division Chief or a Captain who is assigned as an Acting Division Chief.

II. EMS Supervisor's (Captain 5) Vehicle

Staffed with: Either one Captain or a Lieutenant who is assigned as an Acting Captain.

III. ALS Transport-Capable Rescue Vehicle

Staffed with: One Lieutenant or a Firefighter assigned as the Acting Lieutenant, and two Firefighters. There must be a minimum of two Paramedics (PMD) and one EMT with the Lieutenant or acting Lieutenant being a Paramedic (PMD)

IV. ALS Non-Transport-Capable Fire Engine/Pumper

Staffed with: One Captain or Lieutenant as Acting Captain (E2 and E4) or Lieutenant (E1 and E3) or a Firefighter on an active Lieutenant's list acting as the Company Officer (E1 or E3), one Firefighter/ Driver Engineer and two Firefighters. At least one member must be a Paramedic (PMD).

V. ALS Non-Transport-Capable Fire Truck/Ladder

Staffed with: One Captain or a Lieutenant who is assigned as an Acting Captain as the Company Officer, one Firefighter/ Driver Engineer, and two Firefighters. At least one member must be a Paramedic (PMD).



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PART-SECTION: Section 300	AUTHORIZED BY:
PROCEDURE: Apparatus/Response Unit Staffing	Digna Abello, Fire Chief

Note: Presently, minimum manning for emergency response personnel is 51. When staffing will allow 52, the extra Firefighter will be assigned to the Air Truck (810). Additional staffing will be assigned on an as needed basis, with suppression assignments being prioritized.

VI. ALS Non-Transport-Capable Fire Boat

Staffed with: One Captain or a Lieutenant who is assigned as an Acting Captain as the Company Officer, one Fireboat Operator, or qualified Firefighter in an acting capacity, and two Firefighters. At least one member must be a Paramedic (PMD).

SECTION 400 SPECIAL OPERATIONS



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FIRE - RESCUE DEPARTMENT. Date Created x/xx/xxxx

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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: SWAT Medic Activation Policy & Procedure	Digna Abello, Fire Chief

POLICY:

The following policy is applicable for all SWAT Medic activations.

SCOPE:

This policy applies to all Miami Beach Fire Department personnel.

PROCEDURE:

This procedure recognizes the need to separate SWAT Medic activations into (2) two categories.

I. No Notice SWAT Callouts

- a. When SWAT Medics are requested to support a No Notice SWAT Callout the Miami Beach Police Department (MBPD) SWAT Commander, or his designee will contact the Public Safety Communications Unit (PSCD) via radio or landline at 305-673-7452 and request to speak with the on-duty Suppression Division Chief (300). The on-duty Suppression Division Chief can be reached direct via landline at 305-673-7118 with the request.
- b. An updated list of SWAT Medics is available in TeleStaff.
- c. The Suppression Division Chief (300) will obtain the following mission information from the MBPD SWAT Commander, or his designee:
 - i. Rendezvous location
 - ii. Reporting time
 - iii. Estimated mission duration
 - iv. SWAT Incident Commander contact number
- d. If the Suppression Division Chief (300) decides that the assignment of SWAT Medics to a mission will significantly impede ongoing Fire Department operations, a stand-by ALS transport rescue unit will be assigned in lieu of SWAT Medics. The Suppression Division Chief will follow-up with an email to the SWAT Medic Commander informing him of the circumstances.
- e. If no SWAT Medics are on-duty, then a standby ALS transport rescue unit will be assigned and the MBPD SWAT Commander or designee informed of the situation.
- f. SWAT Medic(s) shall be assigned to an ALS transport rescue unit and this unit should be assigned to the SWAT mission. The driver is not required to be a SWAT Medic. SWAT Medics are to perform as support personnel, available for medical purposes at the direction of the MBPD



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: SWAT Medic Activation Policy & Procedure (2)	Digna Abello, Fire Chief

SWAT Commander. There will be a (3) three person staffed ALS transport rescue unit on every mission regardless of the number of SWAT Medics.

- g. The on-duty SWAT Medic(s) assigned to support the mission will be transported to the MBPD SWAT Locker via the assigned ALS transport rescue unit. The Suppression Division Chief will determine the response signal based on the urgency of the request.
- h. The SWAT Medic shall:
 - i. Request an incident number from PSCD and reference a SWAT standby.
 - ii. Be responsible for the completion of the report even if the only action was to stand-by.
- i. The assigned ALS transport rescue unit shall remain with the SWAT Medic(s) for the duration of the mission. SWAT Medic(s) are considered assigned members of that rescue unit and crew integrity shall be maintained. The driver will be briefed by the SWAT Medic OIC as to their role and responsibility. **At no time will fire suppression apparatus (i.e. engines or ladder companies) be used as medical support for SWAT missions.**
- j. PSCD will display the assigned rescue unit in the CAD on a standby incident reference a SWAT mission.
- k. At no time is the assigned ALS transport rescue unit to be used as a means of transportation for the MBPD SWAT Team. It shall remain in a cold zone a distance away from the mission location and at the discretion of the Incident Commander.
- l. The Suppression Division Chief will e-mail the SWAT Medic Commander, informing him/her of each request for activation, including the alarm number, so that records of participation may be kept.

II. Preplanned SWAT Missions

- a. When SWAT Medics are requested to support a preplanned SWAT mission this will require a minimum of (4) four hours advance notice. The MBPD SWAT Commander, or his designee will contact the Public Safety Communications Unit (PSCD) via phone at 305-673-7452 with the request for SWAT Medic mission support. They shall provide PSCD with a name and callback phone number to discuss the mission details with the MBFD SWAT Medic Commander, or designee.
- b. An updated list of SWAT Medics is available in TeleStaff.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: SWAT Medic Activation Policy & Procedure (3)	Digna Abello, Fire Chief

- c. The Suppression Division Chief (300) will obtain the following mission information from the MBPD SWAT Commander, or his designee:
- Rendezvous location
 - Reporting time
 - Estimated mission duration
 - SWAT Incident Commander contact number
- d. If the Suppression Division Chief (300) decides that the assignment of SWAT Medics to a mission will significantly impede ongoing Fire Department operations, a stand-by ALS transport rescue unit will be assigned in lieu of SWAT Medics. The Suppression Division Chief will follow-up with an email to the SWAT Medic Commander informing him of the circumstances.
- e. If no SWAT Medics are on-duty, then a standby ALS transport rescue unit will be assigned and the MBPD SWAT Commander or designee informed of the situation.
- f. SWAT Medic(s) shall be assigned to an ALS transport rescue unit and this unit should be assigned to the SWAT mission. The driver is not required to be a SWAT Medic. SWAT Medics are to perform as support personnel, available for medical purposes at the direction of the MBPD SWAT Commander. There will be a (3) three person staffed ALS transport rescue unit on every mission regardless of the number of SWAT Medics.
- g. The on-duty SWAT Medic(s) assigned to support the mission will be transported to the MBPD SWAT Locker via the assigned ALS transport rescue unit. The Suppression Division Chief will determine the response signal based on the urgency of the request.
- h. The SWAT Medic shall:
- Request an incident number from PSCD and reference a SWAT standby.
 - Be responsible for the completion of the report even if the only action was to stand-by.
- i. The assigned ALS transport rescue unit shall remain with the SWAT Medic(s) for the duration of the mission. SWAT Medic(s) are considered assigned members of that rescue unit and crew integrity shall be maintained. The driver will be briefed by the SWAT Medic OIC as to their role



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: SWAT Medic Activation Policy & Procedure (4)	Digna Abello, Fire Chief

and responsibility. At no time will fire suppression apparatus (i.e. engines or ladder companies) be used as medical support for SWAT missions.

- j. PSCD will display the assigned rescue unit in the CAD on a standby incident reference a SWAT mission.
- k. At no time is the assigned ALS transport rescue unit to be used as a means of transportation for the MBPD SWAT Team. It shall remain in a cold zone a distance away from the mission location and at the discretion of the Incident Commander.
- l. The Suppression Division Chief will e-mail the SWAT Medic Commander, informing him/her of each request for activation, including the alarm number, so that records of participation may be kept.

III. Training and Compensation

- a. Each SWAT Medic shall attend a minimum of forty (40) hours of training yearly.
- b. Twenty (20) of those hours are mandatory for weapons qualification and physical condition qualification.
- c. All training shall be on duty.
- d. By joint agreement between the Fire and Police Chief or their designees, additional training hours may be approved.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Venetian Islands Response	Digna Abello, Fire Chief

GUIDELINE:

In the event that the westernmost bridge on the Venetian Islands Causeway is inaccessible due to malfunction; Miami Beach Fire Department will provide Fire and EMS services to entire island chain including two islands (Biscayne and San Marco) that are within City of Miami limits.

SCOPE:

This procedure applies to all members of the Miami Beach Fire Department.

PROCEDURE:

1. Operations
2. Mutual Aid Communication Plan
3. Fireboat (FB) Operations
4. Air Rescue Operations & Landing Zones (LZ)

OPERATIONS:

If the Miami Public Safety Access Point (PSAP – Dispatch Center/Alarm Office) receives a 911 call and the address is within the city limits of Miami, the Miami PSAP shall request Mutual Aid from the City of Miami Beach in the form of a fire or rescue dispatch assignment from the City of Miami Beach.

- When dispatched to a building assignment, the full complement of Miami Beach units will respond. The Miami Beach aerial will stage on the east side of the bridge and wait orders to continue from Command.
- Miami will simultaneously dispatch a District Chief, the Miami Fireboat (FB) and a Pumper for follow up. Miami Beach Suppression Division Chiefs and Captain 5 (EMS Captain) have a Miami portable radio. Miami District Chiefs 1, 2 and FB have Miami Beach portable radios.

MUTUAL AID COMMUNICATIONS PLAN:

MIAMI IO 1 channel has been patched with Miami Channel PATCH 1.

In the event that Miami Units (Fireboat Included) are assigned, this channel shall serve as the common operating channel for both departments. Communications between the two responding ICs is imperative. The MAYDAY feature (orange button) will work on this channel.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Venetian Islands Response (2)	Digna Abello, Fire Chief

MIAMI FIREBOAT OPERATIONS

Miami Fireboat (FB) will respond to the scene, supply water or pickup/drop off personnel from any residential dock if needed.

Forced entry through locked gates or fences may be necessary.

Bridges and empty lots provide the quickest access to the island's interior without disturbing private property.

AIR RESCUE OPERATIONS & LANDING ZONES (LZ)

Communication with the helicopter can be achieved on Dispatch 2. Do this early in the process.

Contact Dispatch to let Miami Dade Fire Rescue Dispatch know that we are available on Dispatch 2.

There are three designated Landing Zones for Air Rescue:

1. Toll Plaza area (on the westernmost part of the Venetian Causeway; ideal if both bridges are in the up position):



USNG – 17RNJ8233452654

DD-MM.mm1 25.78972 -80.17877



City of Miami Beach

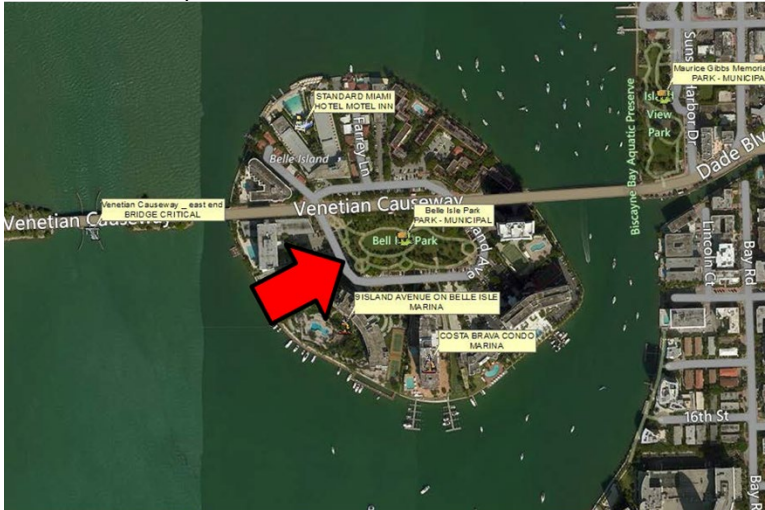
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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Venetian Islands Response (3)	Digna Abello, Fire Chief

2. Belle Isle (on the easternmost side of the Venetian Causeway).



USNG – 17RNJ8538552822 DD-MM.mm1 25.79106 -80.14933

3. The Miami Beach Golf Course located at 2301 Alton Road. The rendezvous point with Air Rescue shall be the Clubhouse of the Golf Course.



USNG – 17RNJ8648054016 DD-MM.mm1 25.802230 -80.136932



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Rope Rescue Equipment	Digna Abello, Fire Chief

POLICY:

The following policy shall be used for the care, use, and the proper documentation of rope and associated equipment usage.

REFERENCES:

NFPA, IFSTA Rope Manual, FEMA Urban Search and Rescue Training Manual, Manufacturers Recommendations on Care and Usage.

GENERAL:

INVENTORY CONTROL:

1. Technical Rescue Team, Engine & Ladder Trucks
 - a. All ropes and equipment shall be inspected and inventoried after each use, as well as the first Saturday of every month- in corresponding logbook found in each vehicle.
 - b. After each use, inspection, and inventory, equipment bags will be sealed.
 - c. Missing items shall be reported, in writing, to the Training Division Lieutenant.

RESCUE ROPE:

Use -

1. Rescue rope is used for Life Safety Lines only.
2. Rescue rope can be used as an anchor attachment, rappel line, hauling or lowering line, safety belay line, litter tag line, or in mechanical advantage systems. It is not intended to be used as a towrope, utility line, or any other purposes.
3. All Companies with assigned rescue rope shall maintain rope use logs.

Construction - Nylon, static, low-stretch kernmantle.

1. Shall meet or exceed NFPA 1983 requirements.
2. Inner core shall be of block creel construction, virgin fiber, and continuous filament nylon. The outer sheath may be nylon or polyester with a 32 or 48- carrier sheath construction.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Rope Rescue Equipment (2)	Digna Abello, Fire Chief

3. Shall be designed to have maximum working load of at least 600 pounds per foot (lbf) and shall be designated as a class two-person life safety rope.
4. Shall be static or low stretch.

Specifications -

- *Strength:* Rope shall have a minimum breaking strength of 9000 lbf.
- *Diameter:* 1/2 inch or not to exceed 12.7 mm.
- *Length:* Engine & Ladder Truck will be 200' lengths, and TRT trailer will be 200' and 300'

Maintenance -

All Companies with assigned rescue ropes and rope related equipment shall be responsible for the care, and maintenance of such equipment.

The Training Lieutenant & Technical Rescue Team Program Manager will be responsible for replacing rescue ropes and equipment.

1. Care of Rope
 - a. Each rope use shall be documented in the rope use log.
 - b. Avoid stepping on rope as dirt and grit can become ground into the sheath causing damage to the core and/or mantle.
 - c. Always use edge protection when using rope and avoid snagging on sharp edges or projections.
 - d. Always keep stored in approved rope bags when not in use.
 - e. Avoid prolonged exposure to sunlight.
 - f. Avoid contact with battery acid, petroleum products, solvents, or exposure to vehicle exhausts.
 - g. Do not leave on concrete floors, or in damp areas.
 - h. Avoid passing nylon rope over nylon rope or webbing.
 - i. Do not mark with magic markers, paints, hose dyes, etc.; use only rope ID tags.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Rope Rescue Equipment (3)	Digna Abello, Fire Chief

2. Cleaning

- Engine, Ladder, and TRT members will be responsible for cleaning all life safety rescue and training ropes.
- Ropes should be washed by hand as needed with a mild non-alkaline soap.
- Dry your rope in a clean, dry area out of direct sunlight. Avoid: (1) commercial dryers, (2) placing wet ropes on a concrete surface, and (3) exposure to exhaust fumes. For best results, the rope should be laid in a loose coil or coiled around two objects in a low-humidity environment.

3. Rope Inspection

All rescue rope inspection and use procedures shall comply with NFPA 1983 Standard.

Rope shall be inspected visually by passing the entire length of the rope through the hands, while under slight tension. At the same time, the hands should detect any irregularities, such as lumps or soft spots, in the feel of the rope.

If any problems are encountered or concerns regarding the conditions of any rescue ropes, contact the Technical Rescue Team at Station #2 and/or Training Lieutenant.

4. Rope Use Documentation

The condition of a rope is in effect dependent on its history: the age of the rope, the conditions to which it has been subjected, and the care it has received. NFPA 1983 requires a history be maintained on each rope.

Rope use should indicate each time the rope is used and the activity it is used in. There must be specific entries made whenever the rope is subjected to abuse that could affect its performance or safety.

Additional information on the rope history log should include pertinent information on the manufacturer, diameter, design, length, color, tensile strength, date of purchase, date placed in service.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Rope Rescue Equipment (4)	Digna Abello, Fire Chief

IT IS ESSENTIAL THAT ENTRIES FOR EACH ROPE BE MADE EVERY TIME IT IS RETURNED TO STORAGE. THIS DISCIPLINE MUST BE FOLLOWED BY EVERY COMPANY ASSIGNED LIFE SAFETY ROPE. OTHERWISE, THE ROPE HISTORY IS INCOMPLETE.

Life Safety rescue ropes shall have an identification mark on each end of the rope. This identifying mark will correspond with its rope history log so that it is unmistakable and so it cannot be eradicated or lost. Rope ends will be sealed with a protective coating or heat shrink tubing.

Each rope identification mark will be coded to indicate the manufacturer, length of the rope, month and year placed in service, diameter of the rope and the individual rope number. *Example: S20G98.517*. The letters and numbers in this code represent the following:

- S The first letter of the Manufacturer (i.e. Sterling Rope Company).
- 20 The length of the rope in feet and in multiples of ten (200 feet).
- G98 The month and year the rope was placed in service. The months are identified from A-L from January - December, and the number identifies the last two digits of the year. G for July and 98 for the year 1998.
- .5: Represents the diameter of the rope in decimals. .5 is 1/2 inch
- 17 Every rescue rope in MBFD is numbered separately. This rope is 17

AUXILIARY EQUIPMENT SYSTEM COMPONENTS:

Rope rescue system components shall meet or exceed all applicable requirements specified in NFPA Standard 1983 (1995 edition) and shall be certified.

1. Rescue Harness

Only Class III rescue harnesses will be used by Technical Rescue Team members. Each harness shall meet or exceed all applicable NFPA 1983 (1995) edition Standard and shall have a product label listing compliance specified in this standard.

Rescue harnesses should be inspected before, after each use, and 1st Saturday of the month. Inspect harnesses for cuts, severe abrasions, ripping and stitching that may be coming loose or is abraded. Equal and opposite pressure should be applied to harness pieces, which are stitched together (try to



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PROCEDURE: Rope Rescue Equipment (5)	Digna Abello, Fire Chief

pull the pieces apart and examine the stitching). Any stitch showing signs of loosening shall warrant placing the harness out of service.

2. Carabiners

Only steel carabiners will be used and have major axis minimum breaking strength, with the gate closed, of at least 9,000 lbf. Carabiner gates shall be self- closing and of a locking design.

- Do not subject the carabiner to loads on the gate or minor axis.
- Do not subject the carabiner to loads over a sharp bend, such as a building edge.
- Remove small nicks or burrs on the gate or hook with a fine file and polish with emery cloth.
- Corroded or dirty gates can be cleaned with warm soap and water, dried thoroughly and wiped lightly with graphite.

3. Rescue Eight Plates, and Rappel Racks

Load-bearing hardware auxiliary equipment shall be constructed of forged, machined, stamped, extruded, or cast metal.

Descent devices shall have a minimum tensile strength of at least 5,000 lbf. without permanent damage, and of at least 8,000 lbf. without failure.

4. Ascending Devices and Pulleys

All auxiliary equipment shall have a minimum tensile strength of at least 5,000 lbf. without permanent damage, and of at least 8,000 lbf. without failure.

Handle ascenders, Gibbs ascenders and rescusers shall be designed for half-inch rope.

Pulleys shall be sealed ball bearing with anodized aluminum side plates. The two- and four-inch sizes will be used with single or double sheaves.

5. Nylon Webbing



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PROCEDURE: Rope Rescue Equipment (6)	Digna Abello, Fire Chief

All webbing used as rescue components shall be tubular design with a tensile strength of at least 4,000 lbf. for one inch, and 6,000 lbf. for two-inch webbing. Webbing serves many functions in the rescue system. It can be used for anchoring systems, patient packaging, hitches, quick-set harnesses, gear slings and even self-rescues.

Knots should not be left in webbing when stored, and the only knot to be used is the Water Knot.

Webbing is to be inspected before, after use, and every 1st Saturday of the month. Inspect every running foot for cuts, nicks and abrasions. The webbing should be pulled taught while inspecting it. Tiny, minor abrasions are acceptable in webbing. Webbing that is unacceptable should be removed from service for life safety use.

6. Prussik Cord

The care, maintenance and cautions for prussik cord are the same as for rescue rope. It has many applications in the rescue system, the same as webbing. The most prominent use is for attachments, self-rescue, and for use on rope as a prussik hitch. Prussik cord utilizes a double fisher-mans knot also referred to as a barrel knot to make a loop or sling and which is left tied during storage. Prussik cord is to be inspected before, after use, and each 1st Saturday of the month. It shall be replaced as needed



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Body Armor	Digna Abello, Fire Chief

PURPOSE:

These Standard Operating Guidelines have been developed to assist members in the proper wear of body armor (**ballistic vests and helmets**).

GENERAL GUIDELINES:

Ballistic vests and helmets **will** be worn on all incidents meeting the criteria of an Active Assailant Incident as defined by the Department of Homeland Security (DHS) as outlined below:

An active shooter is defined by the U.S. Department of Homeland Security as an individual actively engaged in killing or attempting to kill people in a confined and populated area, most often using firearms. These situations are characterized by their unpredictability and rapid escalation, often concluding before law enforcement can arrive.

Department issued body armor may be worn on the following calls keeping in mind that body armor is usually **NOT** necessary on a routine daily basis:

Assaults.

Stabbings or Gunshot wounds.

Civil Disturbances.

At the Officer's discretion (i.e.: celebratory gunfire).

The wearing of Body Armor should be **considered** during times or events that pose a greater than normal risk of assault or gunfire to our members.

Examples of these extraordinary events are:

Active civil unrest or disturbance (in or near unrest area).

Potential for Civil unrest (i.e.: certain impending court rulings, overseas unrest, etc.).

Potential for celebratory gunfire (i.e.: New Year's Eve, Independence Day, death or change in power of certain foreign heads of state, triumph of a local sports team, etc.).

Caution shall continue to be used when responding to and working at the above incidents, in order to minimize the potential for injury to department personnel.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Body Armor (2)	Digna Abello, Fire Chief

Personnel wearing department issued body armor shall wear it over their clothing for hygienic reasons.

Note: Members are reminded that part of the protection against attack or serious injury includes the concealment of the body armor so that the attacker will not purposely aim at or attack an unprotected part of the body.

Storage:

Exact location for storage of the body armor is at the discretion of the station commander. Body armor shall be stored on Fire-Rescue Department apparatus, inside the Department-issued nylon bags in a secure place, flat and in a cool dry environment. Body armor shall not be stored in the same compartment as fuel, oil, or gas-powered tools:

Inventory:

Every Monday, the Station Captain on duty will conduct an inventory of station issued body armor and enter it in the Station Log. Any discrepancies should be reported to the Division Chiefs of the Rescue Division and Support Division by email through the Chain of Command.

On the first of every month the contents of the active shooter EMS pouch will be inventoried, and the expiration dates of items checked. The EMS pouch contains the items below:

- 2 CAT tourniquets.
- 2 Hemostatic gauze dressings.
- 2 Chest Decompression Needles.
- 2 Hyfin chest seals.
- 1 Non-Sterile Kling.
- 1 80mm OPA.
- 1 26 Fr NPA.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Fire Boat Dispatch Procedures	Digna Abello, Fire Chief

POLICY:

In an effort to marshal any available assistance to a boater in distress the following procedure will be followed by Miami Beach Fire Rescue personnel.

SCOPE:

This procedure applies to all members of the Miami Beach Fire Department.

PROCEDURE:

When the Fire Boat is notified directly:

If any member of the Fireboat crew receives a call for assistance via any method (Face to Face, Cell Phone, etc.) the following shall take place.

1. The fireboat shall initiate an emergency response or begin to render assistance if face to face.
2. As soon as safely under way the fire boat officer shall make the following notifications:
 - a. The USCG shall be notified on channel 16.
 - b. PSCU shall be notified and an alarm number requested.
 - c. A "securtay" shall be announced on VHF channel 16.
 - d. Upon arrival the fireboat officer shall notify PSCU. As soon as possible after arrival the officer shall notify the USCG as to the situation found and what if any resources are needed.

When the Fire Boat is notified by the PSCU:

When the Fireboat is dispatched by PSCU the following notifications shall take place:

1. As soon as safely under way the fire boat officer shall make the following notifications:
 - a. The USCG shall be notified on channel 16.
 - b. A "securtay" shall be announced on VHF channel 16.

Notifications by Alarm Office personnel:



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Fire Boat Dispatch Procedures (2)	Digna Abello, Fire Chief

When the Miami Beach PSCU receives a call for assistance that requires the dispatch of the Fireboat the following notifications shall take place.

- a. USCG Sector Miami
- b. Miami Beach Fireboat
- c. Miami Fire Department PSAP
- d. Miami Dade Fire Department PSAP
- e. Miami Beach Police Department Marine Unit
- f. Florida Fish and Wildlife Commission

*The PSCU Supervisor shall determine whether a significant event notification shall be made.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Fire Boat Policy	Digna Abello, Fire Chief

POLICY:

The following policy shall be used for Miami Beach Fire Boat.

SCOPE:

This policy applies to all Fire Department personnel eligible to staff the fire boat.

PROCEDURE:

The fire boat will be staffed by personnel assigned to station 4. Manning will be assigned based on closest unit availability; minimum manning will be 4 personnel.

Engine 4 will be primary unit assigned to Fire Boat 4. Fireboat Operator and either R-4 or R-44 will be used as back-up response units. Station 3 with either Engine 3 or L-3 will be assigned as a move-up to Fire Station #4 for Fire Boat 4 assignment if Engine 4 is assigned to a Fire- Boat incident.

The response zone will be within Miami Beach City Limits unless requested for mutual aid by an outside agency.

MBPD should be automatically requested for all calls for assistance with private vessel interference

General Guidelines

The Station Officer (SO) is responsible to ensure that the vessel is maintained in a seaworthy condition at all times. The SO is responsible that the vessel is operated in a safe manner under all circumstances:

1. All personnel will wear U.S. Coast Guard approved PFD while underway.
2. The vessel will operate at speeds within the limits allowed by law with the maximum speed being 40 mph. Consideration must be given to the public as not to place another vessel in danger, at any time, due to inappropriate speed or unsafe maneuvering. Operator and OIC are responsible for vessel's wake at all times.
3. OIC will be responsible for decision on response based on sea and wind conditions.

Fueling Procedure



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Fire Boat Policy (2)	Digna Abello, Fire Chief

The vessel will only be fueled at approved fueling docks. The vessel should be refueled when level reaches 75 gallons or less. Once secured to the dock all engines should be shut down prior to beginning the fueling process.

Safety

Personnel are expected to ensure proper safety equipment is available prior to departure from land. They are also expected to bring with them any equipment necessary to provide the services required for that particular situation or mitigate an incident.

Personal Flotation Device (PFD) Use:

The greatest risk to rescue personnel is that of drowning. The only adequate protection is by wearing a properly fitting, USCG approved type III (or better) PFD.

Fire Department personnel shall wear an approved PFD at all times while on any vessel while moving under power.

Personnel are expected to know their own swimming ability and limitations. Personnel should take appropriate measures to ensure their own safety, as well as the safety of any potential victims.

Personnel must maintain adequate situational awareness at all times. Wind shifts, wakes & waves, and evasive steering movements may cause the vessel to shift suddenly throwing riders about (causing injury). Personnel may also be thrown overboard, without warning. Good shoes, sure footing, good balance, and an adequate hand hold should be maintained whenever possible.

All deck areas and surfaces should be kept clear and clean. Lines not in use should be properly stowed. Excess water should be cleared when possible. Emergency equipment should be properly managed, secured, and stowed when not in use. Adequate deck lighting should be used at night, when it does not interfere with operations.

When entering the water (either purposefully or accidentally), personnel are in danger of propeller strikes, getting hit by the hull, becoming entangled in lines, and other dangers. If incapacitated in the water (even while wearing an approved PFD), personnel can be in danger of drowning. It is the responsibility of every member of the crew to manage safety practices for the entire operation.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Fire Boat Policy (3)	Digna Abello, Fire Chief

Emergency Operations

Upon receipt of a call the first person to reach the vessel will open the valves of the floating dock to begin the lowering process.

The vessel operator is ultimately responsible for the watercraft during operations. The ranking Fire Department officer is ultimately in charge of the emergency operation. The operator or OIC should limit the number of personnel on the craft to the minimum necessary to safely manage the incident. The OIC must ensure that all rescue or firefighting operations are conducted in a safe manner. If safety is compromised, the operation must be aborted or modified so that it can be carried out safely.

If it becomes necessary to enter the water to perform a rescue, an operator will remain on-board the vessel at all times.

The Fire Boat shall be operated in a defensive manner at all times. Whenever there is doubt the OIC shall ensure deliberate actions are taken for collision avoidance.

Night Operations

1. The OIC will ensure all required navigational lights are operational and in use.
2. All available collision avoidance and navigational electronics (radar and FLIR) will be utilized during all night operations.
3. Port Display will be dedicated to remain on FLIR at all times
4. Starboard display will be on either chart with radar overlay or split screen between map and radar.
5. Dim Navigation screens and keep onboard lighting to a minimum
6. Be aware of spotlight use to avoid blinding the operator.

FIRE

When responding to a fire incident the officer and one crew member will don full personal protective equipment including SCBA. These personnel are designated the "firefighters". One crew member will don water rescue gear, including a Rescue Buoy, and is designated the "rescue swimmer". Upon arrival the appropriately equipped member will perform the actions (water rescue vs. fire suppression) indicated by the tactical priorities.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Fire Boat Policy (4)	Digna Abello, Fire Chief

Approach to the burning vessel should ALWAYS be made from UPWIND if possible. This is the only time when a vessel is NOT approached into the wind. Doing so will keep the smoke and heat away from the fire and crew and provide for better visibility. If a rescue situation is apparent, all actions will be directed toward those efforts until the life safety hazard has been controlled.

Boat fires will be managed in the defensive strategy UNLESS there is an imminent rescue situation, the fire is in the incipient stage, or the fire is already controlled, and the structural integrity of the boat is intact.

The only time necessary to board a burning vessel is if there is an imminent rescue situation.

As the burning vessel is approached, the crew should be ready to apply water using the deck gun. The operator will need to maneuver the vessel to counteract the nozzle reaction created by the deck gun.

A hand line may be attached to the deck gun to assist in the fire attack or to complete the overhaul process if indicated. When the fire is knocked down, suppression efforts should be suspended so as to keep the vessel afloat. Monitor streams should never be used when handheld hose lines are adequate. This precaution is important when fighting fires in vessels, particularly small craft and barges. The volume of water discharged from the monitors is such that small craft may be quickly swamped or caused to list dangerously. Crews should be ready to reapply suppression agents if the fire begins to burn again. This is common and should be expected.

The OIC of the fireboat should consult with the operator before ordering the opening of any of the monitors aboard the fireboat. If a situation presents itself where the opening of a monitor nozzle would affect the steering or maneuvering of the fireboat, the OIC of the fireboat should immediately notify the Incident Commander of that fact.

When approaching a fire ashore, at which monitors are to be used, every effort should be made to contact the Incident Commander by radio and receive instructions as to how and where they should be used. The effect of nozzle reaction when using the monitors is sufficiently powerful to push the fireboat away from its position. Therefore, every effort should be made to make at least one mooring line fast to shore before operating any monitor. On some occasions it may be necessary to cool down an area with a handheld hose line or with a monitor so that mooring lines can be made fast. It is also



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PROCEDURE: Fire Boat Policy (5)	Digna Abello, Fire Chief

quite possible to direct a stream from another monitor nozzle opposite to that being used on the fire to hold the boat in position. When it is impossible to make mooring lines fast the bow of the boat should be headed toward the fire with only the forward monitor being operated. This procedure will enable the operator to use the two aft engines for propulsion to maintain the boat's position.

The Boat is equipped with a 5-inch discharge and Storz connection that can be used to supply land-based operations if necessary.

Assisting Vessel in Distress

It is the Policy of the Fire Department to tow vessels only on an emergency basis when there is an imminent danger to their occupants or others. Vessels may be towed for the following emergency reasons:

1. Approaching bad weather creates an imminent danger
2. Approaching darkness creates imminent danger
3. At discretion of the officer in charge there is an imminent danger

Vessels not having an emergency must either wait for commercial assistance or have a civilian tow them. In non –emergency situations fire department assistance will be limited to any or all of the following:

1. Notifying a commercial tow company
2. Notifying USCG of vessel's location and problem
3. Taking civilians and transporting them to shore

EMS/Rescue Operations

When responding to EMS or rescue incidents, fire personnel will ensure that appropriate EMS equipment is loaded on to the vessel prior to departing the dock. This equipment will ensure that proper Treatment can be initiated if indicated on a patient or victim while on the boat prior to transferring the patient to on shore units.

Fire department personnel operating from the vessel should enter the water (such as to perform a rescue) only as a last resort.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Fire Boat Policy (6)	Digna Abello, Fire Chief

Crews should consider less dangerous intervention methods first, such as reach, throw, and then go. Entry into the water should only be considered if it could be accomplished safely and effectively.

If water entry is deemed the best possible option, personnel are expected to utilize an appropriate level of personal protection that will ensure their safety. If an adequate personal protection level is unavailable, alternative (non-entry) methods should be employed.

Fire department personnel will not enter the water unless trained and equipped to perform the expected tasks. Adequate backup personnel should be readily available whenever possible. Personnel are expected to know their own swimming ability and limitations. Personnel should take appropriate measures to ensure their own safety, as well as the safety of any potential victims. Only the minimum number of personnel needed to perform the expected tasks should be used, and exposure time in the water should be minimized as much as possible.

If unable to complete the required tasks, personnel should move to a safe location (out of the water) to regroup. Additional resources should be requested to address the specific type of emergency at hand. Personnel operating in the water should be closely monitored for signs of distress. It may be necessary to rotate personnel to ensure safety.

Water rescue operations may require multiple companies to complete the rescue safely. Boat based operations require personnel on the boat to pick up the victims and personnel on shore to receive victims.

An early request for additional resources will help to ensure that adequate personnel are deployed to safely manage the incident. A Rescue Unit should be dispatched to an assigned location to safely complete the patient transfer from the fireboat.

A Pointer shall be assigned from the first arriving company on scene whose SOLE RESPONSIBILITY is to watch and monitor status of victim(s) in the water. The Pointer shall maintain constant eye contact with the victim until 1) The victim is rescued, 2) The individual is relieved or 3) The victim goes subsurface. The pointer shall note the victim's last position and relay information concerning the victim.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Fire Boat Policy (7)	Digna Abello, Fire Chief

DOCKING

Dock will be approached at slowest speed possible to maintain steerage. Once bow of boat contacts dock boat will be maneuvered to be lined up straight. Smoothly increase throttle until boat is on fully on dock. Proper position is rear cleat is in-line with rear dock piling. While motors are still in gear; secure dock-line to center cleat to prevent boat from sliding rearward. Once line is secured place motors in neutral, shut off motors and slightly trim them up. Turn on switch to power up air pump and once dock reaches water level mark, close valves and turn off pump.

Departing Dock

First crewmember will fully open valves. Once dock is fully lowered and full crew is onboard, remove dock-line on center cleat. Place motors in reverse and smoothly increase throttle until boat begins to move. Place throttles in neutral until boat is fully off dock.

STOWING THE WATERCRAFT

After every use the following must be completed.

1. Each outboard will be flushed through the factory flushing port with engines off for a minimum of 5 minutes.
2. Flush fire pump and sea-chest by removing 5-inch cap and flowing 1 3/4" hose into port whether pump was flowed or not.
3. Entire boat will be thoroughly rinsed with fresh water
4. Dock lines will be coiled and hung if wet
5. PFDs hung if wet
6. All battery switches turned off after use
7. Sun covers placed over electronics.

Any service needed or problems encountered should be documented on the boat check sheet and reported to the on-duty Division or Acting Division Chief and Support Services.

Any missing or defective equipment will be documented, and the appropriate missing equipment form filled out.

DAILY CHECKOUT

Prior to starting engines:



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PROCEDURE: Fire Boat Policy (8)	Digna Abello, Fire Chief

The Operator of the boat will be responsible for a full check out of the vessel each day. The following is the minimum check to be performed:

1. Fuel level (if less than 75 gallons vessel should be refueled)
2. All assigned equipment is accounted for and operational
3. Check belts and fluid levels in fire pump engine (oil, coolant)
4. Check fire pump engine for any leaks, rust or corrosion
5. Check outboard gauges for proper oil level and battery voltage.
6. Test all electronics
7. Check operation of bilge pumps
8. Check water level and operation of freshwater wash-down
9. Check operation of saltwater wash-down
10. Check fuel water separators
11. Windshield washer fluid level
12. All medical equipment assigned to vessel.
13. Emergency lights and Siren
14. Underwater lights, spreader lights, compartment lights and running lights
15. Operation of trim and tilt
16. Operation of trim tabs

After starting engines:

Outboards

1. Oil PSI (50 to 70 cold)
2. Water PSI (3-4 at idle)
3. Voltage 13.4
4. RPM (500-600)
5. Water temp (130-150)

Fire Pump

1. Oil PSI (30-50)
2. Water Temp (150-175)
3. Proper RPM and Pressure when flowing

WEEKLY MAINTENANCE (Mondays)



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Fire Boat Policy (9)	Digna Abello, Fire Chief

1. Rinse entire boat with salt-a-way
2. Remove cowlings from outboard manually check oil level and corrosion (refer to outboard manual for proper technique)
3. Power steering fluid
4. Open fire pump engine sea strainer and check for obstructions
5. Check strainer on saltwater wash-down
6. Fully operate all seacocks

MONTHLY MAINTENANCE (1st Monday of each month)

1. Check all anodes for excessive deterioration
2. Scrape dock for excessive growth
3. Spray fire pump with "CORROSION X"
4. Spray outboards and fire pump engine with CRC 656
5. Wax outboards, FLIR, VHF antennae, spotlight and Radar dome
6. Remove drain plug from bracket to check for water intrusion

TRAILER CARE

1. Each time trailer is used it should be rinsed down with "Salt-A-Way"
2. Fleet management will perform maintenance on trailer



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Fire Boat Policy (10)	Digna Abello, Fire Chief

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MANATEE PROTECTION ZONES
DADE COUNTY
68C-22.025, F.A.C.
October 1991

For information please call or write to:
Fish and Wildlife Conservation Commission
Office of Environmental Services
Bureau of Protected Species Management
620 South Meridian Street, DES-BPS
Tallahassee FL 32399-1600
TEL:(850) 922-4330 FAX:(850) 922-4338 SUNCOM: 292-4330

LEGEND

- MOTORBOATS PROHIBITED
- NO ENTRY ALL YEAR
- NO ENTRY NOVEMBER 15 THROUGH APRIL 30, IDLE SPEED REMAINDER OF YEAR
- IDLE SPEED ALL YEAR
- SLOW SPEED ALL YEAR
- SLOW SPEED NOVEMBER 15 - APRIL 30, 30 MPH REMAINDER OF YEAR
- SLOW SPEED NOVEMBER 15 - APRIL 30, 35 MPH REMAINDER OF YEAR
- 35 MPH ALL YEAR
- 30 MPH ALL YEAR

Date Printed: February 11, 2003



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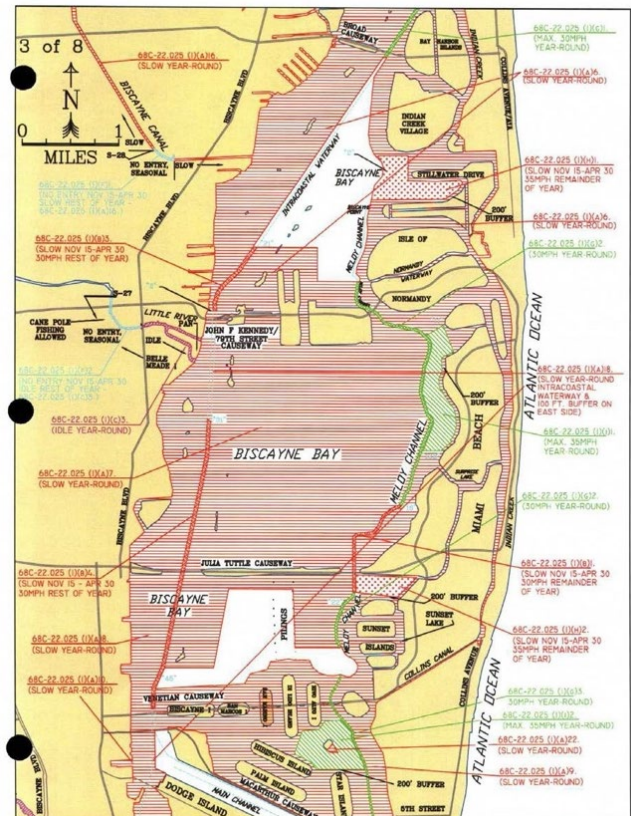
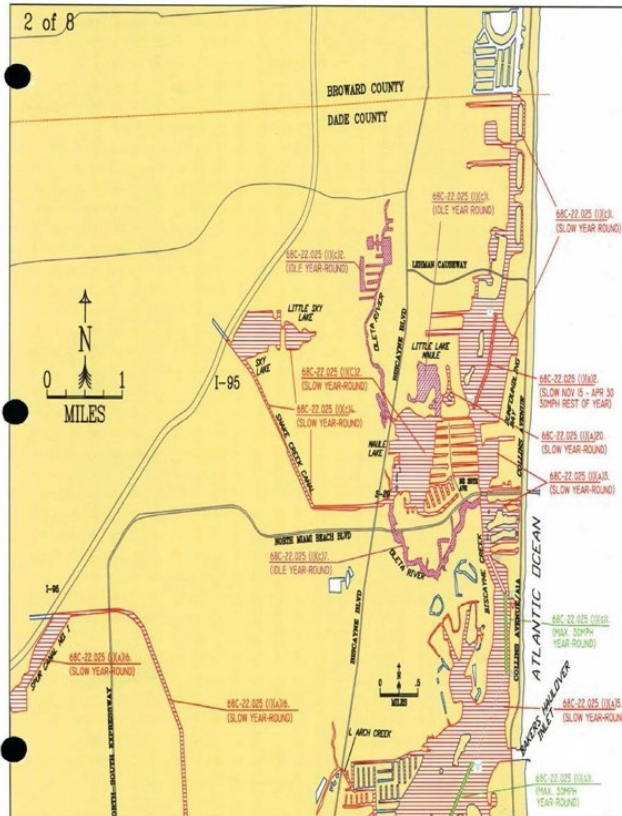
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AUTHORIZED BY:

PROCEDURE:
Fire Boat Policy (11)

Digna Abello, Fire Chief





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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Gas Leaks	Digna Abello, Fire Chief

GUIDELINE:

The following standard operating guideline shall be used for Gas Leaks. Personnel will respond to all reports of gas leaks and take whatever measures that may be necessary to mitigate any hazardous condition.

SCOPE:

This applies to all Fire Department personnel.

PROCEDURE:

- I. **Single engine companies will be dispatched to all gas leaks that are reported outside of a structure or within a structure.**
- II. **The Company Officer (CO) of the first arriving unit should begin size-up considerations.**
 - A. Size of leak.
 - B. Product determination through use of DOT Guidebook if necessary.
 - C. Upgrade to a full assignment if there are structures compromised by the leak.
 - D. Upgrade to a full assignment if evacuation of persons will be required.
- III. **The CO will request the dispatch of the gas company with the following provided information:**
 - A. Address.
 - B. Nature of emergency (fire, explosion, leak, vehicle, tank, commercial or residential, etc.) The more information, the better to assure that a properly equipped emergency gas crew will be sent to the location.
 - C. Location of Incident Command Post if one is necessary (make sure it is at a safe distance and up wind).
 - D. Directions for area entry for all responding emergency units, including the gas company.
- IV. **Fire Department actions to be considered:**
 - A. Rescue is always the first tactical priority but possibly not the first action.



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PROCEDURE: Gas Leaks (2)	Digna Abello, Fire Chief

- B. Police dispatch for traffic and/or crowd control.
- C. Florida Power and Light emergency crew if power is involved.
- D. Prevent smoking in the area.
- E. The product will, in most cases, extend beyond any visible vapor cloud.
- F. Be alert to other sources of ignition and observe changes in wind direction.
- G. Evacuate the area a minimum of 200 feet in all directions if necessary.
- H. Use crime scene tape to keep area isolated and evacuated.
- I. Maintain one point of entry and keep out all unauthorized personnel.
- J. Keep apparatus at a safe distance upwind, with standby lines charged.
- K. In some cases, vapors may be dispersed using fog streams.
- L. If product is already on the ground, foam may be used for vapor suppression.
- M. All lines should be hand laid, use apparatus to lay lines only if leak is already ignited.
- N. If service area is deemed hazardous, shut off should be made at the meter or main control valve to the affected building only. No attempt should be made by fire department personnel to close a control valve to an entire block.
- O. If leak has ignited:
 - 1. Allow the flame to burn until source of gas can be shut off.
 - 2. Use hose lines as needed to protect exposures. Avoid flooding area where repairs must be made.
 - 3. Any valves that are closed should be properly locked and tagged.
 - 4. Closed gas lines are to be re-opened by gas company personnel only.
 - 5. Gas control valves are closed when the handle is at a right angle to piping.
- P. Upon arrival of the emergency gas crew, the CO or Incident Commander will work in cooperation with the gas company's lead crew member to resolve the emergency in the safest possible manner through mutual professional regard.
 - 1. All gas company personnel in the danger area should be properly equipped. The gas emergency equipment will be made available and maintained by the gas company.
 - 2. Gas company crews should be organized with standby crews out of the danger area if possible.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Gas Leaks (3)	Digna Abello, Fire Chief

Q. Mutual aid call-up for a hazardous material team may be necessary if proper control of the incident is beyond the capability of the Miami Beach Fire Department.

V. Inside leaks

- A. To locate the leak, no more than two firefighters should enter the building and they must be in full PPE with SCBA and be carrying proper hand tools along with a fire extinguisher. A high-rise pack will also be carried if the building is equipped with a standpipe.
- B. Light switches should not be turned on or off. Leave them as they are found.
- C. Evacuate the building if necessary.
- D. Utilize natural ventilation to dissipate gas from all floors.
- E. Hook up and be prepared to charge the Siamese connection if the building is equipped with a sprinkler/standpipe system.
 - 1. If gas is burning, do not extinguish until shut-off is complete.
 - 2. Use hose lines to cool metal, protect exposures. (Be aware of potential for water damage to floors below)
- F. Attempt to close the valve to the individual appliance, apartment, or building.

VI. Liquid Petroleum Gas (LPG)

- A. When dealing with propane tanks, it must be understood that LPG, in its liquid form, takes up only 1/270th of the area it takes up in its vapor state. In many cases where liquid propane is leaking out of a fallen tank, the severity of the leak can be greatly reduced by simply positioning the tank so that the leak is at the highest point on the tank.
- B. Be aware that the actual product, in most cases, will extend beyond the visible vapor cloud.
- C. When a propane tank is exposed to fire or radiant heat, the best course of action is to reduce the pressure within the tank by cooling it with a hose stream as soon as possible. Remain alert for B.L.E.V.E. conditions. Always approach these incidents from the side of the tank, keep clear of the ends.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Hazardous Material Incidents	Digna Abello, Fire Chief

GUIDELINE:

The following standard operating guideline shall be used for Hazard Material Incidents. When responding to incidents involving hazardous materials, Miami Beach Fire Department personnel will be limited to first responder activities; evacuation and isolation of the area, identification of the product, and the notification of the nearest Hazardous Material Response Team.

SCOPE:

This applies to all Fire Department personnel.

PROCEDURE:

HAZARDOUS MATERIAL INCIDENT DEFINITION:

A hazardous material incident is defined as a substance that has come out of its container and could cause harm to life, property, or the environment. This may include, but is not limited to the following:

Poison – Corrosives – Oxidizers – Bulk Flammables and Combustibles – Explosives Chemicals – Radioactive Materials – Water Reactive Materials – Pressurized Liquids or Gases – Etiological or Biological Materials – Hazardous Waste – Unknown Substances that are Suspected of Being Hazardous

When dispatched to a hazardous material incident, the following steps will be taken:

- I. Wind direction will be noted and entry to incident scene will be made from the up- wind direction. Approach will also be made from the up-hill direction if possible.
- II. From a safe distance, with the use of binoculars, the Company Officer (CO) will begin size up considerations as follows:
 - A. The presence of a hazardous substance
 1. Identify the amount of product and obtain information from labels or placards.
 2. What form the product is in (product usually extends beyond visible vapor)



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PROCEDURE: Hazardous Material Incidents (2)	Digna Abello, Fire Chief

- B. Evaluation of visible activity in the area and determination of the presence of persons in distress or potential victims that will need to be evacuated.
- C. How large an area that will need to be isolated?

III. Request additional resources as needed.

- A. A Hazardous Materials Response Team via dispatch
- B. Police units for traffic control and perimeter maintenance
- C. Rescue Units to provide treatment and transport
- D. Additional personnel to assist with evacuation
- E. D.E.R.M. representatives via dispatch

IV. Refer to the D.O.T. Emergency Response Guidebook.

- A. Product identification
- B. Recommended isolation area
- C. Health effects and symptoms of exposure
- D. "What to do first" information
- E. Product reactivity

V. Consider defensive actions

- A. Product containment through diking procedures
- B. Dispersal of absorption material unto the product
- C. Dissipating vapor with fog streams
- D. Applying a foam blanket to reduce vapor production

VI. Maintain perimeter and control entry/ exit point.

VII. Remove all sources of ignition in the area.

VIII. Identify a safe Triage area and direct injured to that area.

IX. Identify a safe staging area for additionally arriving units and proper entrance direction.



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PROCEDURE: Hazardous Material Incidents (3)	Digna Abello, Fire Chief

- X. Transfer all pertinent information to the Incident Commander or to the Hazardous Material Response Team upon their arrival.
- XI. Assist the Hazardous Material Team with operations that are safe for first responders, i.e., Decon procedures.
- XII. Refer to the personal bunker gear maintenance policy.
- XIII. Maintain control and direct possible victims to Treatment.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Trench & Excavation Rescue	Digna Abello, Fire Chief

GUIDELINE:

The following guideline has been established to give rescue and technical rescue personnel the guidelines to follow in the event of a trench or excavation rescue.

SCOPE:

This applies to all Miami Beach Fire Department personnel.

PERSONNEL:

Personnel shall be classified as awareness level, operations level, or technician level. Each employee should be certain of his or her classification and know his or her limits. Personnel should notify supervisory personnel anytime he or she is placed into a situation that has exceeded his or her training and could result in endangerment to the rescuer, the victim, and or the entire operation.

PROCEDURE:

I. PHASE ONE: SCENE PREPARATION

Step One: Assessment

1. The first arriving Company Officer shall establish Command after arriving on scene.
2. Secure responsible party or witness. Command should secure a witness as soon as possible after arriving on scene. This will help identify the problem and locate the patient(s).
3. Perform a 360-degree safety survey and size-up of the excavation or trench.
4. Establish a safety zone.
5. Determine if rescue operations are currently under way and by whom? Order any persons in the trench out immediately.
6. Depth and width of the excavation and/or trench.
7. Determine any electrical/mechanical/chemical hazards.
8. Locate and secure the job site foreman or competent person supervising the site for assistance in determining stability of excavation and if proper protection systems are in place. If there is no competent person on site, or if the incident involves a cave in, the incident commander shall consult with a qualified competent person employed by the City of Miami Beach through the Public Work Division.
9. Determine location and number of victims.



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PROCEDURE: Trench & Excavation Rescue (2)	Digna Abello, Fire Chief

10. Obtain blueprints, maps or have on-site personnel draw a sketch of the site.
11. Determine the mechanisms of entrapment or nature of illness.
12. Make a conscious decision as to whether this is a "rescue or recovery" and if rescue efforts are underway.
13. Determine the amount of soil that has collapsed.
14. Depth of soil covering the victim(s).
15. Potential for secondary collapse.
 - a. Fissures in the soil.
 - b. Chunks of soil falling off.
 - c. Free seeping water causing erosion.
16. Determine the type of soil?
17. Assign and start technical rescue documentation sheet.

Step Two: Staffing and Equipment

1. If size up indicates necessity for rescue and the excavation is considered unstable and not protected, assure needed response of MBFD technical rescue team members and/or regional technical rescue teams as required.

Initial response should be a minimum of first due combat unit, ladder truck, rescue and deployment of FLUSAR trailer rig/TRT Engine to scene per IC or 300. If circumstance allow, response should be as follows:

- a. Zone 2 Event: Engine 2 will respond directly to scene to conduct size up and scene control measures. On duty TRT members will muster at station 2 to deploy FLUSAR Trailer rig/TRT Engine and respond to the incident. If needed, off duty responders will respond directly to scene.
- b. Zone 1,3,4 Event: Engine 2 and rescue unit will respond split unit and transport trailer rig/TRT engine to the incident. TRT members will respond directly to scene.



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PROCEDURE: Trench & Excavation Rescue (3)	Digna Abello, Fire Chief

2. Assess and assure the need for multiple agency responses: water, gas, sewer, and/or electrical representatives.
3. Assure needed response of Safety Officer (TRT Trained).
4. Assure needed response of Hazardous Materials Unit.
5. Assure sufficient Rehab area is established.
6. Assure visible Incident Command is established.
7. Assure adequate emergency shoring equipment and supplies.

II. PHASE TWO: MAKE THE GENERAL AREA SAFE

1. Establish a perimeter with fire line tape and assign police to assure an access point. If ground unstable, a hot zone of at least 50 feet in all directions will be established. Assure that the battalion chief assigns an access control person, preferably not a technical team member.
2. Create a staging and logistics area. Recommend Level 1 staging no closer than 150 feet to the excavation.
3. Order all heavy equipment to be turned off.
4. Place ground pads around the face and sides of the excavation. Limit the number of personnel around the trench performing this task.
5. Place ladder(s) in the excavation, must be 3 feet above lip of trench and within 25 feet from workers.
6. Monitor atmospheric conditions prior to ventilation and entry.
7. Ventilate the excavation and or trench with positive pressure. There may be times when positive pressure will not work as needed. Continually assess the effectiveness of your ventilation process by, atmospheric monitor readings.
8. Use protective sheeting and or shoring:
 - a. Trench shield or box.
 - b. Pneumatic and or hydraulic shores.
 - c. Appropriate benching.
9. Assure fire control measures, if needed. Place an ABC extinguisher near trench or excavation. Do not allow sources of ignition on site.

III. PHASE THREE: ENTRY PREPARATION



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PROCEDURE: Trench & Excavation Rescue (4)	Digna Abello, Fire Chief

1. Assure lock-out, tag-out, blank-out procedures are complete.
 - a. All fixed mechanical and devices capable of causing injury placed in zero mechanical state.
 - b. All electrical equipment (excluding lighting) shall be locked out in the off position with key type padlock.
 - c. All locked-out utilities shall be tagged with an approved tag system.
 - d. If utilities cannot be secured, they shall be secured by physical means.
2. Assure that all personnel who will enter the site are properly equipped and trained including helmets and class three harnesses attached to lifelines.
3. Assure one back up team for every entry team. Back up team must be equally equipped.
4. No one shall enter an excavation or a trench alone; always in teams of two as a minimum.
5. Each team member shall be equipped with the following items:
 - a. One member shall have a communications device.
 - b. Atmospheric monitoring equipment.
 - c. Proper protective gear as deemed necessary by the IC. At minimum each member shall wear flame retardant coveralls, boots, and gloves, class three harness, and helmets.
 - d. A lifeline shall accompany each member and be affixed to a ladder.
 - e. Some form of rapid evacuation harness for a patient (LSP Halfback).

IV. PHASE FOUR: ATMOSPHERIC MONITORING

1. Atmospheric monitoring shall occur prior to and during all entries into an excavation or trench.
2. Atmospheric monitoring should be accomplished at high and low areas of the excavation.
3. All atmospheres shall be tested for:
 - a. Oxygen Deficiency.
 - b. Oxygen Excess.
 - c. Toxicity.
 - d. Flammability.



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PROCEDURE: Trench & Excavation Rescue (5)	Digna Abello, Fire Chief

4. The following levels shall be considered as immediately dangerous to life and health (IDLH) environments:
 - a. Oxygen Deficient < 19.5%.
 - b. Oxygen Enriched > 23.5%
 - c. Flammability at 10% of the Lower Explosive Limit (LEL).
 - d. Toxicity shall be any limit with numerical value exceeding the Permissible Exposure Limit (PEL) in accordance with the table.
5. Ventilate the excavation and/or trench with positive pressure. There may be times when positive pressure will not work as needed. Continually assess the effectiveness of your ventilation process by, atmospheric monitor readings.
6. Atmospheric monitoring shall occur during occupancy at intervals dependent on the possibility of changing conditions, but in no case less than every 15 minutes.
7. All atmospheric readings shall be recorded on a Technical Rescue work sheet.
8. In the event that, in the opinion of the Incident Commander, Operations, and/or Safety Officer, the atmospheric readings become unsafe to continue operations, all entry teams shall be removed from the trench or excavation immediately until such time as the atmospheric conditions are corrected.

V. PHASE FIVE: ENTRY

1. Once the best method and location for entry has been determined, teams shall begin entry and recon operations in the excavation or trench.
2. Entry decisions shall be made based on known locations of the patients, safety of the opening, atmospheric readings and ease of recovery points.
3. Prior to entry, each team member shall be logged on a technical rescue worksheet with their time of entry. This function shall be assigned to one technician who shall keep the operations Group appraised of the status of each team.
4. Teams shall be limited to thirty minutes in any excavation and or trench.
5. Each team shall be assigned to Rehab prior to and upon removal from the excavation or trench until re-hydrated and vital signs area with normal limits as per SOG 201.08.
6. One inside the excavation or trench:



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- a. Assure adequate shoring and sheeting as deemed necessary.
 - b. Assure adequate interior team communications.
 - c. Assure adequate communications with the operations Group.
 - d. Mark, if needed, entry or movement patterns to assure egress.
 - e. Move towards the suspected location of the patient as a team.
 - f. Beware of elevation differences and unstable footing.
7. Need to search all areas for victims who may still be alive and effecting their release before any attempt is made to rescue victims with less chance of survival.
 8. Before deciding which victims should be rescued first, the victim's condition, position and the difficulty in extricating them should be considered.
 9. When working close to a victim, debris should be removed by hand or a small trowel to avoid injury. Recognition of a human body in a soil pile is difficult.
 - a. Soil shall be removed in buckets and placed on a tarp in a designated area.
 - b. Save all debris and soil for later inspection by OSHA.
 - c. Shore and sheet around product.
10. Once the patient has been located, decide:
- a. Is this recovery or rescue?
 - b. Can the patient be easily removed?
 - c. Is an additional team needed to make the move?
 - d. Communicate your decision to the outside command.

VI. **PHASE SIX: PATIENT REMOVAL**

1. Patient shall be turned over to a medical Group and an ALS evaluation shall be conducted on the patient.
2. All entry team personnel shall be gross decontaminated.
3. All entry team personnel shall be evaluated by the medical Group.

VII. **PHASE SEVEN: SAFETY CONSIDERATIONS**



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PROCEDURE: Trench & Excavation Rescue (7)	Digna Abello, Fire Chief

1. Assure all rescue personnel with the proper protective clothing, gloves, helmets, safety glasses or goggles, and hearing protection.
2. Secure all utilities; gas, electrical and water supplies to the excavation or trench.
3. Provide sufficient illumination.
4. Provide sufficient ventilation.
5. Perform lock-out/tag-out procedures where necessary.
6. Issue portable radios to all Groups and entry teams.
7. Assure that the Incident Commander, Operations Section and the Safety Officer are wearing appropriate vests.
8. Perform a safety analyses every 30 minutes. Survey for weakened walls, tension cracks, fissures. Maintain constant watch for signs of further collapse.
9. Shore excavation or trench prior to rescuers entry.
10. Clear the area of personnel not usefully engaged in rescue operations.
11. Rescuers should work in pairs with frequent planned relief.
12. Remove equipment in reverse order. Recommend using the minimum number of rescuers during this operation.
13. Pay attention to negative psychological effects to rescuers.
14. Consider the need for CISD Debriefing.

VIII. **PHASE EIGHT: TERMINATION**

1. Check personnel list and assure all personnel are accounted for. Call for a PAR.
2. Remove all equipment in reverse order. Sometimes it is necessary to leave equipment in place for OSHA investigation.
3. Have contractor or responsible party backfill excavation or trench if possible, to assure no additional collapse and entry.
4. Decon, Inventory, and replace all equipment on squad.
5. Tag and place any equipment damaged or potentially unfit for further technical rescue operations use out of service until repaired.
6. Rescuers shall go through a psychological "debriefing" after each work period or shift while assigned to the disaster site.
7. A team briefing/post incident analysis shall be conducted on site and at the station.
8. Complete all required TRT logs.
9. OSHA report



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: Trench & Excavation Rescue (8)	Digna Abello, Fire Chief

DEFINITIONS:

Assessment Phase (Size-up) – The process of assessing the conditions, the scene, and the subject's condition and ability to assist in his or her own rescue.

Competent Person – One who is capable of identifying existing and predictable conditions in the surroundings or in the working area that are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate such conditions.

Emergency Incident - A specific emergency operation.

Environment – A collection of characteristics such as weather, altitude, and terrain contained in an area that are unique to a location.

Hazard Analysis – The process of identifying situations or conditions that have the potential to cause injury to people, damage to property, or damage to the environment.

Immediately Dangerous to Life or Health (IDLH) – Any condition that would do one of the following:

- Pose an immediate or delayed threat to life
- Cause irreversible adverse health effects
- Interfere with an individual's ability to escape unaided from a hazardous environment

Imminent Hazard – An act or condition that is judged to present a danger to persons or property and is so immediate and severe that it requires immediate corrective or preventative action.

Incident Commander – The person responsible for all decisions relating to the management of the incident. The incident commander is in charge of the incident site.

Rescue – Those activities directed at locating endangered persons at an emergency incident, removing those persons from danger, treating the injured, and providing for transport to an appropriate health care facility.



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Risk/Benefit Analysis – A decision made by a responder based on the hazard and situation assessment that weighs the risks likely to be taken against the benefits to be gained for taking those risks.

Safety Officer – An individual qualified by the authority having jurisdiction to maintain a safe working environment.

Trench- A narrow excavation (in relation to its length) made below the surface of the earth. In general, the depth is greater than the width, but the width of a trench is no greater than 15 feet.

REFERENCES:

N.F.P.A.1500, *Standard on Fire Department Occupational Safety and Health Programs*

N.F.P.P. 1561, *Standard on Fire Department Incident Management Systems*

N.F.P.A. 1670, *Standard on Operations and Training for Technical Rescue Incidents, 1999 Edition.*



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: K9 Search and Operations	Digna Abello, Fire Chief

I. Purpose

A. To provide guidelines for Canine Search and Rescue operations.

II. Scope

A. These guidelines are applicable to all Department of Fire Rescue and Emergency Services (hereinafter MBFD) personnel.

III. Responsibility

A. It shall be the responsibility of all Miami Beach Fire Department personnel to familiarize with and utilize these guidelines.

B. The following guidelines should be followed at all incidents involving Canine Search and Rescue, except where deviation can be justified by canine handler or chief officers. Any significant deviations should be communicated to the responding and on scene companies (including Incident Command) as soon as possible.

IV. Definitions

Canine Team- A canine team shall consist of one Canine Search Specialist and one qualified/certified canine.

FEMA FSA- National Fundamental Skills Assessment Test

FEMA CE- National Certification Evaluation Test is the highest level of certification for a Search and Rescue canine

FEMA CSST- National Canine Search Specialist Training course

V. Introduction

Miami Beach Fire Department in cooperation with other area fire agencies has developed a Special Operations Team to respond to natural and man-made disasters not only in the city of Miami Beach but in neighboring cities as well.



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PROCEDURE: K9 Search and Operations (2)	Digna Abello, Fire Chief

Toward these efforts, Miami Beach Fire Department recognizes the need to develop and maintain certified canines and Canine Search Specialists for local use and deployment. When requested, these canines and their handlers can be deployed in disaster and homeland defense situations. The goal of these specialized teams is to maintain a high state of readiness, to deploy promptly where canine teams can potentially save lives and reduce pain and suffering.

VI. Organization

A canine team shall consist of one Canine Search Specialist and one qualified/certified canine. Canine Search Specialist may come from any rank or division and will fulfill their regular duties except for those times when involved in a call-out or authorized training activity. For administrative and training purposes, the Canine Team will be part of the Special Operations Division responsible to the Training Chief.

VII. Deployment

For deployment, the Canine Team will be organized based on the type of assistance requested. For callouts, dispatch will contact the canine handlers. Following the page, handlers will radio/call in their response status and wait for instructions from dispatch.

Off duty response: If instructed to respond, on and off duty members will respond directly to the incident location. Dispatch will notify the on-duty Division Chief as well as the Fire Chief. Members and their canines will respond in a marked Miami Beach Fire Department K9 Search and Rescue vehicle

Canine Team handlers will be paged by dispatch to determine their availability for the following types of incidents:

- Structural Collapse
- Plane Accidents
- Roadway Collapse
- Natural/ man-made disasters
- Vehicle Accidents with unfounded, unknown or multiple ejections
- Any incident that the IC feels the deployment of canine would be beneficial



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During these incidents the Canine Unit will be responsible to the Incident Commander or appropriate search team manager as dictated by the organizational structure.

The Canine Team shall remain intact throughout any incident.

No Canine Team shall be deployed on a mission for which it is not trained or equipped.
Any individual handler can withhold his/her canine if legitimate safety concerns exist.
If individual members are needed for other specialties, the canine must remain in a manned and protected area.

The Miami Beach Fire Department Canine Team will not operate in hazardous atmospheres or in areas of civil unrest.

Under no circumstances will Miami Beach Fire Department's Canine Team be utilized for the purposes of locating or tracking persons known to be armed, dangerous, or in flight from law enforcement authorities.

For all call-outs, an incident number will be generated. Following the completion of the alarm, incident will be documented properly and an entry in the handler's logbook shall be completed.

The handler's logbook should contain the following information.

- Date and time
- Location and requesting agency
- Weather conditions
- Miami Beach Fire Department's personnel present on call-out
- Type of search
- Area searched
- After action report / results of search
- Contact person at requesting agency

VIII. Canine Team Assignment

Assignments as a Canine Team will be made at the discretion of the Fire Chief upon the completion of the following.



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PROCEDURE: K9 Search and Operations (4)	Digna Abello, Fire Chief

1. Technician Level certifications for Rope Rescue, Confined Space, and Collapse
2. Successful completion of the FEMA FSA and CE

In the event that a member of Miami Beach Fire Department has been invited to join a FEMA USAR Team, all canines and handlers will meet the requirements in accordance with FEMA guidelines for a Disaster Search Dog. The department will have a signed memorandum of understanding and will recognize this team as a nationwide and international resource for this team. These canine teams will be a primary resource for MBFD and FLTF1/2 in the event of a regional or state disaster response.

In the event a canine is no longer able to perform the duties of a USAR canine, the handler has the option of obtaining a replacement canine within a reasonable period of time. In any event, the canine is the sole responsibility of the handler. Miami Beach Fire Department does not have the authority to, nor will it attempt to, separate a canine and its handler. All canines whose services are employed by the Miami Beach Fire Department shall remain the property of the individual handler.

IX. Training

The training of a search and rescue dogs is an ongoing lifelong event. These specialized resources must be challenged, exposed to diverse situations and evaluated on a regular basis to retain their ability to be a useful tool to the Canine Unit.

All handlers will be made fully aware of all guidelines concerning Miami Beach Fire Department Canine Teams, and the sacrifice and commitment necessary to succeed in this type of work.

A handler training log will be kept on each canine that will include, but not limited to the following: Date, time, location, weather, persons present, type of training and canine's performance. All training activities must be recorded in Target Solutions.

X. Rules of Conduct

The canine and its handler are representatives of Miami Beach Fire Department. Given this reality and the fact that working canines tend to have a high profile with the public, the Canine Team must always conduct themselves in a professional manner. All rules and regulations of Miami Beach Fire Department and city policies must be adhered to including those outlined in this document.



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PROCEDURE: K9 Search and Operations (5)	Digna Abello, Fire Chief

Handlers are solely responsible for the conduct of their respective canine. Canines shall always remain under the handler's control and should be kept on lead when in a public area. Exceptions are when participating in a demonstration, participation in a training session, when they are in a tightly controlled area for rest breaks, or if confined inside a vehicle or kennel. Canines may be allowed to run in open areas, so long as the handlers maintain control through obedience commands, keep the canine free of traffic or other hazards, and immediately recall the animal if another person approaches.

Canines shall not be confined in any vehicle, personal or departmental without adequate ventilation and hydration. If confined to an air-conditioned vehicle, the canine shall not be left unattended for periods exceeding 20 minutes.

A record folder shall be maintained on each canine by the handler. The record folder shall contain as a minimum:

- Proof of vaccinations including current rabies.
- Copies of all test sheets or certifications
- A photograph/ID of the canine.
- Microchip numbers, if applicable.

XI. Canine in the Station Policy

To provide a prompt response for deployment, develop canine social skills, and promote a close working relationship with the handler, Miami Beach Fire Department has developed a canine in the station policy.

- No canines will be allowed in food preparation areas.
- Canines will not be allowed within living areas of the station except under supervision, with the handler present.
- Canines will be secured in a crate or kennel when not under direct handler control.
- The canine will be secured at all times when members of the public are present.
- The canine must be kept clean of parasites, and offensive odors.
- The handler will dispose of any waste generated by their canine.



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PROCEDURE: K9 Search and Operations (6)	Digna Abello, Fire Chief

- When the handler is out of the station, the canine shall be crated with accessible water.
- Each handler must provide to have the canine cared for in the event they are involved in an extended operation while on duty.
- Any unusual occurrence involving a canine shall be immediately reported to the Shift Division Chief and logged into individual canine logbook.

XII. Uniform and Equipment Policy

Due to the nature of canine work and training, specialized clothing and equipment may, at times be indicated. Canine handlers will be issued a Miami Beach Fire Department K9 and K9 handler identification card and collar badge? These items must be surrendered if the canine or handler leaves the unit.

Specialized uniform items for the Canine Team include:

- blue BDU style blouse
- USAR deployment pack i.e. water backpack and tactical vest
- steel toed/ shank boots (or equivalent material)
- specialized safety equipment i.e., 1 helmet, 1 pair utility gloves

Canine vests shall be kept clean and well maintained. Assigned badges will be placed on collar/vest.

Handlers are responsible for any assigned equipment and must maintain all equipment in a serviceable condition.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: F.L.U.S.A.R. Mobilization Plan	Digna Abello, Fire Chief

PURPOSE:

The purpose of the policy is to provide a consistent mechanism for the safe and efficient deployment and demobilization of the City of Miami Beach Type II Light Technical Rescue USAR Team.

RESPONSIBILITY:

It will be the responsibility of all command staff, shift Division Chiefs, and team members to ensure that this policy is enforced and adhered to so as to provide the highest level of safety for personnel in these situations.

PROCEDURE:

1. General – Through the State of Florida, the City of Miami Beach was awarded a Type II Light Technical Rescue USAR team. This team is designed to provide immediate relief during technical rescue incidents in the local area and until a larger defined USAR team arrives and assumes incident operations and search rescue responsibilities. The State of Florida identification/team number for the City of Miami Beach Type II Light Technical Rescue Team is 752

2. Notification of On-Duty / Off-Duty team members

i. At the beginning of each duty day, the Captain assigned to Fire Station 2 shall identify and maintain a log of properly trained on-duty personnel available for deployment

ii. On-duty team members shall be notified through the City of Miami Beach Communications Center via normal dispatch procedures of an incident requiring the response of the Type II Light Technical Rescue Team. A ReadyOp notification will also be sent to all team members identified for deployment.

iii. Off-duty team members, as required, will be notified through the City of Miami Beach Deputy Chief of Operations via telephone call, ReadyOp text notification, email, radio or other identified devices of an incident requiring the response of the Type II Light Technical Rescue Team

iv. Identified on-duty personnel shall assemble at Fire Station 2, gather incident information, determine appropriate resources needed, and conduct survey, readiness, and availability of all personal protective equipment. Any additional staging areas or points of departure that the team



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: F.L.U.S.A.R. Mobilization Plan (2)	Digna Abello, Fire Chief

may encounter prior to arriving at the incident shall be relayed to team members during the briefing. The team shall ensure self-sufficiency for a period not less than 24 hours.

v. All team members shall have on file current emergency contact information. A copy of this information shall be provided to the Team Leader and the Office of the Fire Chief.

vi. Once all identified personnel have mustered at Fire Station 2, the Task Force Team Leader shall provide updates as to incident advisories, alerts, and other activations that may impact the deployment. Appropriate communications devices shall be provided and radio channels shall be identified.

vii. The Task Force shall utilize and properly complete ICS 214 Personnel Logs for tracking activities, time, vehicle mileage and other pertinent information. These logs shall be submitted to the Operations Division Chief for review and payroll purposes immediately upon return of the Task Force to the City of Miami Beach.

3. Deployments/Mobilization

i. A minimum of 4 properly trained personnel and 1 fire officer will be selected for deployment. 1 properly trained Task Force Team Leader (Chief Fire Officer) shall also be deployed.

ii. All resources shall be deployed within 15 minutes unless otherwise determined and defined. Team Leaders will ensure that each member is assigned a personal equipment kit, to include day bag and helmet, large rolling bag for storage of PPE, uniforms, toiletries, and a cot. These items can be found in the Support services closet and must be signed out by the Task Force Leader.

iii. The Type II Light Technical Rescue Team shall utilize one engine, to be defined, and the Special Operations Squad for deployment. If a rescue unit is deployed, additional personnel will consist of one Fire officer and two additional members. If a request for canine and/or peer support resources is made, the appropriate resources will also be activated as part of this complement. Should additional equipment such as fin-form, heavy timber, gator/UTV, or other related supplies be required for the deployment, a staff pick-up truck and the Special Operations Support Trailer and/or Special operations box truck shall be deployed.



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: F.L.U.S.A.R. Mobilization Plan (3)	Digna Abello, Fire Chief

iv. A member being deployed will be designated as team logistics. This member shall be assigned to manage the utilization and return of equipment used at the incident. Documentation of the type of equipment, purpose, and length of use shall be documented on the approved form.

v. Once the Task Force has arrived at the staging area or on the scene, they shall meet with the Incident Commander, Operations Section Chief, or other identified member of the Incident Management System to determine incident objectives, reiterate communications methods and appropriate radio channels and other information related to their actions at the incident.

vi. All Task Force team members shall work under the authority and direction of the Incident Commander. If at any time a team member believes that an unsafe or inappropriate action is to be taken, the Task Force Team Leader shall be notified. Corrections shall be taken by the team leader up to and including advising the Incident Commander. If no correction or the inappropriate correction is made, the Team Leader shall through assessment of the mission determine if the team should continue to withdraw until corrections are made.

vi. Any and all injuries shall be immediately reported to the Task Force Team Leader. Should the team leader not be available, the injury shall be reported as soon as possible to the Division or Group Supervisor. If the injury requires transport to a health care facility, the Office of the Fire Chief shall be notified as soon as possible.

vii. Any extended operations whereby the team will be deployed greater than 24 hours shall be relayed to the on-duty Operations Division Chief, who will then notify the Deputy Chief of Operations and the Office of the Fire Chief.

4. Demobilization

i. Once the task force has completed their mission, has had sufficient rehabilitation and has been released from the incident by the Incident Commander, they shall immediately return to the City of Miami Beach.

ii. Prior to leaving the scene and/or staging or rehabilitation area, the team logistics member shall inform the Task Force Team Leader when all personnel and equipment have been



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: F.L.U.S.A.R. Mobilization Plan (4)	Digna Abello, Fire Chief

accounted for.

iii. Upon return to the City of Miami Beach, appropriate decontamination and restoration of equipment to a state of readiness shall be conducted before any personnel are released. All ICS 214's shall be submitted, and incident reports and computer based records management reports shall be completed.

iv. A final debriefing of the task force shall be conducted by the Task Force Team Leader to include immediate issues, injuries, lost or damaged equipment and returning to normal duty assignments.

v. Any critical issues shall be relayed to the on-duty shift Division Chief, who will then notify the Deputy Chief of Operations, and the Office of the Fire Chief.

5. After Action / Correction Action Requirements

i. All group leaders and/or the Task Force Team Leader shall complete an after action report of actions taken. This report shall be made available to the on-duty Operations Division Chief.

ii. An After Action Report (AAR) shall be conducted no later than three weeks from the date of the deployment and shall be conducted, where possible, with the agency having jurisdiction for the incident. This post incident analysis (PIA) shall include but not be limited to;

1. Dispatch information received and relayed to team.
2. Deployment / muster readiness and procedures
3. Response and on scene communications issues
4. Operational issues
5. Personnel issues
6. Procedural / Training issues
7. Rehabilitation issues
8. Demobilization issues

iii. Once the AAR has been completed, a formal document shall be drafted for purposes of training named the Corrective Action Plan (CAP). It shall outline;



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PART-SECTION: Section 400 Special Operations	AUTHORIZED BY:
PROCEDURE: F.L.U.S.A.R. Mobilization Plan (5)	Digna Abello, Fire Chief

1. After action steps, responsible parties, and time lines.
2. Corrective actions involving;

- a) training needs
- b) procedural change needs
- c) lessons learned

iv. This document shall be maintained as a record of the deployment and submitted to the State of Florida as required.

DEFINITIONS:

Properly Trained – shall mean any member of the City of Miami Beach that has completed Operational level training in confined space, rope rescue, structural collapse, trench rescue, hazardous materials, and vehicle/machinery extrication and has been approved by the Fire Chief. Task Force/Strike Team Leaders must have completed the required L-984 Strike Team/Task Force leader training course.

REFERENCES:

State of Florida Compliance document for Type II Light Technical Rescue Teams

SECTION 500 EMERGENCY MEDICAL SERVICES



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: ALS Vehicle Inventory	Digna Abello, Fire Chief

POLICY:

All Advanced Life Support (ALS) vehicles will be stocked with the appropriate amount of medical supplies per the Florida Administrative Code Chapter 64J-1 Emergency Medical Services and by the order of the Medical Director. A weekly inventory of these supplies will be conducted for each front-line ALS vehicle.

SCOPE:

This policy applies to all Miami Beach Fire-Rescue Department emergency response personnel.

PROCEDURE:

I. Non-Transport ALS Units

Each Monday every Driver Engineer (DE) will perform a weekly inventory of all ALS medical supplies on their assigned vehicle.

- A. Complete a MBFD ALS Non-Transport Weekly Medical Inventory form.
- B. Remove any expired medications and turn them in to the Captain 5 for replacement.
- C. Submit the completed inventory form to Captain 5 by 1000 so he/she can begin preparing your supplies and arrange to have delivered to the station if unable to pick up by 1000.
- D. The DE will receive any replacement medical supplies from Captain 5 and restock the vehicle's medical supply inventory.

II. Transport ALS Units

Each Tuesday every Rescue Lieutenant will perform a weekly inventory of all ALS medical supplies on their assigned vehicle.

- A. Complete a MBFD ALS Transport Weekly Medical Inventory form.
- B. Remove any expired medications and turn them in to Captain 5 for replacement.
- C. Submit the completed inventory form to Captain 5 by 1000 so he/she can begin preparing your supplies and arrange to have delivered to the station if unable to pick up by 1000.
- D. The Rescue Lieutenant will receive any replacement medical supplies from Captain 5 and restock the vehicle's medical supply inventory.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: ALS Vehicle Inventory (2)	Digna Abello, Fire Chief

NOTE:

1. All weekly medical supply inventories shall be completed by 10 am during morning vehicle checkout.
2. The above-referenced forms should be used for mid-week replacement needs.
3. Expired medications will include those that will expire within one week.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Control Substance Handling	Digna Abello, Fire Chief

POLICY:

This policy complies with federal and state laws regarding the possession and use of federally controlled substances to include Florida Administrative Code 64J-1.021, Florida Statutes Ch. 401, 499 and 893; and 21 CFR 1305.04. The authority vested in this policy lies with the Fire Chief and the Medical Director.

SCOPE:

It is the responsibility of all Miami Beach Fire-Rescue Department employees that are required by the scope of their job duties to adhere to the procedures contained in this policy.

PROCEDURE:

I. General

The Fire Department currently uses five (5) medications that are considered controlled substances according to Federal Law. These controlled substances are Morphine Sulfate (Schedule II), Versed (*midazolam*) (Schedule IV), Ativan (*lorazepam*) (Schedule IV), Ketamine (Schedule III), and Fentanyl (Schedule II).

II. Receiving a Shipment of Controlled Substances

- A. The EMS Division Chief or designee shall order controlled substances as needed from the appropriate supplier.
- B. Upon delivery of a controlled substances shipment to 2300 Pinetree Drive (Fire Station 2) the EMS Shift Supervisor (Captain 5) will be responsible for properly securing the controlled substances in the Captain 5 refrigerator located in Captain 5's office and notifying the EMS Captain or the EMS Division Chief.
- C. Upon notification of a controlled substances shipment the EMS Captain or the EMS Division Chief will secure the controlled substances in the designated double-locked storage closet located at Fire Station 2.
- D. Designated personnel for the storage and handling of controlled substances upon initial shipment shall be the:



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PROCEDURE: Control Substance Handling (2)	Digna Abello, Fire Chief

- EMS Division Chief (500)
- EMS Captain (501)
- EMS Shift Supervisor (Captain 5)

- E. Upon receipt of any controlled substance(s) two of the designated personnel shall perform an on-hand inventory of all controlled substance(s) and make an entry in the Controlled Substance Main Supply Inventory Logbook. All entries in this logbook shall be co-signed by two of the designated personnel conducting the initial inventory. The controlled substances shall be secured inside the designated double-locked storage closet located inside Fire Station 2.
- F. Place the packing slip inside the 3-ring binder located inside the double-locked storage closet and highlight the name and quantity of the controlled substance received.

III. Storage and Security

- A. All storage of controlled substances shall be strictly governed by the guidelines set forth by the Fire Chief, Medical Director, Florida Administrative Code 64J-1.021, Drug Enforcement Administration regulations and Florida Statute.
- B. Controlled substances will be kept in a double-locked storage closet located at Fire Station 2. Only the EMS Division Chief or designee will possess keys to this closet.
- C. The Controlled Substance Main Supply Inventory Logbook will be kept inside the double-locked storage closet and will be used to record all main supply inventory information.
- D. All controlled substances on vehicles shall be stored inside a small clear rigid plastic container that is secured with a numbered tamper resistant seal. This controlled substance container shall be carried inside the portable medical box. The controlled substance container will be secured with a green numbered tamper resistant seal when all controlled substances are present and fully stocked. If a controlled substance container is open for any reason, it will be sealed with red numbered tamper resistant seal until an inspection can be completed by both Captain 5 and the Rescue Lieutenant.
- E. The EMS Shift Supervisor (Captain 5) will have direct access to a limited number of controlled substances that are kept secured inside the Captain 5 refrigerator located in Captain 5's office. The maximum accessible quantity will be as follows:



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- (8) Versed (*midazolam*)
- (6) Morphine Sulfate
- (4) Ativan (*lorazepam*)
- (4) Fentanyl
- (4) Ketamine

F. All ALS transport units will carry controlled substances in the following maximum quantities and in the manner indicated in Section III-D:

- (4) Versed (*midazolam*)
- (2) Morphine Sulfate
- (2) Ativan (*lorazepam*)
- (2) Fentanyl
- (2) Ketamine

G. All controlled substances shall be secured by utilization of the vehicle's locking mechanism. All vehicles shall remain secured while unattended. Operating procedures for the security of controlled substances stored at any location or on any vehicle(s) are as follows:

- Only the Medical Director and the Fire Chief or designee shall authorize changes in the amounts of the controlled substances carried on board any vehicle.
- Only on-duty State certified Paramedics tasked to deliver patient care on an ALS fire-rescue vehicle or employees designated by the Fire Chief and Medical Director shall be approved to handle controlled substances.
- The EMS Shift Supervisor (Captain 5) shall use a green numbered tamper resistant seal to seal the controlled substance in the appropriate container before the controlled substance is assigned to a vehicle. The seal should only be broken as needed to administer a controlled substance to a patient or as needed to perform a physical inspection. In the event that the controlled substance container is opened for any reason, it will be sealed with a red numbered tamper resistant seal until an inspection can be completed by Captain 5 and the Rescue Lieutenant.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Control Substance Handling (4)	Digna Abello, Fire Chief

- If a controlled substance is administered, or partially administered, the partially administered vial and rigid plastic container shall be brought to the EMS Shift Supervisor (Captain 5) for replacement.
- All controlled substances shall be removed from any vehicle that is taken out of service or to which a crew is not assigned.
- The Rescue Lieutenant or Paramedic charged with the responsibility of the controlled substances kit shall utilize and maintain the assigned written logbook and record all inventory and authorized transactions as specified in this policy. The logbook shall have consecutive and permanently numbered pages.

IV. Drug Logbook Procedures

A. Documentation Procedures

1. Each ALS rescue unit will be issued a logbook to be used for the daily inventory of controlled substances. The assigned Rescue Lieutenant is responsible for making logbook entries. Inventory of controlled substances cannot be delegated to a subordinate.
2. Examine the logbook and confirm the pages are consecutively numbered and that no previous pages or previous entries are left blank.
3. If any confirmed problems are found in the logbook or pages are missing, notification shall be made immediately to the Station Officer and the EMS Shift Supervisor (Captain 5). They shall notify the Suppression Division Chief (300) and the EMS Division Chief, if necessary.
4. All entries made in the logbook will be legible and in blue/black ink only. To correct an improper entry a single straight line shall be drawn through the original entry. This correction shall be initialed and dated. The only acceptable initials for corrections in the controlled substance logbook will be the assigned Rescue Lieutenant.
5. Personnel charged with the responsibility for entries in the logbook shall enter a legible printed name and legal signature. Abbreviations and initials may be used for printing the first name only. Last names shall be spelled out completely.
6. The Rescue Lieutenant accepting custody of the controlled substances shall be responsible for the transfer of the controlled substances and entries to the logbook.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Control Substance Handling (5)	Digna Abello, Fire Chief

7. All responsible personnel must accurately document custody changes, usage and re-supply of controlled substances in the controlled substances logbook.
8. Custody change and inspection of controlled substances takes place at shift change and will be recorded in the unit's drug logbook.
9. The logbook entries shall specify:

All appropriate entries should be made in the logbook any time that there is a change in custody, regardless of the amount of time. If controlled substances are issued throughout the shift, the Rescue Lieutenant will complete the appropriate section with the controlled substance used, incident number and the new seal number. Once all controlled substances are replaced, the clear controlled substances box will be replaced with a green numbered tamper resistant seal.

10. Anytime the integrity of the seal is compromised and/or broken a full inventory shall be conducted and the appropriate entry must be made in the logbook describing the circumstances.

B. Inventory, Inspection and Transfer Procedures

1. At minimum, a daily inventory of the controlled substances shall take place by the Rescue Lieutenant at shift change and/or upon being relieved of duty by the on-coming Rescue Lieutenant. This will serve as the chain of custody transfer.
2. This inspection of controlled substances shall be inclusive of those assigned to the unit and stored inside the small clear rigid plastic container that is secured with a numbered seal.
3. The on-duty Rescue Lieutenant assigned to the rescue unit has primary custody of the controlled substances and shall be responsible for the accuracy of the inventory.
4. A complete controlled substance custody change/inspection shall be performed in a face-to-face meeting between the off-going and on-coming Rescue Lieutenants and whenever there is a change in the assigned Rescue Lieutenant, regardless of the length of time. This will include daily routine shift changes and periodic staffing changes during the shift for any reason.
5. A complete and thorough controlled substance custody change/inspection of each and every vial/pre-filled syringe and container shall be conducted. Vials and pre-filled syringes



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PROCEDURE: Control Substance Handling (6)	Digna Abello, Fire Chief

should be inspected for color, clarity, sedimentation and confirmation that the vial and/or pre-filled syringe show no signs of previous use. The clear plastic container should be completely intact and show no signs of breeching of any kind.

6. If the container shows no sign of tampering or previous use and is acceptable to the receiving Rescue Lieutenant, then the routine custody exchange should take place. This will include appropriate logbook entry and securing of the sealed container.
7. The off-going Rescue Lieutenant will complete the "Narcotics used throughout shift" portion of logbook prior to turning controlled substances over to on-coming Rescue Lieutenant.
8. Anytime the seal is broken, or entry is made into the controlled substances container the contents should be verified in accordance with the logbook.

C. Logbook Reviews

1. Daily Review Procedures

- a. A daily review of the logbook shall be performed by the Rescue Lieutenant for the accuracy of entries, completion of information and legibility of entries.
- b. If there is an unexplained discrepancy in the count on the controlled substance logbook and/or the controlled substance presents with a condition unacceptable to the receiving Rescue Lieutenant, the Station Officer and the EMS Shift Supervisor (Captain 5) shall be notified immediately.
- c. Captain 5 shall notify the Suppression Division Chief (300) and the EMS Division Chief and take appropriate actions to investigate the matter.

2. Weekly Review Procedures

- a. All controlled substance logbook entries shall be reviewed on a weekly basis by the EMS Shift Supervisor (Captain 5).
- b. The reviews shall be conducted every Tuesday.
- c. Captain 5 shall review entries made for the prior week. Captain 5 will check Telestaff and verify all Rescue Lieutenants that took custody of controlled substances made appropriate entry in the units-controlled substance logbook.



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PROCEDURE: Control Substance Handling (7)	Digna Abello, Fire Chief

- d. Captain 5 upon discovery of a missing logbook entry should identify the responsible Rescue Lieutenant and take appropriate action.
- e. Captain 5 shall make a clear and distinguishable entry in the logbook indicating such review.
- f. The weekly review will take place on the second half of the unit's-controlled substance logbook.
- g. Captain 5 shall break the numbered seal on the clear rigid box to physically inspect each controlled substance for tampering. Once the inspection is complete and appropriate action is taken Captain 5 shall then reseal the box and make an entry of the findings and new seal number on the unit's logbook.

D. Collection and Replacement

- All controlled substance logbooks are to be exchanged for new logbooks upon the last entry being made. Each completed logbook will be exchanged by the EMS Shift Supervisor (Captain 5). The completed logbook shall be forwarded to the EMS Captain for proper storage and record keeping.

V. Replacement of Controlled Substances

A. After Patient Administration

1. In the event a controlled substance is administered to a patient proper documentation is required.
2. Controlled Substance Administration Form (available in Captain 5s office) shall be filled out completely with Narcotic used, amount, disposed amount, Patient name, Incident number and officer in charge requesting replacement and date.
3. Incident number of completed PCR will be provided to Captain 5 to print a copy from ESO-EHR web site.
4. Captain 5 will confirm information such as narcotic dosages administered are properly documented within report.
5. Captain 5 upon receipt and verifying all information is correct PCR/Controlled Substance Administration Form, shall replacement of controlled substances and a new seals be issued.



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6. The requesting Rescue Lieutenant will receive the replacement-controlled substance and a numbered seal to replace the seal broken to access the medication(s). The broken seal number, the new seal number and the reason for controlled substance access must be noted in the logbook. A green numbered tamper resistant seal will be used to seal the controlled substances clear container once the count has been confirmed to have the appropriate amount of each controlled substance.
7. The completed PCR/Controlled Substance Administration Form with all required signatures will be given to the EMS Captain for proper record keeping.
8. Captain 5 will be the primary designated person to replace controlled substances as requested by the Rescue Lieutenant assigned to an ALS rescue unit. The EMS Division Chief or the EMS Captain can replace controlled substances from the Controlled Substance Central Supply Room as needed.
9. The EMS Captain or the EMS Division Chief will re-stock Captain 5's supply of controlled substances as needed after verification of the count by two parties.

B. Upon Expiration

1. Upon discovery of an expired controlled substance the Rescue Lieutenant shall contact Captain 5 for coordination of replacement with the EMS Captain.
2. The Rescue Lieutenant shall complete the Controlled Substance Replacement Form which is kept in Captain 5's office and indicate replacement is due to expiration of controlled substance.
3. The expiration of controlled substances is usually in a larger quantity than can be replaced by the quantity maintained by Captain 5. Therefore, replacement shall be coordinated with the EMS Captain so proper record keeping and accountability is maintained.
4. All expired controlled substances will be secured in the double-locked storage closet located inside Fire Station 2 but separated from the non-expired medications.

C. EMS Shift Supervisor (Captain 5)

1. Replacement of controlled substances assigned to Captain 5 will be handled by the EMS Division Chief or EMS Captain.
2. Captain 5 will provide the EMS Captain the PCR/Controlled Drug Administration Form that corresponds to the replacement request.



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PROCEDURE: Control Substance Handling (9)	Digna Abello, Fire Chief

3. The EMS Division Chief/EMS Captain will verify the accuracy of the information on both Captain 5's drug logbook and the Controlled Drug Administration Form.
4. Once all information is verified to be accurate and the chain of custody is maintained the EMS Division Chief/EMS Captain will re-stock Captain 5's-controlled substance box.
5. The appropriate entry shall be made in the Controlled Substance Main Supply Inventory Logbook that reflects dispensing of medications. All entries in this logbook must have two initials by the designated personnel described in Section II-D of this policy.
6. When medications are dispensed from the double-locked storage closet, a complete on-hand inventory must be performed by either the EMS Division Chief or EMS Captain that dispensed the medication(s).

VI. Disposal of Controlled Substances

- Disposal of unused controlled substances in the field is prohibited.
- Any partially administered or unused controlled substance shall be properly secured and turned into Captain 5 for replacement/approved wasting procedure. Any controlled substance that is wasted must be witnessed by Captain 5 and the Rescue Lieutenant, and both parties must complete controlled substance form appropriately.
- Expired controlled substances shall be secured in the control substances main supply room but separate from the non-expired control substances.

VII. Missing, Damaged or Tampered Controlled Substances

- A. Whenever a missing controlled substance is discovered or presents with obvious signs of tampering the Rescue Lieutenant and/or Station Officer shall:
 1. Instruct the assigned crew not to touch anything further on the vehicle and/or the controlled substance box in order to preserve any potential evidence. Treat and secure the vehicle as a potential crime scene.
 2. The Suppression Division Chief (300) and the EMS Shift Supervisor (Captain 5) will be notified immediately. Captain 5 or 300 will notify the EMS Division Chief and advise of the situation.
 3. Dispatch will be notified immediately that the unit is being taken out of service.



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PROCEDURE: Control Substance Handling (10)	Digna Abello, Fire Chief

4. During a routine shift change all crew members of the off-going shift are to remain at the location for written statements and questioning.
5. Once the Suppression Division Chief and Captain 5 arrive and are briefed on the situation they shall examine the container without handling it. A determination will be made in conjunction with the EMS Division Chief as to whether the police department will be notified.
6. If tampering is suspected, a Chief Fire Officer shall request a police officer to respond to the location and investigate the incident. An MBPD case number will be requested.
7. In the case of a missing controlled substance, the request for a police officer can be made by a Chief Fire Officer prior to their arrival at the incident location.
8. The Chief Fire Officer investigating the incident shall fully document in a written report all the facts surrounding the situation. The report shall be maintained by the EMS Division Chief and a copy forwarded to the Deputy Fire Chief and Fire Chief.
9. The police department shall obtain statements from all persons involved in the incident prior to the completion of shift and/or their dismissal from the incident location.
10. In the case of a broken narcotic found within a sealed container, the container will be brought to Captain 5 for inspection of possible cause. Any remainder of controlled substance that is wasted must be witnessed by Captain 5 and the Rescue Lieutenant, and both parties must complete controlled substance form appropriately and attach memos on how container with broken narcotics were found/ presented to you.

VIII. Off-Duty Details

1. The fire department currently maintains (4) four controlled substance kits for use during periods of enhanced staffing and/or off-duty details.
2. The content of each kit is the same as the ALS transport-controlled substance box.
3. These controlled substance kits are only issued to ALS transport rescue units.
4. Captain 5 will issue the kit as described in this policy and each kit has an accompanying logbook.
5. These additional kits are to be kept in Captain 5's refrigerator located inside of Captain 5 office and are only accessible to the designated personnel in Section II-D of this policy.
6. Accountability and security of these kits is the daily responsibility of the EMS Shift Supervisor (Captain 5).
7. Captain 5 will inventory each kit at the start of his/her shift and make a note in the Captain 5 Daily Activity Log.
8. The deployment of these detail kits shall be consistent with all parts of this policy.



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ISSUE DATE 10/24/2025 SOG#___

PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Duties of Rescue Captain 5	Digna Abello, Fire Chief

POLICY:

The EMS Shift Supervisor (Captain 5) will have specific administrative duties and responsibilities that shall be performed in a uniform and consistent manner.

SCOPE:

This policy applies to all Fire Officers assigned to the position of Captain 5 to include personnel temporarily assigned in an acting capacity.

GENERAL:

- I. There will be (1) one assigned Captain 5 position per shift and this position shall be assigned to the Rescue Division. Each assigned Captain 5 will work in cooperation with each other in the performance of their duties and supervise the operations of all rescue units assigned to their shift.
- II. Fire Officers who are assigned to the position of Captain 5 will work under the supervision of the Suppression Division Chief (300) and the EMS Division Chief (500).
- III. The Employee Performance Evaluation for the position of Captain 5 will be jointly completed by the Suppression Division Chief and the EMS Division Chief.
- IV. The administrative EMS Captain (501) will have functional authority over the Captain 5 position.
- V. Captain 5 shall maintain in their locker a complete set of Class A uniforms to include both short sleeve and long sleeve with tie, coat and cap, while in performance of their duties.
- VI. General Duties
 - A. Shift Change Responsibilities
 1. Prior to being relieved of duty at shift change the off-going Captain 5 shall complete the Captain 5 Daily Activity Log to facilitate the passing of information to the on-coming Captain 5. Significant events during the shift and information that is deemed relevant to pass-on should be entered into this log.



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PROCEDURE: Duties of Rescue Captain 5 (2)	Digna Abello, Fire Chief

2. Meet face-to-face with the off-going Captain 5 and the EMS Captain (501). Meeting with the EMS Captain shall be done during weekdays when they are on-duty.
 3. Be aware of the vehicle status report and pay particular attention to the status and location of spare rescue vehicles.
 4. Establish communication with the Suppression Division Chief (300) and the Station Officer for Fire Station 2.
- B. Monitors radio communications continuously during their assigned shift. Radio monitoring should include, but not limited to the main Fire Dispatch channel and all hospital radio channels. In the event the radio is not being monitored dispatch must be advised to contact Captain 5 via phone at Captain 5's office or a designated phone number.
- C. Captain 5 will respond to all full assignments and perform the duties of Passport Accountability Officer, Safety Officer, or as assigned by the Incident Commander. Captain 5 will respond to all incidents involving two or more rescue units and any other significant rescue call, to include Trauma Alerts.
- D. When assuming the role of Safety Officer in an immediate danger to life and health (IDLH) environment (i.e. interior structure fire, gas leak, hazardous materials incident, etc.), Captain 5 will don all necessary personal protective equipment (PPE).
- E. Supervisory Role
1. Captain 5 supervises all Rescue Lieutenants and rescue unit operations outside their assigned station duties and on all matters involving EMS.
 2. Enforce adherence to safety rules, medical protocols, standard operating guidelines, rules and regulations, directives and policy memos.
 3. Provide guidance, mentoring, training and instruction as follows:
 - a. Establish initial expectations, provide midterm feedback and complete the annual Employee Performance Evaluation on all Rescue Lieutenants assigned to their respective shift.
 - b. Provide oversight for the Rescue Lieutenant's completion of their crew member's Employee Performance Evaluation.
 - c. Assist with scenario-based training using the SIMMAN manikin for each rescue crew on assigned shift no less than once per month. Each training session must be properly documented on a signed Training Roster and training hours entered in the Fire



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PROCEDURE: Duties of Rescue Captain 5 (3)	Digna Abello, Fire Chief

Department's training record management system. Training Rosters should be forwarded to the EMS Captain for proper filing. A monthly compliance review by the EMS Captain (501) will be conducted and results forwarded to the EMS Division Chief.

- d. Perform on-the-spot correction of infractions, conduct After Action Review of significant calls with crews and follow up on positive or negative performance.
- e. Perform necessary inspections, inventories and reviews with the Rescue Lieutenants in order to stay informed of their assigned rescue crews' performance.
- f. Ensure proper documentation and completion of patient care reports, accident reports, exposure reports, inventory sheets, vehicle inspection reports and vehicle damage reports, not to exclude any other required supplemental report.

- E. Monitor Medical Supply Room inventory levels to ensure that sufficient supplies are on-hand, exchange medications and pharmaceuticals before product expiration and make sure damaged or lost equipment is replaced or repaired. Notify the EMS Captain when medical supplies are low.
- F. Investigate verbal complaints received in person or by phone from hospital staff and report all findings to the Suppression Division Chief and the EMS Division Chief. Written complaints are to be forwarded via the chain of command to the EMS Division Chief with a courtesy notification to the Suppression Division Chief.
- G. Assure that all significant events during the shift are entered into the Captain 5 Daily Activity Log.
- H. Assist the EMS Manager in developing medical training scenarios using current reference materials and department protocols. These training scenarios should assist with conducting simulation training and skill session training.
- I. Account for all equipment assigned to the Captain 5 vehicle and completes a daily vehicle inspection report.
- J. Complete an inventory with appropriate logbook entry of controlled substances assigned to Captain 5. Refer to Controlled Substances Handling policy.

VII. Specific Duties

A. Fleet Responsibilities



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PROCEDURE: Duties of Rescue Captain 5 (4)	Digna Abello, Fire Chief

1. Assure that rescue vehicles scheduled for preventive maintenance (PM) to include all-terrain vehicles (Gator) are brought to the Fire Shop in a timely manner and that there is at least one reserve vehicle available.
2. When the Captain 5 vehicle is scheduled for PM or in need of repairs, they should report this to the Support Services Captain (801) so an appointment can be scheduled through Fleet Management.
3. Verify that all vehicle deficiencies are brought to the attention of the mechanics and that the Support Services Division is notified. Coordinate with the other Captain 5's to ensure proper documentation of repairs and prompt return of vehicles to service.
4. Ensure that repaired vehicles have been claimed and all paperwork is completed. Verify that all repairs have been completed satisfactorily. Vehicles are to be switched into no later than 2100 hours on the day the repairs are completed. The Vehicle Status Form must be updated at that time.
5. Ensure that accident reports have been properly completed and forwarded to Risk Management, Support Services Division and the EMS Captain (501).

B. Medical Supply Room Responsibilities

1. Maintain inventory of all medical supplies and advise the EMS Captain (501) of items needed and quantity.
2. Maintain accountability for all medical equipment, to include detail equipment that is assigned as spares in the Medical Supply Room.
3. Verify delivery of supplies and check the shipment against the packing slip.
 - a. If the delivery is correct place supplies in their proper location in the stock room and submit the signed and dated invoice/packing slip to the EMS Captain (501).
 - b. If the order is incorrect leave the supplies in the original package and notify the EMS Captain (501).
4. Check medications for expiration dates. Clearly mark those that are expired and place them in the designated expired medications bin located in the Medical Supply Room. Place expired equipment in the designated expired equipment bin located in Medical Supply Room.
5. Fill rescue unit oxygen M cylinders when required in the absence of an Air Technician (810).



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PROCEDURE: Duties of Rescue Captain 5 (5)	Digna Abello, Fire Chief

6. Ensure that medical supplies and pharmaceuticals are properly rotated and that older supplies are expended first.
7. Stock medical supplies for vehicles that are designated for details or special events.
8. Visually inspect and account for all controlled substance detail kits and make appropriate entry in the Captain 5 Daily Activity Report log and Controlled Substance Detail Log.

C. Medical Equipment Responsibilities

1. Ensure that all equipment is properly maintained, accounted for and either assigned to a unit or stored in a clean and serviceable manner.
2. Equipment includes, but is not limited to:
 - a. Stretchers, stair chairs, Lifepaks, glucometers, laryngoscopes, blood pressure cuffs, pulse oximeters, stethoscopes, oxygen bottles, backboards, sharps containers, vehicle cleaning supplies, etc.
3. Ensure that all new equipment is properly marked Miami Beach Fire- Rescue Department and that a phone number is marked for return of lost equipment. This should be done before equipment is issued or stored.
4. Ensure that all rescue crews make an effort to retrieve equipment from area hospitals and that equipment tracking takes place when equipment is left at a hospital.
5. Advise the EMS Captain (501) of any equipment that is missing or in need of repair in addition to properly documenting the information in a log. If equipment needs repair tag it and write the following information: date, unit designation, shift, problem description and name of individual reporting the problem. Ensure that "Lost/Damaged/Stolen Form" is completed by appropriate individual.
6. Arrange for equipment repairs (i.e. Lifepaks, stretchers, stair chairs, etc.)
7. Ensure that broken equipment is not discarded if it is still under warranty and that any salvageable parts are removed and stored for future use.
8. Prepare all necessary equipment for details and special events for units as designated by the EMS Captain (501).



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PROCEDURE: Duties of Rescue Captain 5 (6)	Digna Abello, Fire Chief

D. Patient Care Report Reviews

1. Review reports for current shift within ESO your previous shift for QI/QA and review all reports pending with Info Needed status and speak with those personnel to be able to complete QI/QA.
2. Reports should be reviewed for compliance with medical protocols and adherence to department policy.
3. When an outstanding report and/or performance is discovered a feedback session should be conducted with the crew to provide some recognition.
4. When poor documentation or protocol deviations are discovered a feedback session should be conducted and documented as appropriate.
 - a. Consider a Quality Improvement (QI) Discussion Sheet and forward to the EMS Captain.
 - b. Explain and reinforce performance expectations.
5. QI Discussion Sheets should be used to identify patterns of performance and be kept by the EMS Captain.
6. Reports reviewed that reveal either outstanding performance, poor performance, or educational opportunities are to be submitted to the EMS Captain for a QA peer review session. Email the incident number and reason for submittal to the EMS Captain.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Incidents of Possible Contamination	Digna Abello, Fire Chief

POLICY:

The following policy shall be adhered to for all Incidents of Possible Contamination. The Miami Beach Fire Department will document and facilitate Treatment on all incidents of possible exposure to blood, body fluids or airborne pathogens.

PURPOSE:

To provide Miami Beach Fire Department (MBFD) personnel with evaluation and Treatment guidelines for individual(s) who become exposed to bloodborne or airborne pathogens through puncture, laceration, mucus membrane splashes or non-intact skin. If exposed, to identify the steps for MBFD employees to follow, to obtain proper Treatment and to receive follow-up care at a Department approved healthcare facility.

SCOPE:

The policy applies to all Miami Beach Fire Department personnel. It is the responsibility of both the employee and his/her officer-in-charge (OIC) to comply with this policy.

PROCEDURE:

I. Exposure Determination

A. Airborne Exposure

Any of the following will be considered an airborne exposure:

1. When a source patient presents with signs and/or symptoms of a suspected illness and the symptoms suggest that a communicable disease is present; or
2. When the unit OIC receives confirmation from the patient or another reliable source confirming a history of an airborne communicable disease; and
3. The employee has had intensive contact with an infected individual with a communicable disease without utilizing proper Personal Protective Equipment (PPE).

B. Bloodborne Exposure

Any of the following events will be considered a bloodborne exposure:



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Incidents of Possible Contamination (2)	Digna Abello, Fire Chief

1. Significant Exposure

- Blood or bodily fluid splash to the eyes, nose, or mouth.
- Blood or bodily fluid comes in contact with broken skin (i.e. skin that is chapped, abraded or with dermatitis).
- Blood or bodily fluid-soaked clothing over broken skin.
- Contaminated needle stick or cut with a contaminated sharp object.

2. Non-significant Exposure

- Splash onto intact skin and/or splash onto appropriate PPE.
- Needle stick with a clean needle.
- Contaminated soaked clothing over intact skin.

II. Reporting and Documentation

A. Employee Responsibilities:

1. Exercise due care in the course of their work to prevent injuries and exposure to themselves and their fellow workers.
2. Report all unsafe working conditions to their immediate supervisor.
3. Immediately report all exposures to supervisor.
4. Decontaminate the area as soon as possible by removing clothing, flushing the area, washing with soap/water and by any other means as directed by the Infection Control Officer. (i.e. bleach products, EPA approved disinfectant)

- B. All employees who are exposed to a possible communicable disease must adhere to the following steps in order to expedite the appropriate assessment, post-exposure prophylaxis, post-exposure counseling, employee health follow-up, and complete documentation. These procedures apply to all suspected exposure incidents regardless of the severity of the exposure. It is the responsibility of both the employee and their OIC to comply with this procedure.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Incidents of Possible Contamination (3)	Digna Abello, Fire Chief

1. If the employee seeks evaluation and Treatment on their own, they must still complete all of the required forms relevant to any exposure.
2. If an employee is evaluated at a facility other than an authorized care center or emergency room and is found to have a job-related exposure, follow-up care must be done in accordance with this policy.
3. Upon a significant exposure it is highly recommended for the employee to provide consent to perform a baseline blood test at the Department approved healthcare facility.
4. All paperwork generated during follow-up care (i.e. works status) shall be submitted to the MBFD Infection Control Officer and Deputy Chief of Operations within 24 hours of appointment.

C. The following forms shall be completed on all significant exposures before the end of the shift:

1. A new notice of injury form, which is the worker's compensation claim/ Injury Service Connected (ISC) form. This form needs to be completed online at www.caremc.com.
2. Supervisor's Report of Accident Form (City form)
3. MBFD Infectious Exposure Form (MBFD form)
4. Infectious Disease Exposure Form for Source Testing (Medical Director's Standing Order)

D. Supervisors who are informed by an employee of an exposure will:

1. Immediately notify the Shift EMS Supervisor (Captain 5).
2. Place the unit and/or equipment out-of-service for exposure incident management.
3. If an exposure occurs while treating or transporting a patient the Treatment/transport is to be completed. Immediately following the patient Treatment, the unit will be placed out-of-service for exposure incident management.
4. If an exposure is determined to be a non-significant exposure in consult with Captain 5:
 - a. Complete the MBFD Infectious Exposure Form to document the incident.
 - b. Submit the form to the MBFD Infection Control Officer both in email and original hardcopy.
5. If the exposure is determined to be a significant exposure in consultation with the MBFD Infection Control Officer and Captain 5:



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Incidents of Possible Contamination (4)	Digna Abello, Fire Chief

- a. Coordinate with Captain 5 completion and submittal of the MBFD Infectious Disease Exposure Form for Source Testing and fax to the receiving facility.
- b. Coordinate with Captain 5 completion of a new notice of injury form at www.caremc.com if the exposure:
 - Was determined significant as defined in Section I; or
 - Required medical attention; or
 - Caused lost time from work.
- c. Coordinate with Captain 5 completion of the Supervisor's Report of Accident Form.
- d. Coordinate with Captain 5 completion of the MBFD Infectious Exposure Form.

E. EMS Shift Supervisor (Captain 5) will:

1. Immediately notify the MBFD Infection Control Officer via City mobile phone.
 - If the MBFD Infection Control Officer does not call back within a reasonable amount of time, then the EMS Division Chief will be contacted.
2. Confirm that the unit and/or equipment has been placed out-of- service.
3. Advise the Suppression Division Chief (300).
4. Work in conjunction with the MBFD Infection Control Officer in person or via telephone to ensure employee decontamination has been performed.
5. Work in conjunction with the employee's supervisor and crew members to request a source patient blood test and medical history.
6. Make an entry in the Captain 5 log that an exposure occurred and include the name of the employee and any pertinent information.

F. MBFD Infection Control Officer will:

1. Provide guidance to Captain 5 in mitigating the situation.
2. Notify the EMS Division Chief of the exposure within 24 hours.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Incidents of Possible Contamination (5)	Digna Abello, Fire Chief

3. Contact the affected employee to ensure Treatment and care are being initiated in a timely manner and to address any concerns.
4. Ensure post-exposure prophylaxis and counseling are being provided.
5. Ensure source patient blood test results are received in a timely manner.
6. If medications need to be given to a female employee, he/she shall recommend a pregnancy test be administered prior to the administration of any medication.
7. Maintain an electronic copy of all documentation pertaining to an exposure in a secure limited-access folder on the City network drive.

G. Suppression Division Chief (300) will:

1. Submit all significant exposure documentation via email (alternate fax) to Risk Management to ensure timely delivery.
2. Courtesy copy via email the above documentation to the Deputy Chief of Operations, EMS Division Chief and MBFD Infection Control Officer.
3. Place all original paperwork in a secured interoffice envelope and deliver to the Deputy Chief of Operations.
4. Assist Captain 5 in returning the affected unit back into service.

III. Post Exposure

- A. All employees suffering a significant exposure shall be treated at a Department approved hospital emergency department, which currently is Mt. Sinai Medical Center. Treatment will include baseline testing, preventative measure information and counseling.
- B. Recommendation for post-exposure prophylaxis medication(s) will be explained to the employee. An employee that meets the criteria for a significant exposure will be offered post-exposure prophylaxis medication in an expedient manner. The exposed employee may refuse medication.
- C. All employees that suffered a significant exposure are required to follow- up at a Department approved health clinic. Follow-up cannot be accomplished at the emergency department.

IV. Station Facilities



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Incidents of Possible Contamination (6)	Digna Abello, Fire Chief

A. Storage

1. Each station will be supplied with adequate storage facilities.
2. Stations will be supplied with appropriate containers for the storage of biomedical waste.
3. Clean equipment shall be kept separate from that which may be contaminated.
4. Under no circumstances should contaminated equipment be cleaned in areas designated as living areas, such as kitchens.
5. Infectious waste storage areas will be identified with a biohazard symbol and will be maintained in accordance with OSHA, EPA, and local or state regulations.
6. Biomedical waste materials will be stored in leak proof bags with appropriate labeling and color coding.
7. If outside contamination of disposal bag is possible, a second bag with identical markings should be placed over the first.
8. Contaminated sharps will be stored in closed puncture resistant container with proper labeling and color-coding.
9. Biomedical waste shall be placed into properly labeled biohazard containers located at each fire station.

B. Decontamination

1. Stations will be supplied with appropriate disinfecting solutions.
2. Material Safety Data Sheets (MSDS) for cleaning and disinfecting solutions can be provided upon request by the Support Services Division.
3. Personnel should be familiar with these solutions as well as the recommended PPE utilized during the decontamination process.

V. Additional Information and Contacts

- Mount Sinai Medical Center
 - Infection Control Nurse 305-674-2797 (office)
- Jackson Memorial Hospital



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Incidents of Possible Contamination (7)	Digna Abello, Fire Chief

- Employee Health: 786-371-5038 (office)
- After hours: 786-466-8381
- On-call RN: 1-866-763-3353
- Websites for additional information:
 - www.cdc.gov
 - www.dadehealth.org



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Infection Control – Wearing of PPE	Digna Abello, Fire Chief

POLICY:

The following policy shall be used for Infection Control - the wearing of PPE. A priority of the Miami Beach Fire Department (MBFD) is to be prepared to immediately render care and Treatment to patients, as well as afford the highest level of protection as possible to our personnel. This policy addresses the concern about the emergence of new pathogens (ex. COVID-19, SARS, EBOLA, CA-MRSA, drug resistant TB, etc.) and the transmission of these virulent infectious agents.

PURPOSE:

To provide adequate safety precautions and guidelines for the individual(s) who are occupationally exposed to blood and other bodily fluids through puncture, laceration, mucous membrane splashes, and/or exposure of non-intact skin. The primary objective in dealing with changes in the health care delivery system is to improve safety for the patient as well as the emergency service healthcare provider.

SCOPE:

This policy applies to all MBFD personnel responding to a medical emergency, performing medical examinations and/or rendering care and Treatment during the course of their work duties.

RESPONSIBILITY:

It is the responsibility of both the employee and their Officer-in-Charge (OIC) to comply with this policy.

PROCEDURE:

- I. The use of **Personal Protective Equipment (PPE) is MANDATORY** for any individual that will be in contact with a patient.
- II. PPE shall be necessary for the entire crew not only those in direct patient contact, but if there is a potential risk for exposure. (i.e. blood, bodily fluids, airborne pathogens, splashes, secretions, excretions, etc.)
- III. The OIC will conduct size-up considerations and determine the appropriate level of protection for the entire crew.
- IV. It will be the responsibility of the OIC to ensure proper precautions are taken to prevent exposure to personnel.



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PROCEDURE: Infection Control Wearing of PPE (2)	Digna Abello, Fire Chief

- V. The minimum PPE standard set by the OIC does not in any way prohibit the employee from wearing a greater type of PPE if they feel it is necessary.
- VI. The OIC **MAY NOT** reduce the level of protection below gloves and Tyvek sleeves.
- VII. If Fire Dispatch or size-up information indicates an immediate or anticipated need for a higher level of PPE, all crew members shall don the appropriate PPE commensurate with the potential exposure level.
- VIII. When in doubt, always choose the higher level of PPE protection.

GLOVES:

Gloves must be worn when the individual has contact or anticipated contact with blood, bodily fluids, or other potentially infectious materials, mucus membranes, non-intact skin and when performing vascular access or any invasive procedure.

Double gloves will be used when dealing with a large amount of contamination or when the chance exists that the first pair of gloves could be ripped.

Do not cross contaminate. Infectious diseases can be spread by rescue personnel. Wear a pair of clean gloves on every patient.

IMPERVIOUS SLEEVES:

Anytime there may be contact with blood, bodily fluids, or other potentially infectious material, impervious sleeves (i.e. Tyvek sleeves) must be worn to protect the exposed portion of the arm between the top of the glove and the sleeve of the uniform.

DISPOSABLE FACEMASK:

The disposable face mask (i.e. N95 mask) must be worn at all times when treating a patient or entering an area involving a patient identified by such markers as fever, cough, flu-like symptoms, or if suspected of having an infectious disease (ex. patient coughing, excessively sneezing, etc.)

Facemasks help prevent the transmission of infectious agents through the air. They protect the wearer from large particles (droplets) at close range and smaller particles at greater distances.



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PROCEDURE: Infection Control Wearing of PPE (3)	Digna Abello, Fire Chief

Samples of infectious diseases: Chicken Pox, Measles (Rubeola), Meningitis, Mumps, Pulmonary Tuberculosis, Rubella, Influenza.

GOGGLES:

Goggles must be worn in any situation where splashing of blood and/or bodily fluids is anticipated or a potential for exposure exists through contact with the eyes.

FACE MASK AND GOGGLES:

A face mask and goggles (i.e. full eye and face protection) must be worn in any anticipated situation where the splash of blood and/or bodily fluids or infectious disease exposure is possible (ex. intubating patient, suctioning patient, patient coughing excessively, any invasive procedure etc.)

GOWN:

A gown can be worn if necessary or if anticipated that clothing may become soiled with blood and/ or bodily fluids, secretions, or excretions (ex. trauma calls, childbirth, etc.).

BOOTIES:

If necessary, booties can be used to protect shoes from the splashing of blood and/or bodily fluids, secretions, excretions and for reducing cross contamination.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Inter-Hospital Transfer Transports	Digna Abello, Fire Chief

POLICY:

The following policy shall be used for all Inter-Hospital Transfer Transports. The Miami Beach Fire Department will transport critical patients between area hospitals when requested. Such transports will be approved only when there is proper notification of and physician approval from the destination medical facility. This policy complies with Florida Statute 401.252.

SCOPE:

This applies to all Fire Department EMS transport units.

PROCEDURE:

1. When the Public Safety Communication Unit (PSCD) receives a request for inter- hospital transport, the PSCD Dispatcher will verify acceptance by the receiving facility and then notify the EMS Shift Supervisor (Captain 5) who will approve the dispatch of a rescue for the inter-hospital transfer.
2. PSCD will not dispatch a rescue unit until it has been cleared by Captain 5.
3. Upon arrival at the transferring facility the Rescue Lieutenant will:
 - a. Determine the name of the accepting physician at the receiving facility.
 - b. Take verbal report on the patient's history and current status.
 - c. Accept transfer paperwork and medical reports to be taken with patient to the receiving facility.
 - d. Assess the patient's condition and stability for transport.
 - e. Transport to the designated receiving facility.
 - f. Notify the receiving facility of the patient's status and the estimated time of arrival.
4. If there is any question relating either to the patient's stability for transport or to the hospital equipment being sent with the patient the Rescue Lieutenant will request that appropriate medical personnel from the transferring facility accompany the patient during transport to the receiving hospital.
5. If the transferring facility is unable or unwilling to provide the appropriately trained staff members to accompany the patient during the transport after they have been requested, then the Rescue Lieutenant will contact Captain 5 who will resolve the problem by conferring with the involved physicians. The EMS Division Chief and/or Medical Director should be informed of the problem.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Portable Oxygen Trans-Filling Procedures	Digna Abello, Fire Chief

POLICY:

To establish a uniform system for proper operation/maintenance and procedure in the care and refilling of portable oxygen tanks.

SCOPE:

This procedure shall be followed by all members of the department and shall be supervised by the Fire-Rescue Division – EMS Shift CAPTAIN (Captain 5). Any deviation of this procedure will require prior notification of the EMS Supervisors or their designee. These procedures are based upon the requirements of the U.S. Food and Drug Administration and the Florida Department of Health and Rehabilitative Services.

GENERAL:

The department will utilize a multi-section trans-filling station manifold designed for the filling of up to three (3) portable cylinders at one time. The system will utilize up to six (12) supply tanks and will operate at a pressure of 2015 psi (pounds per square inch) The portable aluminum These cylinders are property of the City. The supply cylinders shall be a minimum of size "T" holding 6000 liters of product.

SAFETY OPERATIONS:

All safety procedures must be adhered to when handling the compressed medical oxygen cylinders. Failure to do so can result in a catastrophic failure of the vessel with the potential of serious injury or death to the users.

Avoid carrying the cylinders by the valve assembly. Grease and oil from other equipment on the hands may create a violent reaction resulting with the gaseous oxygen resulting in fire.

PERSONAL PROTECTIVE EQUIPMENT:

All personnel operating with the compressed medical oxygen equipment shall be required to wear the following safety equipment. Failure to wear the listed equipment may result in serious personal injury or damage to the equipment.

- Approved Eye Protection
- Approved Hearing Protection
- Approved Latex Gloves on **BOTH HANDS**

PROCEDURE:



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Portable Oxygen Trans-Filling Procedures (2)	Digna Abello, Fire Chief

The cylinder should be inspected for any obvious damage or contamination.

1. Open the cylinder valve and bleed-off any remaining product.
2. Place the cylinder in the wall-mounted refilling sleeve.
3. Connect the refilling pigtail valve to the cylinder.
4. Fill the required information on the log sheet.
 - a. The information required on the log sheet will include:
 - i. Date
 - ii. The **Supply** and **Portable** cylinder serial numbers
 - iii. The lot number on the **Supply** cylinder order
 - iv. The rescue unit (M cylinder)
 - v. Exterior Inspection Completed
 - vi. The hydrostatic date of each cylinder (within 5 years)
 - vii. Check-Off that vacuum function test was performed
 - viii. Enter YOUR City of Miami Beach Employee ID number
5. With the cylinder valve OPEN and all other valves CLOSED, turn on the vacuum pump.
6. Connect the vacuum pump until the vacuum gauge reads 25 mm of Hg.
7. Turn the vacuum pump off.
8. Open the valve on the supply tank where it is equal to or less than the cylinder pressure that needs to be filled.
9. Crack the brass in-line valve and slowly fill the portable cylinder at a rate no faster than 10 psi per second. Continue until the pressure equalizes.
10. Crack the brass in-line valve and slowly fill the portable cylinder at a rate no faster than 10 psi per second. Continue until the pressure equalizes.
11. Close the valve on tank # and repeat the process with tanks #2, 3, 4, 5...until the pressure gauge reads 2000 psi.

SAFETY

ONLY ONE SUPPLY TANK VALVE SHOULD BE OPENED AT A TIME.
ALL HIGH-PRESSURE CYLINDERS SHALL BE SECURED WITH CHAINS AT A TIME.

NOTICE



City of Miami Beach

FIRE - RESCUE DEPARTMENT. Date Created x/xx/xxxx

ISSUE DATE 10/24/2025 SOG#___

PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Portable Oxygen Trans-Filling Procedures (3)	Digna Abello, Fire Chief

12. Close all cylinder valves and the supply tank valve.
13. Open the valve at the end of the manifold assembly near the relief valve to bleed off any remaining product.
14. Remove the refilling valve assembly from the portable cylinder and seal the valve stem with a NEW plastic seal and gasket.

CHANGING OF SUPPLY CYLINDERS:

1. When changing out the supply-side cylinders, the newest tank shall be placed in position with less than 500 psi or the least amount of product.
2. The Refilling Form must also be revised and changed out to reflect the change in supply cylinders.
3. When there are 7 "EMPTY" T cylinders the EMS Captain shall be notified so he/she may re-order



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Rider Observer Program	Digna Abello, Fire Chief

POLICY:

The following policy shall be used for the Rider Observer Program. The Miami Beach Fire-Rescue Department (MBFD) allows individuals who are not members of the MBFD to ride on designated rescue units once appropriate authorization has been obtained. The purpose of ride-a-longs will be exclusively for educational enhancement and familiarization with MBFD protocols and procedures. This policy includes student riders from healthcare educational institutions where a current business agreement exists.

SCOPE:

This policy applies to all members of the Fire Department.

PROCEDURE:

I. Definitions

- A. **Rider** – A rider is defined as an individual who is allowed to assist or observe in the delivery of emergency medical services under the direct supervision and authority of a Rescue Lieutenant, within the scope of their level of certification and licensure. (i.e. paramedic students, EMT students, resident physicians, nurses, etc.)
- B. **Permission/Hold Harmless Agreement** – A document acknowledging that the undersigned is aware of the risk associated with their participation in this program and releases the City of Miami Beach of all liability.

II. General Guidelines

- A. Except for CMB employees, any person desiring to participate in this program must fill out the "Permission/Hold Harmless" form. In situations where the rider has not been instructed in the Health Insurance Portability and Accountability Act (HIPAA) they must be educated and sign a HIPAA release form prior to riding with the assigned crew. Both of these forms are available through the Rescue Division.
- B. The completed form(s), along with a photocopy of a valid government issued photo I.D. must be hand-delivered to the Rescue Division Chief, or designee, for review and authorization.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Rider Observer Program (2)	Digna Abello, Fire Chief

- C. A specific date(s) of participation will be indicated on the form and a date range will not be acceptable. A new form must be filled out for any additional participation dates other than those indicated on the initial form.
- D. Riders must be a minimum of 18 years of age.
- E. Except for MBFD personnel ride time must be scheduled between 0800 and 2000 hours.
- F. Only one rider will be permitted on a MBFD rescue unit at any given time.
- G. Except for MBFD personnel, riders/observers must be dressed in black or dark blue slacks or cargo pants, black leather closed toe shoes, and a plain white collared shirt. Uniform deviation requests will be considered on a case-by-case basis by the EMS Division Chief.

1. Paramedic and EMT field internship students must wear the approved student shirt of the educational institution, but in all cases this uniform must include black or dark blue slacks, black leather closed toe shoes, and a visible student ID. The uniform must clearly identify the individual as a student, as required by state law.
2. MBFD personnel assigned as the third person on a rescue unit must wear the approved student shirt of the educational institution during the scheduled field internship period. State law requires that all students in training be identifiable by the public.

- H. Except for CMB employees, riders may be required to provide a criminal history check prior to approval. Riders may be screened for criminal history prior to being approved for a ride.
- I. Approval to ride may be denied for any valid reason as determined by the Rescue Division Chief, or designee.
- J. All students must meet the standards set forth by the MBFD. Deviations from this must be requested in writing to the Rescue Division Chief.
- K. During the scheduled ride time, students must remain in common areas, and are prohibited from entering any private spaces, including dormitories and offices.
- L. Students must always remain with their assigned preceptor.
- M. Students shall not ride on any apparatus other than their preceptor's assigned unit.

III. Upon approval of a request to ride the following actions will be taken:

- A. The Rescue Division Chief, or designee will notify the appropriate Shift EMS Supervisor (Captain 5) and Shift Division Chief with an email memorandum. The memo will contain the riders name,



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PROCEDURE: Rider Observer Program (3)	Digna Abello, Fire Chief

institutional affiliation, approved date and time, and status regarding the rider's level of certification or licensure.

- B. Upon receipt of the memo Captain 5 will assign the rider to a rescue unit and forward a copy of the memo to the Station Officer and respective Rescue Lieutenant. The assigned Rescue Lieutenant must be designated as a student preceptor and have completed all required training prior to being selected.
- C. The Rescue Lieutenant (assigned preceptor) should be notified of a scheduled rider at least one shift day prior to the scheduled date unless specifically authorized by the Rescue Division Chief.
- D. On the scheduled date the Station Officer will make a note of the rider's attendance on the station's daily and in the station logbook.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: EMS Documentation and Quality Management	Digna Abello, Fire Chief

PURPOSE:

The purpose of this policy is to provide an overview of the Miami Beach Fire Department EMS Quality Management (QA/QI) procedures for documentation review and expectations for the continuous evaluation and improvement of Emergency Medical Services. This Department-wide process will promote, enhance, and ensure quality emergency medical care to our community at large, through information analysis, peer review, education, and coordination of system needs.

POLICY:

All employees of the Miami Beach Fire Department will adhere to this policy and the references below, regardless of rank or position. For further clarification or reference, refer to:

1. Florida Administrative Code 64J-1.014 Records and Reports
2. Miami Beach Fire Department Common EMS Protocols
3. Miami Beach Fire Department SOGs

DEFINITIONS:

EPCR: Electronic Patient Care Report

EHR: Electronic Health Record

Quality Assurance (QA): The process by which the performance of individual EMS providers will be continuously monitored to ensure compliance with treatment protocols and operational procedures

Quality Improvement (QI): A systematic, organizational approach for continuously improving all processes to deliver quality services

DOCUMENTATION REQUIREMENTS:

A Patient Care Report/Electronic Health Report (PCR/EHR) must be completed by the lead provider for every patient encounter, rescue response, or cancellation. Any time a transport unit responds on a call, an EHR is to be completed. This includes encounters where the patient refused care and/or



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: EMS Documentations and Quality Management (2)	Digna Abello, Fire Chief

transport, encounters where the patient is found deceased, and those times when rescue is dispatched, but canceled prior to arrival.

The EHR for a transported patient must be completed by the end of shift. An EHR is complete when it has been successfully "Locked" in the EHR system. If an extension of shift is required for completion of the EHR, approval, and notification of the respective EMS Chief/Shift Chief will be required. The following disciplinary process shall be followed when a Rescue Lieutenant/Lead Paramedic fails to complete a patient care report by the end of the shift and no extension notification provided:

A. TWO ATTEMPTS TO COMPLETE MISSING/INCOMPLETE REPORT:

- The 1ST written message in the EHR system as the 1st written notification warning and the supervisor will be notified to flag the report.
- The 2nd written message in the EHR system will constitute as the 2nd written notification warning, and the Shift Division Chief will be notified.

B. 1ST FAILED OFFENSE:

- *Captain 5 Document Counseling Session (SOG Disciplinary Process)*

C. 2ND FAILED OFFENSE:

- Verbal Warning Issued by Shift Division Chief

D. 3RD FAILED OFFENSE:

- Written Warning Issued by EMS Division Chief

E. ANY FURTHER FAILED OFFENSES TO COMPLETE A MISSING REPORT:

- Progressive Disciplinary Process Followed by EMS Division Chief.

The EHR must be completed using appropriate medical terminology, plain language, and only widely accepted medical abbreviations. Proper spelling, grammar, and punctuation are required. The following minimum elements must be documented on all patient encounters:

- A. Medical calls that resulted in patient contact and treatment must be documented in drop-down menus within the EHR software as well as in the narrative.**



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: EMS Documentations and Quality Management (3)	Digna Abello, Fire Chief

B. All treatments provided should be documented in chronological order with timestamps that reflect an accurate time of treatment.

C. All EHR must be complete, accurate, objective, and appropriate to the patient encounter.

ELECTRONIC SIGNATURES:

Section I

The patient's electronic signature must be obtained on the "Patient/Parent of Minor Billing Authorization Form."

Section II

If the patient is unable to sign, the electronic signature of an authorized representative should be obtained in Section II.

Section III

If neither the patient nor an authorized representative is available or capable of signing, the provider and receiving facility representative must electronically sign in Section III.

Provider Signatures

The lead paramedic and 2 Crew members must electronically sign all EHR.

Facility Signatures

The signature of the healthcare provider accepting the patient at the receiving facility must be obtained in an appropriate electronic format. The name and provider level of the representative assuming care should be documented in the EHR.

Refusal

If a patient refuses care, transport, and/or specific treatment, the patient's electronic signature and the signature of at least one witness, not part of EMS crew, must be obtained on the appropriate refusal form. The lead medic must clearly document what care and/or treatment the patient refused.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: EMS Documentations and Quality Management (4)	Digna Abello, Fire Chief

Witness signature is required and should be in the following order of preference:

1. Immediate family member.
2. Law enforcement officer.
3. Other personnel. (Nurse)
4. Crew member.

QUALITY MANAGEMENT ROLES AND RESPONSIBILITIES:

Once locked and submitted, each EPCR/EHR is aggregated into three Quality Management Roles: documentation review, billing review, and clinical review. During this review, the QA officer(s) shall verify the following elements:

1. Documentation Review (Captain 5) - This review is specifically responsible for ensuring that all appropriate fields are filled in accurately and completely.
 - a. Patient demographics are complete or an adequate explanation of why this was not obtained. This includes patient name, DOB, SSN, physical and mailing address, Hospital Face Sheet (or insurance information if available), and patient's medical history, allergies, and medications.
 - b. Incident-related times (en-route, arrival, on scene time, transport times where applicable) are within benchmark (i.e. 10 minutes on scene time for trauma alert, STEMI Alert, Stroke Alert, etc.)
 - c. Chief complaint- Document the patient's primary symptom(s); utilize the narrative section to describe the condition of the patient
 - d. Patient weight indicated if medications are given that are dose/weight dependent or the patient is a pediatric patient weighing less than 100 lbs.
 - e. Complete vital signs including blood pressure, pulse, respirations, skin color, condition, and temperature, capillary refill, pupils. (Two sets of vital signs are preferred when existing circumstances reasonably permit)



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: EMS Documentations and Quality Management (5)	Digna Abello, Fire Chief

- f. ECG uses documented and manual (printed) or electronic copy of ECG attached to EHR.
- g. Treatment and interventions are documented in chronological timeline.
- h. Narrative complete and accurate, including background story to support treatment delivered.
- i. Electronic Signatures of the Patient or Patient Representative, receiving Nurse or Physician, Lead Medic and Crew Members
- j. Flag Reports for Clinical Review

2. The following treatment and/or procedures must be documented in EHR:

- a. Oxygen - time, amount, delivery device, patient response.
- b. Oral airway - patient unresponsive, no gag reflex, size, patient response.
- c. BVM ventilation - oxygen amount, ventilation rate, adequate chest expansion bilaterally, patient response.
- d. Intubation - route, size of tube, placement verified by five-point auscultation, adequate chest expansion bilaterally, end tidal CO2, centimeters noted at route site, patient response. This must be documented and confirmed at regular intervals, but no less than to confirm initial tube placement, and immediately before transferring care to ER/ED Nursing staff.
- e. Suction - route, description of fluid, amount, patient response.
- f. CPR - time started, CPR in progress, CPR discontinued/time, pulses present with CPR, pulses absent before CPR, patient response. When utilizing point of care ultrasound, this must also be documented in the flow chart section of EHR.
- g. Defibrillation/cardioversion - EKG rhythm identified, watts used/time, successful/unsuccessful, if utilizing cardioversion, whether sedation used prior to procedure, pulses after procedure, patient response.
- h. Transcutaneous pacing-EKG rhythm identified, rate and milliamps used to capture pacing, pulses with electrical capture, whether sedation used prior to or during procedure, patient response.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: EMS Documentations and Quality Management (6)	Digna Abello, Fire Chief

- i. EKG Strip - rhythm interpretation documented in EPCR form, strip attached with patient's name, date, time and lead written on strip.
- j. Intravenous therapy - solution used, time, size of catheter, site, successful/unsuccessful, rate, amount infused upon transfer of patient, fluid challenge amount, patient response after fluid challenge. Each IV attempt should be documented separately as 1 of 1 and times reflecting each attempt appropriately.
- k. Medication - drug name, amount, route, patient weight if administering weight related dosages. Time of administration.
- l. Stabilization - time, pulses before and after spinal or extremity stabilization. If unable to stabilize, document that it was maintained manually.
- m. Alert notification times – STEMI Alert, Trauma Alert, Sepsis Alert notification times must be accurately documented.

3. Clinical Review: This review is to ensure appropriate clinical treatment methodologies. Noteworthy cases will be reviewed for education and dissemination back to the street level providers through Medical Director communications/training sessions. Incidents flagged for review include but are not limited to:

- a. Cardiac, Respiratory, Trauma Arrest; DOA; 16 years old, or less
- b. STEMI, STROKE, and SEPSIS Alerts
- c. The administration of antibiotics or TXA.
- d. Patient was intubated (successful or unsuccessful)
- e. Controlled Substance administered
- f. Protocol deviations

INCIDENT REVIEW FEEDBACK:

Feedback within the Documentation Review and the Clinical Review varies, and each section requires a rating to be given of Poor, Fair, Good, Very Good, Excellent. The following sections are reviewed in each report when available:



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: EMS Documentations and Quality Management (7)	Digna Abello, Fire Chief

Documentation Review (CPT 5)	Clinical Review (501/CPT 502/QA)
<ul style="list-style-type: none">- Patient Demographics- Assessment- Impression/ S & S- Vitals- Incident response times- Narrative- Interventions- Medical Necessity- Airway Management- Medication Dosing- Medication Route- Medication Selection- Patient Refusal- Protocol Selection- Provider Impression- Scene Management- Treatment Selection- Utilization of Medical Control- Full assessment of patient- Signatures- Spelling/typos	<ul style="list-style-type: none">- STEMI Alert- Stroke Alert- Trauma Alert- SEPSIS Alert- Cardiac Arrest- Respiratory Arrest- Administration of Controlled Substances- Pediatrics (16 years old, or less)- Cardiac, Respiratory, Trauma Arrest- DOA- Patient was intubated (successful or unsuccessful)- Controlled Substance administered- Protocol deviations- Commendations of job well done- Interesting Case Reviews- Large scale / significant impact incidents

TO DETERMINE A RATING OF POOR, FAIR, GOOD, VERY GOOD, EXCELLENT:

The lists below do not fully encompass every scenario but are used as a reference for determining a rating

Poor:

The submitted patient care EHR leaves many opportunities for litigation against the individual provider, the department, and/or the Medical Director.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: EMS Documentations and Quality Management (8)	Digna Abello, Fire Chief

- No narrative or narrative did not reflect patient encounter (seen, heard, done)
- Incorrect Disposition for call
- Inappropriate patient intervention based on chief complaint and signs/symptoms
- Incorrect use of medication based on patient presentation/vitals
- No vitals documented when medication is administered and/or response to intervention(s)
- Multiple spelling typos and grammar errors
- Patient Refusals without supporting documentation
- Field Pronouncement without supporting documentation
- Multiple patients within one narrative without individual EHR for each patient
- No documentation for calls resulting in extended scene time with or without patient contact/treatment
- No patient assessment for calls clearly identifying a patient where time permits
- Contradictions, inconsistencies, and missing information
- Not obtaining proper signatures
- EHR is not complete, accurate, objective and appropriate to the patient encounter

Fair

The submitted patient care EHR is incomplete and leaves the individual provider, the department, and/or the Medical Director in a difficult position if questions arise.

- Multiple spelling typos such as drug dosage and grammar errors but has minimum documentation requirements of patient assessment.
- Treatments and interventions, including vitals, are documented in narrative but not in drop-down menus. There is no follow-up assessment after treatments.
- Correct medication administration with minimum treatment based on patient's chief complaint, vitals, signs, and symptoms
- No Secondary Assessment/Physical Exam, including pertinent negative documented (only 1 set of vitals)
- Failure to obtain Name and Signature from Facility Nurse



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: EMS Documentations and Quality Management (9)	Digna Abello, Fire Chief

Good

The QA Officer understands the thought process of the lead medic but would have difficulty in justifying the provider's actions, based on the EHR submitted

- Minimal spelling errors and typos
- All required fields are complete and seemingly accurate.
- Treatment and interventions are appropriate based on patient's chief complaint, vitals, signs, and symptoms.
- The provider has summarized the patient presentation but lacks details supporting protocol decisions, patient outcomes, and/or changes from treatment decisions. (IE Treatment and interventions are documented not in chronological timeline)

Very Good

The submitted patient care EHR can be followed, and QA Officer can justify the actions that were taken based on the EHR alone.

- Narrative fully encompasses description of scene, patient care and assessments
- Correct and descriptive narrative to support calls requiring base contact
- ECG applied and documented, with rate and interpretation for all ALS patients
- EHR is organized in a detailed, sequential chain of events from inception of the call to the final release or transfer of care (created "word picture" of call)

Excellent

The submitted patient care EHR can be followed, and QA Officer has no questions about the patient interaction, and the care that was provided exceeds that of the State protocols and would be considered supported by the Medical Director.

- The EHR is complete and detailed
- All Signatures Obtained
- Times are sequential



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: EMS Documentations and Quality Management (10)	Digna Abello, Fire Chief

- The provider accurately and thoroughly documents patient presentation, scene description, treatments and care, and patient change/outcome after treatments.

REVIEW NOTIFICATIONS TO RESCUE LIEUTENANT/LEAD MEDIC

Though all reports will receive a rating, not all reports being audited will receive personal feedback or require a response from members. If at any time a report is given a rating of Poor, personal feedback will be given, and most likely corrective action will need to be addressed in the form of an addendum or clarification to Captain 5 or QA/QI administrator (EMS Captain (501)/EMS Chief/EMS Manager).

Feedback will be addressed directly through ESO in the form of a message. A follow-up e-mail will be sent to crew members to check their ESO messages. A crew member with a message must acknowledge the message and respond by end of shift unless otherwise agreed upon. If a member does not acknowledge a message or corrective action for a report, a phone call will be made directly to member to ensure message was received for a timely turnaround.

EMS REPORTS TO BE AUDITED

- Medication Administration – 100%
- Any patient intervention that includes ALS treatments – 100%
- Trauma Alerts – 100%
- STEMI Alerts – 100%
- Cardiac Arrests – 100%
- SEPSIS Alerts – 100%
- Controlled substance/narcotic administration – 100%

Beyond the 100% audit reports, reports will be audited based on disposition such as no patient contacts, GOA, assisted unit, and refusals to determine appropriateness of disposition.

To meet Quality Assurance and Improvement standards, reports will be selected at random and audited to drive education and improvement for patient care and documentation.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: EMS Documentations and Quality Management (11)	Digna Abello, Fire Chief

Reviews of field skill performances, successful vs. unsuccessful attempts at advanced skills, adequate documentation, and the objective evaluation of appropriateness of pre-hospital patient care will be conducted according to criteria and Standing Medical Orders as stipulated by the Medical Director.

- Members identified for substandard pre-hospital skill performance will be closely monitored for signs of continued decline or improvement.
- Members who consistently show poor performance will be subject to an investigation to identify problem sources and effect proper corrective measures and action plans

SCHEDULE FOR REPORTS:

Monthly Reports – ESO Analytics

Total Record Volume by Disposition
Treatments

Monthly Reports- Reports- EHR - Clinical

Clinical- Medication Breakdown
CPR Interventions

Monthly Reports- ADHOC

Shared Reports
Hands on Chest (HOC) Reports provided by PSCD

The EHR reflects the crew's skills, knowledge, professionalism, and adherence to the "standard of care." It should clearly and consistently demonstrate the high quality, compassionate care/treatment delivered to the patient.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Responding to Medical Emergency Incident	Digna Abello, Fire Chief

POLICY:

The Miami Beach Fire Response Units (FRU) will respond to emergency calls by the most direct, safe route. All proper urgency, consistent with safety, will be used in reaching the scene of the emergency.

SCOPE:

This policy applies to all Miami Beach Fire Department personnel when they are involved in the operation of Miami Beach Fire Response Units in the event of being dispatched to an emergency incident.

PROCEDURE:

Upon notification of emergency dispatch, personnel assigned to the FRU will adhere to the following:

- 1) The Officer In Charge (OIC) will acknowledge the call with dispatch by identifying their unit, confirming response, and repeating the address. (i.e. "Rescue 2, Acknowledge, 1020 Meridian")
- 2) All personnel will report directly to the FRU and take assigned positions, always using seat restraints while the FRU is in motion.
- 3) Appropriate personal protective equipment (PPE), in adherence to SOG 500.015 "Infection Control – Wearing of PPE" and depending on the nature of the call as dispatched, will be donned while enroute to the location as long as the seat restraint does not need to be removed in the process.
- 4) The OIC must advise dispatch by using the word "Enroute" along with the unit number when the actual response begins. (i.e. "Rescue 2 enroute") By definition, this is when the crew is all on board and the vehicle begins to move to the emergency scene.
 - a) The OIC will assure that the FRU, with the full assigned crew, has a 60 second (1:00 minute) Turnout Time" for all dispatched incidents



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Responding to Medical Emergency Incident (2)	Digna Abello, Fire Chief

- 5) The driver will respond to the scene using all available warning devices, which includes all warning lights, sirens, and air horn when necessary. Drivers will adhere to all Rules and Regulations which governs emergency vehicle response.
- 6) The OIC will advise the dispatcher upon "Arrival" and repeat the address (i.e. R2 arrival, 1020 Meridian Ave) at the emergency scene.
- 7) The OIC will be responsible to request additional resources if there is any concern regarding scene safety.
- 8) The patient(s) must be located ASAP. The OIC will notify dispatch when "patient contact" is made.
- 9) The OIC will direct patient assessment and treatment according to protocol, and assure that all personnel use appropriate personal protective equipment (PPE) in accordance to SOG 500.015.
- 10) The OIC will call for additional equipment or support as needed.
- 11) When the call has been completed, i.e.; refusal/release, ambulance transport, rescue transport and transfer to the E.R., the OIC will advise dispatch of the disposition and in-service status.
- 12) The OIC will specifically record the dispatch time, the enroute time, the arrival time, and patient contact time as well as other appropriate numbers given by dispatch and will complete and submit the patient care report in accordance with SOG 500.045 "Electronic Patient Care Reporting".



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Suppression Duties of Rescue Units	Digna Abello, Fire Chief

POLICY:

Personnel assigned to the Rescue Division (1220) will be assigned suppression related tasks when ordered to do so by the Incident Commander, or when a Rescue Unit is first to arrive at a Suppression related scene.

SCOPE:

This policy applies to all Miami Beach Fire Department personnel who are assigned to an emergency response unit in the Rescue Division.

PROCEDURE:

When it becomes necessary to function in a Suppression mode or when directed to do so by the Incident Commander (IC), Rescue Division personnel will:

- I. Stage their rescue unit at an appropriate location or as directed by the IC.
- II. Don bunker gear, retrieve all necessary equipment, and report to the IC for an assignment, or receive assignment via radio.
 - A. In the event of the Rescue Unit being the first arriving unit, the Officer In Charge (OIC) will:
 1. Notify dispatch of arrival.
 2. Give a proper size up, appropriate code, and assume command. If operating in a defensive posture, identify the command post location.
 3. Don bunker gear, SCBA, and gather appropriate tools and equipment, to include thermal imaging camera (TIC). The officer in charge (OIC) and assigned personnel shall be prepared to function as a search team, rapid intervention team (RIT), assist with water supply, stretch hose lines, secure utilities, or any other assignment as needed on the incident scene.
- III. Observe all safety protocols.
 - A. Utilize all personal protective equipment (PPE).
 - B. Follow Incident Command Procedures.



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PART-SECTION: Section 500 Emergency Medical Services	AUTHORIZED BY:
PROCEDURE: Suppression Duties of Rescue Units (2)	Digna Abello, Fire Chief

C. Utilize the Passport Accountability System.

IV. Perform assigned tasks.

V. Give feedback to the IC during the process of performing tasks to provide additional pertinent information. Communicate conditions encountered, actions taken, resource/equipment needs, etc. at regular intervals.

VI. Be prepared to follow additional directives from the IC.

VII. Report to Firefighter rehab when necessary or when ordered to do so.

VIII.

IX. Complete and submit incident report documentation as per policy.

SECTION 600 PREVENTION



City of Miami Beach

FIRE - RESCUE DEPARTMENT. Date Created x/xx/xxxx

ISSUE DATE 10/24/2025 SOG#___

PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Evidence / Chain of Custody	Digna Abello, Fire Chief

POLICY:

The following policy shall be used for collecting and processing evidence during a fire investigation.

SCOPE:

This policy applies to all Fire Department personnel.

PROCEDURE:

A. General

- The fire investigator or the Police Detective-Arson Unit will determine what items to collect as evidence and/or the areas to collect samples for possible accelerants. The fire investigator will follow guidelines in NFPA 921, Guide for Fire and Explosion Investigations.

B. Chain of Custody

- The Police ID Technician or Fire Investigator will take pictures of all items and areas before evidence is collected.
- The fire investigator will use appropriate gear and equipment (i.e., gloves, cans) to collect the evidence.
- Evidence collection can is properly sealed and marked as evidence by the fire investigator.
- The evidence is taken by the Police ID technician to Police Headquarters and secured in the Evidence Property room or taken by the State Fire Marshal. When the State Fire Marshal's Office is ready to retrieve the collected samples to be tested, they will contact the fire investigator.
- The Fire Investigator will sign out the evidence from the Police Department and turn item(s) over to the State Fire Marshal's Office investigator.
- If there is no cause to store evidence after 6 months of collection, the investigator will send a letter to the Insurance representative and owner informing parties that evidence will be destroyed. If no response from the parties involved, then evidence will be discarded.



City of Miami Beach

FIRE - RESCUE DEPARTMENT. Date Created x/xx/xxxx

ISSUE DATE 10/24/2025 SOG#___

PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Off Duty Details	Digna Abello, Fire Chief

POLICY:

The following policy shall be used for off-duty details.

SCOPE:

This policy applies to all Fire Department personnel eligible to participate in the Off-Duty Employment Program.

PROCEDURE:

I. DEFINITION OF OFF-DUTY EMPLOYMENT

- A. Off-duty employment consists of two designations of employment: 1) secondary employment and 2) temporary off-duty special event details.
- B. Secondary employment or outside employment is, by definition, activities outside the scope of the employee's official capacity as a member of the Miami Beach Fire Department.
 - Secondary employment shall be reported in writing and approved by the Fire Chief and the City Manager in accordance with the City's personnel rules.
- C. Temporary off-duty special event details, hereinafter referred to as details, are by definition, short term, non-repetitive activities which are similar in scope to routine Miami Beach Fire Department functions. Due to resource limitations or where these activities serve a limited segment of the general public, these details cannot be provided by on-duty personnel, therefore, off-duty assignments are necessary.

II. SPECIAL EVENTS COORDINATOR

- A. The Special Events Coordinator is assigned to the Fire Prevention Division and shall be responsible for the scheduling of hours for the off-duty employer and will act as a liaison between the off-duty employer and the Fire Department.
- B. The Special Events Coordinator shall be responsible for creating and maintaining off-duty files, job assignments, billing, and staffing off-duty details as required.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Off Duty Details (2)	Digna Abello, Fire Chief

III. ELIGIBILITY

Employees eligible to work off-duty details shall include all classified state certified firefighters having obtained regular status of employment with the City of Miami Beach.

- A. Those employees on probationary status will be eligible to participate in the off-duty program following successful completion of their probationary period.
- B. Personnel on light-duty status, medical leave, sick leave, ISC, administrative suspension, and/or a scheduled leave of absence shall **not** be eligible to participate in the off-duty program.
- C. Eligible employees are responsible for ensuring that their current contact information and job-related certifications are current. These are maintained in TeleStaff and Target Solutions. Change requests shall be directed through the Training Division Chief.

IV. SELECTION FOR WORK

- A. The Special Events Coordinator will notify all ranking fire department personnel of available off-duty details via city email.
- B. It shall be the responsibility of the employee to sign-up for off duty details in TeleStaff. Eligible personnel will be placed on standby status until the detail(s) are assigned.
- C. Position assignments shall begin with the employee that qualifies with the least number of off duty detail hours accrued at the time the position is being filled. Officer positions will be filled by rank. If more than one officer is assigned to the same unit, the highest-ranking officer will be the OIC for the unit.
- D. In the event that there are **no qualified** standby personnel for a particular detail, the Special Events Coordinator may staff any eligible employee in the interest of providing service. This will be enacted when a detail position is vacant and there is 72 hours or less to fill the position.
- E. Personnel must meet any certification and/or qualification requirements (i.e. paramedic, fire inspector, etc.) mandated by the Special Events Coordinator.
- F. Personnel will be notified and offered a vacant position via TeleStaff outbound calling system. The outbound calling system will call a total of 3 times over a 15-minute period using the first two phone numbers provided by personnel. Personnel can accept, reject or skip the offering via outbound calling, inbound calling, TeleStaff workstation or TeleStaff Web.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Off Duty Details (3)	Digna Abello, Fire Chief

V. STAFFING

- A. The Special Events Coordinator, subject to the approval of the Fire Chief, will determine the number of personnel assigned to a detail.
- B. Details for fire watch shall be staffed by personnel from any division within the Miami Beach Fire Department. Assignments where fire apparatus are required to standby for fire watch or hazardous conditions shall be staffed with one Fire Captain/Lieutenant, one Firefighter I DE, and two Firefighter I's. *Exception: Pyrotechnic and display fireworks events shall be staffed by Fire Inspectors.*
- C. Details that require medical care shall be staffed by paramedics from any division within the Miami Beach Fire Department. Some details may require assignments for a rescue transport unit. It shall be staffed by one Rescue Lieutenant and two Firefighter I's. Rescue scooters and all-terrain rescue vehicles shall be staffed by one Lieutenant/Captain and at least one Firefighter I.
- D. Details inside the Miami Beach Convention Center having special exhibits will be staffed by personnel certified as fire inspectors. Where there are three or more detail personnel for these types of shows, the Lead Fire Inspector shall be of Officer Rank (Captain or Lieutenant).
- E. Details at the Fillmore Jackie Gleason Theater requiring portions of the fire alarm system to be temporarily disabled shall be staffed by personnel certified as fire inspectors who are familiar with the system, as well as with all means of egress.
- F. Personnel must notify the Special Events Coordinator, or if necessary, the 300 or Shift Division Chief on duty on the day of the detail, immediately concerning their inability to work an assigned detail. The detail may be reassigned to other personnel at the discretion of the Special Events Coordinator or the 300 Division Chief. Failure to fulfill an assigned detail will result in disciplinary action.

Contact Information

- Special Events Office Phone: (305) 673-7123
- Special Events Cell Phone: (786) 387-0282
- Special Events Office Email: firespecialevents@miamibeachfl.gov
- Shift Division Chief's Office: (305) 673-7118



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PROCEDURE: Off Duty Details (4)	Digna Abello, Fire Chief

G. Assigned details may **not** be exchanged or swapped with other personnel. Personnel accepting an off-duty assignment are responsible for providing a suitable replacement in the event of an emergency and that replacement must be approved by the Special Events Coordinator. A suitable replacement indicates the same level of certification and/or rank where required. The Special Events Coordinator must be notified of any such changes in advance of the detail.

VI. RESPONSIBILITIES

- A. All personnel employed on a detail will be equally responsible for performing their assignment(s) in a professional manner. All Miami Beach Fire Department Rules and Regulations, administrative policies, and Standard Operating Guidelines shall be adhered to at all times. Any special considerations relating to a particular off-duty detail will be determined on an individual basis.
- B. It is the employee's responsibility to arrive at the worksite in advance of the assigned start time and make contact with the Event Manager. Personnel shall report any problems to either the Special Events Coordinator or the Shift Division Chief.
- C. At **NO** time shall the employee leave their assigned detail without the consent of the Special Events Coordinator or on-duty Combat Division Chief.
- D. Detail personnel shall notify Fire Dispatch upon arrival and departure from an assigned off-duty detail. Personnel will contact dispatch and provide name, city ID#, location, times of the event, and the type of work being performed (i.e. fire inspector, fire watch, paramedic).
- E. All personnel will follow the Uniform SOG when working details. If working as an Inspector, personnel must wear Class A dress uniform when the detail is inside a building/structure. If the Inspector detail is outside, personnel may wear either Class A uniform or Jumpsuit with Inspector patch. When working as a Paramedic, personnel may wear either a Jumpsuit with Paramedic patch or the Combat uniform of polo and cargo pants. If personnel are assigned to a combat piece for the detail, then they must wear the Combat uniform.
- F. Personnel may be required to use their personal vehicle to go to the detail site. No monetary compensation will be provided for use of the personal vehicle. Personnel must park his/her vehicle in accordance with all parking regulations and employer's parking requirements. Personnel must pay for any necessary parking fees and are responsible for any parking tickets. Night inspection vehicles are **not** to be used for details.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Off Duty Details (5)	Digna Abello, Fire Chief

- G. Specific equipment requirements will be based on the type of detail. The inspection, stocking, restocking, and security of the equipment is the responsibility of the employee assigned to the detail. All equipment must be signed out/in on the logbook provided.
- H. A portable radio(s) will be issued for the detail of which the designation will be determined. The radio designation will depend on the type of detail and the number of details being provided concurrently. Appropriate radio etiquette will be observed at all times.
- I. Personnel are responsible for parking any assigned Fire Department vehicle in such a way as to provide visibility of the unit, but not in a manner which will impede the normal flow of pedestrian or vehicular traffic.
- J. Personnel are required to keep any assigned Fire Department vehicle secured at all times when not in use or when not in visual contact with the vehicle.
- K. Detail personnel will not transport patients to hospitals unless directed by Capt.5 or the on-site Fire Department Command. Detail personnel are to remain on station at their assigned detail until completion of the detail.
- L. Detail personnel will check exit doors and other means of egress to ensure that exits are maintained throughout the detail.
- M. It is the responsibility of detail personnel to know the location of fire protection equipment and to be familiar with any specialized fire protection equipment that may be present.
- N. Personnel shall fuel city vehicles when the fuel gauge indicates less than three quarters (3/4) full and are responsible for cleaning, restocking, and safe return of any vehicle(s) and/or equipment. All equipment shall be signed out and signed in upon completion of the detail.
- O. Personnel shall complete a Miami Beach Fire-Rescue Incident/Patient Care Report on all patients treated while on a detail. All incident reports will be entered in the medical reporting system upon completion of the detail.
- P. Any injury or vehicle accident that occurs while working an off-duty detail shall be reported immediately to the Shift Division Chief. Departmental procedures for accident or injury shall be followed.
- Q. Off-duty employment shall not impair an individual's performance on-duty. Personnel must allow reasonable rest time between off-duty employment and on-duty employment.
- R. Failure to abide by these responsibilities may result in loss of off-duty employment privileges, either temporary or permanently, and/or other disciplinary action as determined by the Fire Chief.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Off Duty Details (2)	Digna Abello, Fire Chief

VII. COMPENSATION

- A. The current rate of pay for off-duty personnel is established by the Fire Chief, every year or as necessary.
- B. Off-Duty Employers are required to pay for off-duty fire-rescue services, in advance, at the City of Miami Beach Cashier's Office. Off-Duty fire personnel will not be paid directly by the off-duty employer. All off-duty wages will be paid to the employee through the City's payroll system.
- C. Off duty detail rates may be doubled, at the discretion of the Fire Chief or his designee, when an employer contacts the Fire Off-Duty office with less than twenty-four (24) notice requesting service.
- D. A minimum of four (4) hours shall be charged for all off-duty employment. When an event is cancelled with less than twenty-four (24) hours' notice; a minimum of four (4) hours shall be charged to the employer. The rate of pay for off-duty employment shall be double the standard rate on the following holidays:
 - New Year's Eve (after 6:00pm)
 - New Year's Day
 - Martin Luther King's Birthday
 - President's Day
 - Memorial Day Weekend (Friday after 6:00 pm thru Monday midnight)
 - Independence Day (4th of July)
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day
 - Day after Thanksgiving Day
 - Christmas Eve (after 6:00pm)
 - Christmas Day

VIII. ADMINISTRATIVE FEES

- A. Employers of off-duty firefighters hired through the Miami Beach Fire Department's Off-Duty Employment Program will be required to pay an administrative fee to the City of Miami Beach.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Off Duty Details (7)	Digna Abello, Fire Chief

The fee will be calculated per hour per firefighter in addition to the personnel wages charged to the employer.

- B. Employers will be required to pay all administrative fees, in advance, to the City of Miami Beach Cashier's Office.
- C. Employers of off-duty personnel who require specialized equipment may be billed for those services based on the established fee schedule.

**The (4) hour minimum will be applied to equipment fees.*



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ISSUE DATE 10/24/2025 SOG#__

PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Special Masters Proceedings	Digna Abello, Fire Chief

POLICY:

The following policy documents the procedure for enforcement process through the Special Master Hearings.

SCOPE:

This policy applies to the fire inspectors and fire protection analysts in the Fire Prevention Division.

PROCEDURE:

I. General Requirements

- A. The goal of the Fire Prevention Division is to obtain compliance of fire code violations through a cooperative effort between inspectors and building owners/managers. However, sometimes compliance is not achieved in a reasonable timeframe. In these cases, the inspector must seek compliance through the Special Master process as authorized in Miami Beach City Code, Chapter 50 and Chapter 30.
- B. Special Master Hearings are conducted in accordance with City Code Chapter 30 and Florida Statutes 162.12.
- C. The objective of the Special Master hearings is to provide a neutral forum for inspectors and violators to discuss compliance schedule. The Special Master will determine if the violator has been properly served the Notice and Violation and Notice to Appear. The Special Master will consider if the violations are clear and corrective action are understood. If the owner disagrees with the merits of the violation, then he/she has to appeal the violation to the Miami-Dade County Fire Prevention and Safety Appeals Board. The Special Master judge DOES NOT have the authority to grant appeals of fire code violations. If the discussion is leading to whether the deficiency is truly a code violations or the judge tries to interpret the fire code, then the City attorney or inspector's supervisor must interject that the appeal must be heard by the proper authority which is the Appeals Board.
- D. Prior to sending to Special Master, we aim to obtain compliance through various means.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Special Masters Proceedings (2)	Digna Abello, Fire Chief

- First, the NOV is sent to the listed owner or registered agent and tenant when applicable. The inspector gives the allotted time to comply (varies, but usually 45 days). Once the allotted time has passed, the inspector will re-inspect the building. If violations are still present, the NOV is sent to owner or registered agent via certified mail. The allotted time is given from date of certified mail service for compliance. Once allotted time has passed, a re-inspection is conducted.
 - If there is no compliance, the case is given to the Captain and contact with agent or owner is attempted as a final attempt to obtain compliance. At this time, if no compliance or agreement for compliance, we will send case to Special Master.
- E. The certified mail domestic return receipt must be signed and returned to our office before sending to Special Master. If we do not get the green card signed showing proof of service, then the NOV will be posted by Inspector following the procedure in Section 2.1 and an additional allotted compliance time is given from date of posting.
- F. In accordance with Florida Statutes, the notice must be sent to the owner or listed registered agent of the property who is listed in the property appraiser's office at the time of the notice of violation is issued. We search for this information on Miami Dade Property Appraiser and Sunbiz (Florida Department of State Division of Corporations) websites. A copy of the printout from the property appraiser's office and/or Sunbiz is maintained in the City Clerk's file for future use in court when the notice of violation is processed.
- G. In cases where there is a "laundry list" of violations, if partial compliance is achieved on some items, these should be noted on the violation itself, including the inspector's initials and date of compliance (see attached). This should also be maintained in the file for future use in court.
- H. The Special Master hearings are quasi-judicial hearings. Therefore, fire inspectors are expected to behave in a professional manner and address the judge and opposing attorneys appropriately.
- I. All inspectors and witnesses will be sworn in to tell the truth during the hearing. The inspectors must arrive on time to be there for swearing in.
- J. There are three types of Special Master hearings that involve fire inspectors. Regular Hearings are the cases that the fire inspector brings to the Special Master for further enforcement proceedings after compliance cannot be achieved. Appeal Hearings are the cases that the building owner/manager/violator files for an appeal of a citation issued by the fire inspector. Mitigation Hearings are the cases that the building owner files for a mitigation of the fines incurred during the Special Master hearings. After the fire inspector documents



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Special Masters Proceedings (3)	Digna Abello, Fire Chief

compliance, the owner has the right to request a reduction or elimination of the fines imposed by the Special Master.

II. Specific Requirements – Regular Hearings

- A. When inspector re-inspects the fire violations after the time frame of compliance that has expired and finds non-compliance in all avenues aforementioned, then he/she will consult with the supervisor to determine if the violation should go to Special Master.
- B. The fire inspector will forward the violation paperwork to clerical staff with a note to send to Special Master.
- C. The clerical staff then makes copies of the Notice of Violation, the registered receipt signed by the owner or owner's representative, ownership records from the Property Appraiser's website. If the violation was issued to a corporation or a condominium association, then a printout from the Sunbiz is required as well.
- D. If any ownership/registered agent information has changed since the original Notice of Violation was issued, an updated NOV has to be re-sent to the new owner/agent.
- E. When all documents are copied and ready to send to the Special Master's office, the status of the fire case is changed in ENERGOV to Special Master under the case status and the change of status must be saved. The date of the change will be automatically entered in the history section in EnerGov. A Special Master case is created and assigned to Special Master Clerk. A Special Master Affidavit of Violation shall be printed by clerical staff and given to the inspector to sign and notarized. This affidavit along with all the copied documents of the NOV are then taken by the inspector to the City Clerk's Office, notarized and then given to the Code Violations Clerk to process and place on a Special Master agenda.
- F. The Code Violations Clerk from the City Clerk's office sends a Notice to Appear to the owner/agent via certified mail. If the Notice to Appear is not claimed, then the fire inspector has to post it onsite in accordance with Section 3.
- G. After case is placed on an agenda and the fire inspector is given a copy of the agenda by the Fire Prevention clerical staff, the inspector conducts a re- inspection the day before or day of the hearing date. If all the violations have been complied with at this time, the fire inspector fills out an Affidavit of Compliance, which dismisses the case before it is heard at the Special Master hearing and the owner/agent is notified that the case is dismissed and does not have to appear at the hearing.



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PROCEDURE: Special Masters Proceedings (4)	Digna Abello, Fire Chief

- H. If at the time of re-inspection, the violations still exist, then the inspector and the owner/agent are required to appear at the scheduled hearing.
- I. The fire inspector must be ready to testify and present his/her case. The supervisor should also be present. The inspector will explain the violation and the attempts to get compliance. The owner will present his/her case and explain reasons for noncompliance. If the owner disagrees with the merits of the violation, then he/she has to appeal the violation to Appeals Board as mentioned above.
- J. At the hearing the Special Master places an Order, usually giving the owner/agent a new compliance date. The fire inspector re-inspects at this time, if compliance is still not achieved, then a Special Master Affidavit of Non- Compliance is issued by the fire inspector. The Affidavit is taken to the City Clerk's Office, notarized and then recorded by the Code Violations Clerk. At this time, the fines imposed by the Special Master start accruing.
- K. If at the time of re-inspection, the violations have all been complied with, the inspector issues a Special Master Affidavit of Compliance. The Affidavit is taken to the City Clerk's Office, notarized and then recorded by the Code Violations Clerk. At this time, the owner/agent is usually just responsible for court costs.
- L. The Inspectors' Supervisor will monitor old open cases to ensure that compliance is achieved. Old cases incurring fines with no compliance after a year must be brought back to the Special Master for further action.

III. Posting

- A. The inspector must post the documents at the entry point to the building or business for occupants to see when they enter the building. If a common entry point does not exist, then the inspector can post the documents at a particular common area such as the mailbox room. The inspector will use the red notice stickers to affix the documents on the door or wall.
- B. The inspector will take a picture of the documents at a distance to capture the address of the building and the paperwork. The picture must show the date and time the picture was taken.
- C. The inspector will take another picture closer to capture the actual document being posted so that it is legible on the picture.
- D. The inspector will document the date and time the posting was completed.

IV. Specific Requirements – Appeal Hearings



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Special Masters Proceedings (5)	Digna Abello, Fire Chief

- A. The fire inspectors have the authority to issue citation for certain offenses as described in City Code, Chapter 50.
- B. The fire inspector must write all the pertinent information on the citation. The citation must clearly state the violation and remedy. The citation also informs the violator of appeal rights.
- C. It is imperative that the fire inspector takes a picture(s) for each citation written to better inform the Special Master in the event the citation is appealed.
- D. The violator can appeal the citation and files for an appeal through the City Clerk's Office.
- E. The Clerk will schedule a hearing for the appeal and sends notification to all parties.
- F. During the Appeal, the Special Master will hear testimony from the inspector(s) and from the violator. The fire inspector must provide the pictures and any documentation to show the Special Master that the violator indeed deserved the citation.
- G. The Special Master will determine that the citation was issued and served in accordance with City Code. The Special Master will determine if the violator is guilty and the citation was issued correctly.
- H. The Special Master will grant or deny the appeal. The fines on the citation will have to be paid if the appeal is denied.

V. Specific Requirements – Mitigation Hearings

- A. The violator who is responsible for paying the fines imposed by the Special Master has the right to request a mitigation hearing in front of a Special Master.
- B. The violator will explain circumstances for delay in compliance and will request the Special Master to eliminate or reduce the fines.
- C. The Inspector's Supervisor is present to discuss the case and answer any questions. The supervisor is not there to present the original case again. The supervisor's testimony will consist of informing the Special Master of the original violation, the date of compliance, the number of times for re-inspection. The supervisor WILL NOT recommend mitigation in any way. The supervisor may be asked for total hours of work in the case. The supervisor may state if the violator was cooperative or not or may confirm the violator's circumstances resulting in the delay.
- D. The Special Master will enter an Order on the mitigation of the fines.

- VI. **Records:** The records generated by this SOG are the forms described herein. The documents must be kept in the building file for a period of five years after compliance.



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ISSUE DATE 11/4/2025

SOG#___

PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review	Digna Abello, Fire Chief

GUIDELINE:

The following guideline shall be used for Fire Plan review by the staff in the New Construction Section of the Fire Prevention Division. The purpose of this policy is to explain the process of performing fire plan review and to document the duties of the fire plans examiner.

SCOPE:

This guideline applies to the Fire Protection Analysts in the Fire Prevention Division.

GENERAL:

I. General Requirements

The fire plan review is based on the requirements in the City of Miami Beach, Chapter 50-*Fire Prevention Code*, Florida State Statutes, Chapter 633-*Florida Fire Prevention and Control*, including the Uniform Fire Safety Rules and Standards, and the Florida Fire Prevention Code current edition.

The fire plans examiner must use the FFPC during plan review since it changes many code requirements in NFPA 101. The plans examiner is responsible for checking that the Florida changes are met. Also, the fire plans examiner must use the "adopted" edition of the miscellaneous codes and standards (i.e., NPFA 92, NFPA 80).

Fire Plan review is documented through EnerGov computer software. The fire plans examiner should use the EnerGov Manual for instructions on this system.

A. The fire plans examiner is responsible for reviewing the following plan submittals:

Building Permits (commercial buildings or multi-family dwelling residential)

- new construction
- alterations
- additions
- change of occupancy
- door/window
- repairs
- trailer (i.e., use for office)



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PROCEDURE: Fire Plans Review (2)	Digna Abello, Fire Chief

- fence permits
- tent

Fire Permits

- fire suppression - sprinkler plans
- fire suppression – pre-engineered (kitchen hood systems) [later]
- fire suppression – total flooding systems (dry chemical, clean agents) [later]
- underground main
- fire alarm
- tanks – installation [later]

B. Submittal and Record Keeping

Two copies of building plans are submitted to the Building Dept for review and permitting. The customer can leave the plans at the desk and it gets routed to the plans examiners. The customer can route the plans himself by going to each plan examiner for small jobs or minor revisions (< 5 sheets of revision). Plan reviews for new construction or major revisions are dropped off at the Building Department's drop off counter. The printed plans are sent out to be digitally scanned for electronic review. The Building Department's permit counter will generate a workflow in the EnerGov system for all departments required to review the plans, based on the scope of work. Plans cannot be reviewed without an active workflow. Once all required departments have completed the review, the customer can pick up the drawings and permit, if approved. If corrections are required, the plans must be revised and resubmitted for a new workflow and re- review by all applicable departments.

If the plans are to be reviewed by a Private Provider for compliance with the Building Code, Fire must still review for compliance with the Fire Code. All Private Provider plans must be reviewed and stamped by the Private Provider prior to review by the Fire Department.

After the permit has been approved, the applicant takes the drawings to the permit counter. The permit counter technician takes the drawings and issues the permit. Each morning, the microfilm section personnel pick up the plans that were collected the day before. The microfilm personnel create a list of the plans they collected from the permit counter. This list is kept on file for verification purposes.



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C. Licensing Requirements:

Fire permits can only be issued to properly licensed contractors for the particular job.

- For sprinkler permits, contractors must be licensed as a Contractor Class I, II issued by the State Fire Marshal. Contractor Class IV can do NFPA 13D design.
- For underground main permits, contractors must be licensed as a Contractor Class I, II, or V issued by the State Fire Marshal. If the main is a combination line (i.e., loop supplying domestic and fire hydrants or sprinklers), then it can be installed by a contractor licensed as a Underground Utility and Excavation Contractor (CU or RU) issued by Department of Business and Professional Regulation (DBPR).
- For total flooding system, contractors must be a Contractor Class III issued by the State Fire Marshal.
- For pre-engineered system (kitchen hood system), contractor must have a Fire Equipment license Class 4.
- For fire alarm permits, contractor must have a license type EF or EC issued by DBPR.
- For tanks installation permits, the contractor must be licensed as Pollutant Storage System contractor (PC) issued by DBPR.

The fire plans examiner is responsible for checking People for proper licenses. If the contractor is not properly licensed, then the plan review is disapproved.

D. Plan Review

The fire plans examiner must use this procedure and the appropriate checklists to conduct plan review. The following sections list the items to check for in each type of review. Fire Prevention Standards published by the Fire Marshal must be followed. Equivalencies approved by the Fire Marshal must be scanned to the drawing. The plans examiner will ensure that the items in the equivalencies have been incorporated into the design.

The fire plans examiner must do a thorough review the first time, subsequent reviews must indicate what previous comments were not addressed. If the review could not be completed for whatever reason, the plans examiner will indicate in the computer the sheet number where he/she stopped the review. However, the sheets reviewed would have received a thorough review the first time.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (4)	Digna Abello, Fire Chief

The plans examiner must indicate the code reference for every rejection comment when a) it is not obvious from the comment, b) there is a disagreement with the designer, or c) as requested.

II. Building- New Construction

A. Basic Information

Check cover sheet of plans for:

- Codes and editions use for the design - proper editions should be shown
- Type of construction is usually given per FBC - The architect must also provide the NFPA 220 type to check NFPA requirements based on construction
- Occupancy class
- Building sprinklered or not should be indicated
- Floor area in square feet
- Number of stories
- Total height of structure
- Top floor height (to determine high rise)

B. Check Site Plan

Check location of the building and surrounding structures within the same property. Is the new building too close that it presents a fire exposure? Note- Building plans examiner checks distance to property and opening per FBC.

Fire lane is required if the structure is 150 ft. from a public road, or the structure is 30 ft in height and set back is over 50 ft.

Does the building have proper fire department access – paved road or parking area around the building or at least one side? Is the building close to the street and no interior access needed? Fire department roads must meet Miami Beach Fire Department requirements. Check dead-end streets– turnaround is needed if dead-end is greater than 150 feet (Fire Department requirements).

Fire lanes must be 20 ft. clear width, and clearance 13 ft. 6 in.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (5)	Digna Abello, Fire Chief

Site plan must show public hydrants, measure public hydrants to the remote point of property. At least one hydrant must be located within 300 ft. from edge of structure. Hydrant distance is measured as hose lay distance – note obstacles such as ditches, ponds, fences, etc. when measuring distance. (Note: hose lay is by pumper connection and drivable surface to lay hose line) Require public or private hydrants, if existing public hydrants are not sufficient.

Check where hydrants are located – 5 ft. from curb, accessible by fire truck, not closer than 50 ft. from building.

Check site plan utilities for the underground main for hydrants/sprinkler protection. Check that point of connection is clearly marked near the tap to the public main. The system after the tap is consider private and falls under our jurisdiction. Public mains fall under the Public Works Department. Engineers may want to identify point of connection further inside the property so the main is not permitted by our office. This is not correct. The point of connection is the valve near the tap, but not necessarily near the backflow preventer. The backflow is a private device and own by the property owner, but it is required by Public Works. The engineers tried to argue that the point of service is where our jurisdiction begins. This is not correct. The point of service is the connection to the sprinkler system. The underground permit begins where the private main begins. Sometimes Public Works takes ownership of an underground main that may appear to be a private main. In this case, we need documentation from Public Works stating that the main is public which will be inspected and tested by Public Works. If Public Works takes ownership, then we do not permit it.

The plan must indicate that private main is designed, installed, and tested per NFPA 13, 24. Designers may not state this, and instead indicate that AWWA standards are used. This is not correct. Our standard is NFPA 24, not AWWA nor Public Works. The main must be tested at 200 psi. Underground main must be at least 6-inch mains.

Check dead-end mains. Hydrants shall be installed on at least a 6-inch main if looped system, or an 8-inch main if not a looped system. Hydrant extensions off the 8-inch main can be on a 6-inch line if less than 300 ft. Dead-end mains cannot exceed 600 feet if it is less than 10-inch in diameter (recommended by NFPA 1141).

The plan must indicate the type of pipe to be used (i.e., ductile iron). C900 PVC is allowed if using DR14.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (6)	Digna Abello, Fire Chief

The plan must show details of joints to be used, thrust blocks, mechanical joints, etc.

The plan must show details of hydrants installation.

The plan must show or note depth of cover to be at least 30 inches.

C. Check site plan for any fences to be installed.

Plans must indicate if gate is automatic opening or manual. There must be a lock box for Fire Department access. Gate to commercial property must be at least 20 feet wide in clear width. Measure public hydrant distance around the fence through gate to make sure approved hydrant hose lay distance is still okay.

D. Is the building required to be sprinklered?

Sprinkler Design document is required if the system is 50 heads or more (FS 553.79). If no design document is submitted, then ask for it in the comments. Normally we should get a design document for new systems. The architect could indicate that no design document is needed, because the new system is less than 50 heads (this is unlikely). The design document is sealed by an engineer. The drawing should appear to be his/her design drawing. Do not accept shop drawings sealed by engineer. Design document is a drawing showing sprinkler system, type – wet, dry, riser location, FDC location, hydraulic calculations, with flow test, showing adequate water supply, concealed spaces, location of fire pump, room, design criteria. The submittal must be complete in order to perform a full review at this time and release the building permit.

Note: FS 553.895 requires a sprinkler system for any building with 3 stories or more, regardless of the occupancy type.

E. Is fire alarm system required by code?

A fire alarm design document is required when equipment cost is greater than \$5000 (FS 633). It is difficult for the plans examiner to determine cost at this time. Usually, electrical sheets contain the basic fire alarm system to be installed. The electrical sheets are signed and sealed by an engineer.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (7)	Digna Abello, Fire Chief

Check fire alarm panel location: it should be by entry point within clear access, close to door. If not, then annunciator panel is needed at the entry point. Plans should show initiating devices and notification appliances, check audible/visuals provided; ceiling mounted must comply with FLA accessibility code. If vendor has not been selected yet, then the complete review cannot be completed at this time (i.e., battery information is not available). Most of the review can be done so the building permit can be released.

F. Check compliance with the Life Safety Code – NFPA 101; Current edition

Is it a mixed occupancy? If yes, must comply with most restrictive requirements, exception for incidental occupancies.

Calculate occupant load and compare to designer's occupant load. If designer is calculating more than allowed, then disapprove plans. High occupant load may require additional protection -- check code. Drawings should indicate right occupant load in assembly rooms so the owner can post the occupant load.

Number of exits should be adequate and remote; measure remoteness using diagonal rule;

Exit arrangement – follow path to determine if exiting through locked rooms, or other areas not allowed? Etc.

Check elevation sheets for headroom clearance. There have been several problems in new construction where proper headroom clearance was not provided.

Check that type of doors is allowed (swinging, sliding, revolving, etc.).

Check door swings (obstructing egress width, right direction).

Check that all fire doors show the proper rating.

Check closely for changes in elevation, guards, tripping hazards.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (8)	Digna Abello, Fire Chief

Do exit doors show locking mechanism (i.e., delay egress, access controlled)? Check requirements are met for these locking features. Hold open doors – must show smoke detectors on plans. Do not allow hold-open device for doors in exit stairwells.

Panic hardware when required must be shown on plans.

Travel distance to exits, measure and mark on the drawings different travel distances. If no furniture layout, then use straight line segments to measure. If no furniture layout or obvious natural path from the use, then use natural path of travel lines.

Common path of travel – different distance for each occupancy; in movie theatres, check exit location and handicap ramp may increase common path of travel.

Type of stairs allowed (winder, spiral, etc.).

Stair enclosure rating, and fire doors must be shown on the plans; full enclosure to first floor, clear width shown, signage details shown.

Check stair details for riser, run, handrails, guardrails, headroom, and door swing on landings.

Ramps, if used – check all requirements for ramps, slope details, handrails, guardrails, etc.

Horizontal exits- rating, location

Exit passageway – rating, capacity, openings only from occupied areas, no equipment, no utilities, treat like an exit stairwell

Exterior stairs – separation from building, 10 ft. protection of openings, openness, tread surface

Smokeproof enclosure, if required – enclosure, vestibule, access, natural ventilation or mechanical

Exit Discharge – overall how discharge to public way (i.e., street, beach, etc.), check landscaping, courtyards, fences, etc. that may be obstructing egress capacity



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (9)	Digna Abello, Fire Chief

Check dead-ends corridors – this applies to exit access corridors; aisle created by cubicles are not corridors, check common path of travel

Corridors – clear width; check door swing obstructions; fire rating; fire doors

Egress capacity – most restrictive component, street floor exit requirements, egress capacity for converging load in lobby and corridors

Area of refuge and accessible means of egress requirement, see exception for smoke partitions

Normal lighting in means of egress – check that lighting fixtures are provided along means of egress.

Emergency lighting – check that it is provided in areas defined in the code. Exit access and exit discharge is defined differently for this section.

Exit signs, and directional signs; too many exit signs are added during inspection; this can be minimized by checking floor plan for blind corners, intersection, etc.

If vertical openings, check rating on shafts, trash chutes, openings; check fire doors

Hazard protection – rooms that must be separated by 1-hr or AS; check fire doors

Subdivision of buildings – is it required and adequate

Construction requirements, if any, certain occupancies require specific construction

Interior finish, plans show floor, ceiling, walls, material and class

Are smoke detectors required? Are proper detectors indicated?

Is fire alarm system required?

Is sprinkler system required?



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (10)	Digna Abello, Fire Chief

If high rise building, Check all requirements per NFPA 101.

Utilities – Electrical (electrical plans examiner performs the review to meet NEC) However, the fire plans examiner should check location of generator per NFPA 37, 110.

Utilities – HVAC (mechanical plans examiner performs the review for mechanical code).

Utilities - Elevators (elevator plans examiner performs the review for elevator requirements) however, fire plans examiner should check sprinkler requirements and smoke detector for recall.

Utilities - trash chute must comply with NFPA 101 and 82. Rating of shaft, vestibule size, sprinkler protection.

If there is an atrium, check requirements per NFPA 101

Smoke exhaust system – check initiating devices, sequence of operation on plans.

If stair pressurization, check smoke detector at 10 ft. from door.

Smoke Control system or Smoke Exhaust system – The mechanical plan examiner performs the review; fire plans examiner will do cursory review for sequence of operation, detectors, and dampers.

Special Occupancy requirements:

Assembly – aisles and aisle access ways dimensions shown on plans, egress capacity of main entrance, guards and railing in seating areas, stages and platforms

Educational – location of rooms for k, 1st, 2nd graders, corridor width, emergency lighting in rooms, rescue windows, flexible plans,

Day Care – mixed occupancy, door and locks, emergency lighting in rooms, rescue windows, corridors, flexible plan

Health care – door and locks, corridors, laboratories, medical gas, special hazard, NFPA 99



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (11)	Digna Abello, Fire Chief

Lodging -

Hotel – size of room may need two doors, signage in rooms

Apartments –

Industrial – Check pertinent NFPA 30, NFPA 33, etc.

Storage – parking garages NFPA 88A

G. Fire extinguisher

Is fire extinguisher by NFPA 101, or by a hazard standard (i.e., NFPA 33) Check location and travel distance to extinguisher (must be maximum 75 ft. for most extinguishers). Check extinguisher rating is adequate for the hazard area.

In industrial occupancy near flammable liquids, the rating must be Class B (must be 30 ft. from the hazard). In the kitchen, the rating must be Class K (must be 30 ft. from the hazard).

H. Standpipe required per City Fire Code or City Building code?

FFPC requires standpipe for buildings more than 3 stories or buildings over 50 ft. in height above grade with intermediate stories or balconies. Height is measured as defined in building code. If it is a flat roof, then measure to the finished roof line. If pitched roof, then the height is the average height between the roof lines. Standpipe shall be automatic wet

Note: FBC requires standpipes when highest floor is more than 30 ft. above Fire Department access.

I. Cooking equipment

Check that cooking equipment in the kitchen will be protected by fire extinguishing system and commercial hood. Must be shown on plans or note indicating protection.

III. Building Alterations



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (12)	Digna Abello, Fire Chief

A. General

Rehabilitation work on existing buildings shall be classified as one of the following work categories:

1. Repair
2. Renovation
3. Modification
4. Reconstruction
5. Change of use or occupancy classification
6. Addition

The category must be identified on the cover sheet along with a clear description of the Scope of Work. The reviewer must compare the proposed scope of work with the Rehabilitation classifications defined in Chapter 43, to ensure the correct classification has been identified. The plans will then be reviewed for compliance with the specific requirements of Chapter 43 and the appropriate Occupancy Chapters.

Alteration to existing building – Major renovations would sometimes require a walk thru the building. The purpose of the inspection is to get a better picture of the plans and to identify problems that may arise during the inspection phase, which the architect may not have shown on the plans. The plans examiner will complete the initial review as scheduled and set up another afternoon appointment for an on-site visit. The same plans examiner conducting the review must conduct the on-site visit.

Plan must show key plan to show work area compared to entire floor(s).

How does new alteration affect existing building?

Plan must show clearly scope of work

Basic Information:

- Codes and editions use for the design - proper editions should be shown
- Type of construction is usually given per FBC - convert to NFPA 220 type
- Occupancy class



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (13)	Digna Abello, Fire Chief

- Building sprinklered or not should be indicated
- Floor area in square feet
- Number of stories
- Total height of structure – per definition in FBC
- Top floor height (high rise)

Plan should note existing fire protection system or lack thereof. Depending on the nature of the renovation, sprinkler work may be needed. Sprinkler Design document needed if adding, relocating, or deleting 50 heads or more. If the renovated area is 6500 sq. ft. (estimating 130 sq. ft./head), then ask for a design document. Designer should state if work is not exceeding 49 heads, therefore design document is not needed.

B. Standpipes

Does the building have a standpipe system? -- check how alteration affects hose lay distance. If existing hose lay is compliant, then alteration should be compliant. If existing hose lay is not compliant, then alteration cannot make it worse. For example, the renovation may eliminate doors that now create a longer travel distance from the hose connection. This would not be acceptable.

C. Check site plan for any fences to be installed.

Plans must indicate if gate is automatic opening or manual. There must be a lock box for Fire Department access. Gate to commercial property must be at least 20 feet wide in clear width. Measure public hydrant distance around the fence through gate to make sure approved hydrant hose lay distance is still okay.

D. Is the building required to be sprinklered?

Sprinkler Design document is required if the system is 50 heads or more (FS 553.79). If no design document is submitted, then ask for it in the comments. Normally we should get a design document for new systems. The architect could indicate that no design document is needed, because the new system is less than 50 heads (this is unlikely). The design document is sealed by an engineer. The drawing should appear to be his/her design drawing. Do not accept shop drawings sealed by engineer. Design document is a drawing showing sprinkler system, type – wet, dry, riser location,



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (14)	Digna Abello, Fire Chief

FDC location, hydraulic calculations, with flow test, showing adequate water supply, concealed spaces, location of fire pump, room, design criteria. The submittal must be complete in order to perform a full review at this time and release the building permit.

Note: FS 553.895 requires a sprinkler system for any building with 3 stories or more, regardless of the occupancy type.

E. Is fire alarm system required by code?

A fire alarm design document is required when equipment cost is greater than \$5000 (FS 633). It is difficult for the plans examiner to determine cost at this time. Usually, electrical sheets contain the basic fire alarm system to be installed. The electrical sheets are signed and sealed by an engineer. Check fire alarm panel location: it should be by entry point within clear access, close to door. If not, then annunciator panel is needed at the entry point. Plans should show

initiating devices and notification appliances, check audible/visuals provided, ceiling mounted must comply with FLA accessibility code. If vendor has not been selected yet, then the complete review cannot be completed at this time (i.e., battery information is not available). Most of the review can be done so the building permit can be released.

F. Check compliance with the Life Safety Code – NFPA 101; FFPC 2001

Is it a mixed occupancy? If yes, must comply with most restrictive requirements, exception for incidental occupancies.

Calculate occupant load and compare to designer's occupant load. If designer is calculating more than allowed, then disapprove plans. High occupant load may require additional protection -- check code. Drawings should indicate right occupant load in assembly rooms so the owner can post the occupant load.

Number of exits should be adequate and remote; measure remoteness using diagonal rule;

Exit arrangement – follow path to determine if exiting through locked rooms, or other areas not allowed? Etc.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (15)	Digna Abello, Fire Chief

Check elevation sheets for headroom clearance. There have been several problems in new construction where proper headroom clearance was not provided.

Check that type of doors is allowed (swinging, sliding, revolving, etc.). Check door swings (obstructing egress width, right direction).

Check that all fire doors show the proper rating.

Check closely for changes in elevation, guards, tripping hazards.

Do exit doors show locking mechanism (i.e., delay egress, access controlled)? Check requirements are met for these locking features. Hold open doors – must show smoke detectors on plans. Do not allow hold-open device for doors in exit stairwells.

Panic hardware when required must be shown on plans.

Travel distance to exits, measure and mark on the drawings different travel distances. If no furniture layout, then use straight line segments to measure. If furniture layout or obvious natural path from the use, then use natural path of travel lines.

Common path of travel – different distance for each occupancy; in movie theatres, check exit location and handicap ramp may increase common path of travel.

Type of stairs allowed (winder, spiral, etc.).

Stair enclosure rating, and fire doors must be shown on the plans; full enclosure to first floor, clear width shown, signage details shown.

Check stair details for riser, run, handrails, guardrails, headroom, door swing on landings.

Ramps, if used – check all requirements for ramps, slope details, handrails, guardrails, etc.

Horizontal exits- rating, location



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (16)	Digna Abello, Fire Chief

Exit passageway – rating, capacity, openings only from occupied areas, no equipment, no utilities, and treat like an exit stairwell

Exterior stairs – separation from building, 10 ft. protection of openings, openness, tread surface

Smoke proof enclosure, if required – enclosure, vestibule, access, natural ventilation or mechanical

Exit Discharge – overall how discharge to public way (i.e., street, beach, etc.), check landscaping, courtyards, fences, etc. that may be obstructing egress capacity

Check dead-ends corridors – this applies to exit access corridors; aisle created by cubicles are not corridors, check common path of travel

Corridors – clear width; check door swing obstructions; fire rating; fire doors

Egress capacity – most restrictive component, street floor exit requirements, egress capacity for converging load in lobby and corridors

Area of refuge and accessible means of egress requirement, see exception for smoke partitions

Normal lighting in means of egress – check that lighting fixtures are provided along means of egress.

Emergency lighting – check that it is provided in areas defined in the code. Exit access and exit discharge is defined differently for this section.

Exit signs, and directional signs; too many exit signs are added during inspection; this can be minimized by checking floor plan for blind corners, intersection, etc.

Vertical openings? Check rating on shafts, trash chutes, openings; check fire doors

Hazard protection – rooms that must be separated by 1-hr or AS; check fire doors

Subdivision of buildings – is it required and adequate



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (17)	Digna Abello, Fire Chief

Construction requirements, if any, certain occupancies require specific construction

Interior finish, plans show floor, ceiling, walls, material and class

Are smoke detectors required? Are proper detectors indicated?

Is fire alarm system required?

Is sprinkler system required?

If high rise building, Check all requirements per NFPA 101.

Utilities – Electrical (electrical plans examiner performs the review to meet NEC) However, the fire plans examiner should check location of generator per NFPA 37, 110.

Utilities – HVAC (mechanical plans examiner performs the review for mechanical code).

Utilities - Elevators (elevator plans examiner performs the review for elevator requirements) however, fire plans examiner should check sprinkler requirements and smoke detector for recall.

Utilities - trash chute must comply with NFPA 101 and 82. Rating of shaft, vestibule size, sprinkler protection.

If there is an atrium, check requirements per NFPA 101

Smoke exhaust system – check initiating devices, sequence of operation on plans

If stair pressurization, check smoke detector at 10 ft. from door.

Smoke Control system or Smoke Exhaust system – The mechanical plan examiner performs the review; fire plans examiner will do cursory review for sequence of operation, detectors, and dampers.

Special Occupancy requirements:



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (18)	Digna Abello, Fire Chief

Assembly – aisles and aisle access ways dimensions shown on plans, egress capacity of main entrance, guards and railing in seating areas, stages and platforms

Educational – location of rooms for k, 1st, 2nd graders, corridor width, emergency lighting in rooms, rescue windows, flexible plans,

Day Care – mixed occupancy, door and locks, emergency lighting in rooms, rescue windows, corridors, flexible plan

Health care – door and locks, corridors, laboratories, medical gas, special hazard, NFPA 99

Lodging -

Hotel – size of room may need two doors, signage in rooms

Apartments -

Industrial – Check pertinent NFPA 30, NFPA 33, etc.

Storage – parking garages NFPA 88A

G. Fire extinguisher

Is fire extinguisher by NFPA 101, or by a hazard standard (i.e., NFPA 33) Check location and travel distance to extinguisher (must be maximum 75 ft. for most extinguishers). Check extinguisher rating is adequate for the hazard area.

In industrial occupancy near flammable liquids, the rating must be Class B (must be 30 ft. from the hazard). In the kitchen, the rating must be Class K (must be 30 ft. from the hazard).

H. Standpipe required per City Fire Code or City Building code?

FFPC requires standpipe for buildings more than 3 stories or buildings over 50 ft. in height above grade with intermediate stories or balconies. Height is measured as defined in building code. If flat



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (19)	Digna Abello, Fire Chief

roof, then measure to the finished roof line. If pitched roof, then the height is the average height between the roof lines. Standpipe shall be automatic wet

Note: FBC requires standpipes when highest floor is more than 30 ft. above Fire Department access.

I. Cooking equipment

Check that cooking equipment in the kitchen will be protected by fire extinguishing system and commercial hood. Shown on plans or note indicating protection.

IV. Building additions

A. General

Addition to an existing building – New addition must comply with new chapter of the code. How does the new addition communicate with existing side?

Plan must show key plan to show work area compared to entire floor(s). How does new addition affect existing building?

Plan must show clearly scope of work.

Basic information

- Codes and editions use for the design - proper editions should be shown
- Type of construction is usually given per FBC - convert to NFPA 220 type
- Occupancy class
- Building sprinklered or not should be indicated
- Floor area in square feet
- Number of stories
- Total height of structure – per definition in FBC Top floor height (high rise)
- Plan should note existing fire protection system or lack there of

Standpipes



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (20)	Digna Abello, Fire Chief

Does the building have a standpipe system? Check how addition affects hose lay distance. If existing hose lay is compliant, then addition should be compliant. If existing system is not compliant, then addition cannot make it worst.

Sprinkler system

If addition is at least 5000 sq. ft., then it must be sprinklered and check existing hydrant location. If existing building is not sprinklered, then a 4-hour fire wall must be constructed to separate the existing non-sprinklered area or sprinkler existing building.

B. Check Site plan

Check location of the building and surrounding structures within the same property. Is the new building too close that it presents a fire exposure? Note- Building plans examiner checks distance to property and opening per FBC.

Fire lane is required if the structure is 150 ft. from a public road, or the structure is 30 ft. in height and set back is over 50 ft.

Does the building have proper fire department access – paved road or parking area around the building or at least one side? Is the building close to the street and no interior access needed? Fire department roads must meet Miami Beach Fire Department requirements. Check dead-end streets–turnaround is needed if dead-end is greater than 150 feet (Fire Department requirements).

Fire lanes must be 20 ft. clear width, and clearance 13 ft. 6 in.

Site plan must show public hydrants; measure public hydrants to the remote point of property. At least one hydrant must be located within 300 ft. from edge of structure. Hydrant distance is measured as hose lay distance – note obstacles such as ditches, ponds, fences, etc. when measuring distance. (Note: hose lay is by pumper connection and drivable surface to lay hose line) Require public or private hydrants, if existing public hydrants are not sufficient.

Check where hydrants are located – 5 ft. from curb, accessible by fire truck, not closer than 50 ft. from building.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (21)	Digna Abello, Fire Chief

Check site plan utilities for the underground main for hydrants/sprinkler protection. Check that point of connection is clearly marked near the tap to the public main. The system after the tap is consider private and falls under our jurisdiction. Public mains fall under Public Works Department. Engineers may want to identify point of connection further inside the property so the main is not permitted by our office. This is not correct. The point of connection is the valve near the tap, but not necessarily near the backflow preventer. The backflow is a private device and own by the property owner, but it is required by Public Works. The engineers tried to argue that the point of service is where our jurisdiction begins. This is not correct. The point of service is the connection to the sprinkler system. The underground permit begins where the private main begins. Sometimes Public Works takes ownership of an underground main that may appear to be a private main. In this case, we need documentation from Public Works stating that the main is public which will be inspected and tested by Public Works. If Public Works takes ownership, then we do not permit it.

The plan must indicate that private main is designed, installed, and tested per NFPA 13, 24. Designers may not state this, and instead indicate that AWWA standards are used. This is not correct. Our standard is NFPA 24, not AWWA nor PUBLIC WORKS. The main must be tested at 200 psi. Underground main must be at least 6-inch mains.

Check dead-end mains. Hydrants shall be installed on at least a 6-inch main if looped system, or an 8-inch main if not a looped system. Hydrant extensions off the 8-inch main can be on a 6-inch line if less than 300 ft. Dead-end mains cannot exceed 600 feet if it is less than 10-inch in diameter (recommended by NFPA 1141).

The plan must indicate the type of pipe to be used (i.e., ductile iron). C900 PVC is allowed if using DR14.

The plan must show details of joints to be used, thrust blocks, etc.

The plan must show details of hydrants installation.

The plan must show or note depth of cover to be at least 30 inches.

C. Check site plan for any fences to be installed.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (22)	Digna Abello, Fire Chief

Plans must indicate if gate is automatic opening or manual. If automatic, then plan must show optical sensor on the gates. If manual, then plan must show lock box with key. Gate must be 20 feet wide. Measure public hydrant distance around the fence through gate to make sure approved hydrant hose lay distance is still okay.

D. Is the building required to be sprinklered?

Sprinkler Design document is required if the system is 50 heads or more (FS 553.79). If no design document is submitted, then ask for it in the comments. Normally we should get a design document for new systems. The architect could indicate that no design document is needed, because the new system is less than 50 heads (this is unlikely). The design document is sealed by an engineer. The drawing should appear to be his/her design drawing. Do not accept shop drawings sealed by engineer. Design document is a drawing showing sprinkler system, type – wet, dry, riser location, FDC location, hydraulic calculations, with flow test, showing adequate water supply, concealed spaces, location of fire pump, room, design criteria. The submittal must be complete in order to perform a full review at this time and release the building permit.

Note: FS 553.895 requires a sprinkler system for any building with 3 stories or more, regardless of the occupancy type.

E. Is fire alarm system required by code?

A fire alarm design document is required when equipment cost is greater than \$5000 (FS 633). It is difficult for the plans examiner to determine cost at this time. Usually, electrical sheets contain the basic fire alarm system to be installed. The electrical sheets are signed and sealed by an engineer. Check fire alarm panel location; it should be by entry point within clear access, close to door. If not, then annunciator panel is needed at the entry point. Plans should show initiating devices and notification appliances, check audible/visuals provided; ceiling mounted must comply with FLA accessibility code. If vendor has not been selected yet, then the complete review cannot be completed at this time (i.e., battery information is not available). Most of the review can be done so the building permit can be released.

F. Check compliance with the Life Safety Code – NFPA 101; Current edition.



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Is it a mixed occupancy? If yes, must comply with most restrictive requirements, exception for incidental occupancies.

Calculate occupant load and compare to designer's occupant load. If designer is calculating more than allowed, then disapprove plans. High occupant load may require additional protection -- check code. Drawings should indicate right occupant load in assembly rooms so the owner can post the occupant load.

Number of exits should be adequate and remote; measure remoteness using diagonal rule;

Exit arrangement – follow path to determine if exiting through locked rooms, or other areas not allowed? Etc.

Check elevation sheets for headroom clearance. There have been several problems in new construction where proper headroom clearance was not provided.

Check that type of doors are allowed (swinging, sliding, revolving, etc.).

Check door swings (obstructing egress width, right direction).

Check that all fire doors show the proper rating.

Check closely for changes in elevation, guards, tripping hazards.

Do exit doors show locking mechanism (i.e., delay egress, access controlled)? Check requirements are met for these locking features. Hold open doors – must show smoke detectors on plans. Do not allow hold-open device for doors in exit stairwells.

Panic hardware when required must be shown on plans.

Travel distance to exits, measure and mark on the drawings different travel distances. If no furniture layout, then use straight line segments to measure. If furniture layout or obvious natural path from the use, then use natural path of travel lines.



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PROCEDURE: Fire Plans Review (24)	Digna Abello, Fire Chief

Common path of travel – different distance for each occupancy; in movie theatres, check exit location and handicap ramp may increase common path of travel.

Type of stairs allowed (winder, spiral, etc.).

Stair enclosure rating, and fire doors must be shown on the plans; full enclosure to first floor, clear width shown, signage details shown.

Check stair details for riser, run, handrails, guardrails, headroom, and door swing on landings.

Ramps, if used – check all requirements for ramps, slope details, handrails, guardrails, etc.

Horizontal exits- rating, location

Exit passageway – rating, capacity, openings only from occupied areas, no equipment, no utilities, and treat like an exit stairwell

Exterior stairs – separation from building, 10 ft. protection of openings, openness, tread surface

Smoke proof enclosure, if required – enclosure, vestibule, access, natural ventilation or mechanical

Exit Discharge – overall how discharge to public way (i.e., street, beach, etc.), check landscaping, courtyards, fences, etc. that may be obstructing egress capacity

Check dead-ends corridors – this applies to exit access corridors; aisle created by cubicles are not corridors, check common path of travel

Corridors – clear width; check door swing obstructions; fire rating; fire doors

Egress capacity – most restrictive component, street floor exit requirements, egress capacity for converging load in lobby and corridors

Area of refuge and accessible means of egress requirement, see exception for smoke partitions



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PROCEDURE: Fire Plans Review (25)	Digna Abello, Fire Chief

Normal lighting in means of egress – check that lighting fixtures are provided along means of egress.

Emergency lighting – check that it is provided in areas defined in the code. Exit access and exit discharge is defined differently for this section.

Exit signs, and directional signs; too many exit signs are added during inspection; this can be minimized by checking floor plan for blind corners, intersection, etc.

Are there vertical openings? Check rating on shafts, trash chutes, openings; check fire doors

Hazard protection – rooms that must be separated by 1-hr or AS; check fire doors

Subdivision of buildings – is it required and adequate

Construction requirements, if any, certain occupancies require specific construction

Interior finish, plans show floor, ceiling, walls, material and class

Are smoke detectors required? Are proper detectors indicated?

Is fire alarm system required?

Is sprinkler system required?

If high rise building, Check all requirements per NFPA 101.

Utilities – Electrical (electrical plans examiner performs the review to meet NEC) However, the fire plans examiner should check location of generator per NFPA 37, 110.

Utilities – HVAC (mechanical plans examiner performs the review for mechanical code).

Utilities - Elevators (elevator plans examiner performs the review for elevator requirements) however, fire plans examiner should check sprinkler requirements and smoke detector for recall.



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PROCEDURE: Fire Plans Review (26)	Digna Abello, Fire Chief

Utilities - trash chute must comply with NFPA 101 and 82. Rating of shaft, vestibule size, sprinkler protection.

If there is an atrium, check requirements per NFPA 101

Smoke exhaust system – check initiating devices, sequence of operation on plans

If stair pressurization, check smoke detector at 10 ft. from door.

Smoke Control system or Smoke Exhaust system – The mechanical plan examiner performs the review; fire plans examiner will do cursory review for sequence of operation, detectors, and dampers.

Special Occupancy requirements:

Assembly – aisles and aisle accessways dimensions shown on plans, egress capacity of main entrance, guards and railing in seating areas, stages and platforms

Educational – location of rooms for k, 1st, 2nd graders, corridor width, emergency lighting in rooms, rescue windows, flexible plans,

Day Care – mixed occupancy, door and locks, emergency lighting in rooms, rescue windows, corridors, flexible plan

Health care – door and locks, corridors, laboratories, medical gas, special hazard, NFPA 99

Lodging -

Hotel – size of room may need two doors, signage in rooms

Apartments –

Industrial – Check pertinent NFPA 30, NFPA 33, etc.

Storage – parking garages NFPA 88A



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PROCEDURE: Fire Plans Review (27)	Digna Abello, Fire Chief

G. Fire extinguisher

Is fire extinguisher by NFPA 101, or by a hazard standard (i.e., NFPA 33) Check location and travel distance to extinguisher (must be maximum 75 ft. for most extinguishers). Check extinguisher rating is adequate for the hazard area.

In industrial occupancy near flammable liquids, the rating must be Class B (must be 30 ft. from the hazard). In the kitchen, the rating must be Class K (must be 30 ft. from the hazard).

H. Standpipe required per City Fire Code or City Building code?

FFPC requires standpipe for building s more than 3 stories or building s over 50 ft. in height above grade with intermediate stories or balconies. Height is measured as defined in building code. If flat roof, then measure to the finished roof line. If pitched roof, then the height is the average height between the roof lines. Standpipe shall be automatic wet

Note: FBC requires standpipes when highest floor is more than 30 ft. above Fire Department access.

I. Cooking equipment

Check that cooking equipment in the kitchen will be protected by fire extinguishing system and commercial hood. Shown on plans or note indicating protection.

V. Fence Permits

Check boundary of the fence and what type of fence.

There must be a lock box for Fire Department access

Gate must be 20 feet wide clear width

Obstructions

- Measure the public hydrant distance around the fence through gate.
- Does the fence make the distance to hydrant noncompliant?



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- Check if fence obstruct hydrants, FDC, and exits, etc.

VI. Tent Permits

Check size of tent, and its use

Check flame retardant certificate is submitted and issued by recognized lab

Check location of the tent on the site -- does not obstruct exits from any buildings

VII. Partial Demos

How is the demo FP system going to be monitored? How does the demo affect occupied areas?
Show on plans occupied areas and demo area.

VIII. Sprinkler Plans

A. General

Permits are issued based on the design document (signed and sealed by engineer). When a design document is not required, then we issue permits based on shop drawings. Shop Drawings are not signed and sealed.

Is the applicable code (NFPA 13, 13R, 13D, 14, 20) and edition correct and shown on the drawing?

If there are over 49 heads in scope of work, are the sprinkler design drawings signed and sealed by Florida registered engineer?

More than 49 heads, hydraulic calculations must be provided

Site drawing indicating point of service from City main included?

Do the drawings show dimensions and diameter of each pipe?



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Do the drawings show risers locations and dimensions? Is the riser accessible?

Is outside bell shown?

Have details of hangers, valves, sprinkler arrangement been provided?

Is water flow, tamper switches shown (including backflow)?

Is the inspector's test shown? Is it remote from riser? If more than one system, is identification shown?

Is the backflow preventer shown and is of the right type?

B. System Type

1. Wet Pipe
2. Dry Pipe
3. Deluge
4. Pre-action

Where the pipe cannot be maintained above 40°F, have adequate freeze protection provisions been included?

Is the type of system appropriate for the specified application? Are dry-type valve rooms heated and lighted?

Does the system have an electronically monitored alarm valve or water flow device?

In dry pipe, what is the total volume? Is quick-opening device needed?

C. Hazard Classification

1. Light
2. Ordinary I



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3. Ordinary II
4. Extra
5. High-Pile Storage

Does the hazard classification correspond to the potential fuel load?

Is the design density consistent with NFPA 13 classifications?

Are the sprinkler zones less than the maximum permitted?

D. Hydraulic Calculations

Are hydraulic calculations included?

Is the date of flow test within 6 months?

Is hydraulic nodal information shown on drawings?

Is the calculated zone (design area) the most hydraulically demanding?

Does the zone contain the correct number of heads?

Do the calculations use the correct C Factor?

Does the supply curve exceed the system demand?

Does the drawing appear to match the hydraulic calculations?

E. Sprinklers:

Is there a legend identifying type of heads, temperature rating, etc.?

Is there 100% protection?



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PROCEDURE: Fire Plans Review (31)	Digna Abello, Fire Chief

Is temperature rating adequate for the environment?

Are quick response (QR) sprinklers used on light hazard occupancy?

If applicable, does the dry system have uprights or return bends with pendants?

Is the distance between sprinklers less than or equal to 15 ft.?

Is the area of coverage per sprinkler less than the maximum permitted?

Are the sprinklers less than 7'-6" from a wall unless by exception small room allowing up to 9'?

Do obstructions such as columns and beams have additional heads for coverage?

Do the soffits obstruct sprinkler discharge?

Have provisions been made to drain all parts of the system?

If there are elevator shafts or chutes, are they sprinkler protected?

Check Rule 69A-47

Are all concealed spaced sprinkler protected unless excluded by NFPA 13?

If there are vaults, are they protected in accordance with NFPA 232?

If there are commercial hoods, are they protected in accordance with NFPA 96?

F. Standpipes/Mains:

Standpipe Class I system in most cases, Class III may be required in some occupancies (storage)

If the building exceeds 2 stories and more than 50' in height, or exceeds 30' to the highest occupiable floor, is a Standpipe Class I system installed?



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PROCEDURE: Fire Plans Review (32)	Digna Abello, Fire Chief

Does the standpipe have 2-1/2" hose valves with 1-1/2" reducers?

Is the FDC located within 100' of the nearest hydrant?

Note: D-8 Manual states 150 ft, but most stringent is used. Does each FDC have a check valve?

If a standpipe is required, do the fire hose valves provide coverage within 200' of hose?

Are the fire hose valves located at the intermediate landings of the stairs?

If a combination standpipe is used in a high-rise, does each floor have separate control valve and flow switch?

Is the dedicated standpipe riser at least 4" and combination risers at least 6" in diameter?

Does the most remote riser have two a 2- 1/2" outlet on the roof?

Do stairs with access to the roof have an outlet at the highest landing, and stairs without roof access have roof outlets?

Do the calculations indicate at least 100 psi at the roof manifold of the most remote riser?

Does the system have pressure reducing valves for fire hose connections and sprinkler line if the pressure exceeds 175 psi?

Is there a test riser for PRVs and size shown?

Does the supply curve exceed the demand when flowing 1000 gpm?

Does standpipe show 100 psi at remote and adequate volume for each standpipe?

G. Fire Pumps:

Do the drawings indicate installation in compliance with NFPA 20?



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (33)	Digna Abello, Fire Chief

Does the fire pump room contain adequate drainage?

Does the fire pump room have adequate emergency lighting?

If electric driven, does the fire pump have a reliable power source? Is a Secondary power supply required?

If diesel driven, does the fire pump have sufficient fuel, battery, and exhaust capacity?

If electric driven, does the fire pump have a reliable power source?

Does the drawing show a fire pump bypass?

Is the fire pump room separated by 2-hour rated construction? Sprinkler protection? Free of exposures?

Does the fire pump suction have an eccentric reducer?

Are elbows parallel to horizontal fire pumps at least a distance of 10 times the intake diameter from the pump suction?

Is the test header (1 per 250 gpm) accessible? Check height of header to ground for ease of testing.

H. Equipment Submittals:

Are the products listed or approved for the application?

Do the sprinklers cut sheets correspond with the hydraulic calculations and drawings and do they provide the adequate coverage?

Are the correct temperatures and orientation specified for each sprinkler?

Are all control valves and flow indicating devices electronically monitored?



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (34)	Digna Abello, Fire Chief

I. Equivalencies

If water curtain installed, check that equivalency was approved by Fire Marshal.

J. NFPA 13D systems

IX. Underground main

A. General

Permit drawings could be same site plan drawings submitted at building plan review. This is acceptable and preferred because it will make the review easier. Check to see if you did the review, if not you may have to pull the building plans. If submitting shop drawings, then small changes will be acceptable, but contractor cannot make substantial changes to the design document. Small changes could include the location of the PIV is off by 20 ft.; substantial changes include changing the size of the pipe, type of pipe (C factor), etc.

B. Hydrants

Site plan must show public hydrants, measure public hydrants to the remote point of property. At least one hydrant must be located within 300 ft. from edge of structure. Hydrant distance is measured as hose lay distance – note obstacles such as ditches, ponds, fences, etc. when measuring distance. (Note: hose lay is by pumper connection and drivable surface to lay hose line) Require public or private hydrants, if existing public hydrants are not sufficient.

Check where hydrants are located – 5 ft. from curb, accessible by fire truck, not closer than 50 ft. from building.

C. POC

Check that point of connection is clearly marked near the tap to the public main. The system after the tap is considered private and fall under our jurisdiction. Public mains fall under Public Works Department. Engineers may want to identify point of connection further inside the property so the main is not permitted by our office. This is not correct. The point of connection is the valve near the



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tap, and near but not necessarily near the backflow preventer. The backflow is a private device and own by the property owner but required by Public Works.

D. Private Main

The plan must indicate that private main is designed, installed, tested per NFPA 24. Designers may not say this and indicate that AWWA standards are used. This is not correct. Our standard is NFPA 24 neither AWWA nor PUBLIC WORKS. Must be tested at 200 psi. Underground main must be at least 6-inch mains.

E. Dead end mains

Hydrants shall be installed on at least a 6-inch main if looped system, or an 8- inch main if not a looped system. Hydrant extensions off the 8-inch main can be on a 6-inch line if less than 300 ft. Dead-end mains cannot exceed 600 feet if it is less than 10-inch in diameter. This is enforceable for planned building communities (multiple structures) per NFPA 1 Chapter 18. Consult D-8 Manual and Public Works engineering.

F. Type of pipe

The plan must indicate the type of pipe to be used, ductile iron, C900 PVC is allowed if using DR14.

G. Joints

The plan must show details of joints to be used.

Details on restraints – thrust blocks, mechanical with retainer glands, clamps & rods, etc. Where and how these will be installed

H. The plan must show details of hydrants installation

I. The plan must show or note depth of cover to be at least 30 inches

J. Sectional valves should be installed in large systems -- every 6 hydrants

X. Fire Alarm



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (36)	Digna Abello, Fire Chief

- A. Show reference to NFPA 72 and 70**
- B. Selective evacuation or general alarm**
- C. Panel**

Location of the panel, annunciator panels, smoke detector over the panel; Fire alarm panel or annunciator panel should be clearly accessible and visible from main entry point to the building.

- D. Drawings show point to point wiring, (Later)**
- E. EOL device shown**
- F. Survivability requirements**
- G. Initiating Devices:**

Check height location of device is proper, distance between detectors, 30 ft spacing,

Proper spacing/coverage/location of spot detectors (heat & smoke)

Proper spacing/coverage/location of beam detectors

Proper location of duct detectors Shown water flow, tamper switches,

Proper spacing & location of pull stations

Proper location of detectors associated with door holders

Proper location of detectors associated with stair pressurization

Plans to indicate BDA system for new buildings if they do not have Firefighter radio capabilities

H. Notification Appliances:

Proper spacing/coverage/location of notification appliances

Audibility is hard to check in plan review (*use rule of thumb method-later*)



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PROCEDURE: Fire Plans Review (37)	Digna Abello, Fire Chief

Check distribution appears to be okay, visual 50 ft. linear, Voice Evac system – show speakers, strobes,

I. Backup power

Battery calculations show battery can handle load Generator load

Most system will be monitored by remote station so battery backup must be available for 60 hours (backup power should include power for remote power supply).

If Central Station system, then 24 hours is acceptable.

If plans show 24 hours, then make comments to address all the requirements for Central Station system in NFPA 72.

Most systems will be remote systems, because the contractor will not likely install a UL-certificated fire alarm system.

J. FCC requirements for high rise buildings

K. Legend showing devices

L. Accessibility

Florida Accessibility Requirements (Building Dept is responsible for accessibility compliance, fire plans examiner will do a cursory review) check areas needing visual appliances; ceiling mounted alternative shown on plans; handicapped rooms – single station smoke detector also has visual signal

M. Monitoring

Show that system will be monitored (sprinkler system) as required by Fire Code

N. Elevator Recall – smoke detector at lobby, machine room and hoistway. Heat detector for power shut down in hoistway

O. Special Systems Special systems – VESDA



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Plans Review (38)	Digna Abello, Fire Chief

Check calculations match number of holes on drawings, size of holes, % of sampling must be 70% or greater, timing must be less than 120 sec. Excessive pipe length close to 120 seconds should be questioned. Elevation sketch showing position of pipe to hazard and ceiling

P. Apartments

Smoke in hall to rooms, every floor, in bedrooms



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Inspections Assignment & Accountability	Digna Abello, Fire Chief

GUIDELINE:

The following guideline shall be used for assigning annual inspections and accountability measures for completion. The objective is for the fire inspection section to make every effort to meet the department's goal of completing annual inspections of every commercial establishment in the City of Miami Beach.

SCOPE:

This applies to the fire inspectors in the Fire Prevention Division.

PROCEDURE:

1. General

- A. The City of Miami Beach is divided into geographical areas or zones for inspection purposes. The Zones were selected based on size of the area and equal distribution of businesses to inspect. There are five (5) geographical zones. Zone 6 is designated as the high-rise buildings.
- B. The addresses of all the commercial establishments are maintained in the database software adopted by the Fire Department.
- C. The Fire Prevention Captain will assign the yearly inspections.

2. Fire Inspector Accountability

- A. The fire inspector must complete at least 10% of his/her assigned annual inspections per month. This total includes annual inspections as well as complaints, CUs, etc.
- B. The Fire Inspectors have taken over what was once considered the 'Company Inspections' of low-rise and multi-residential structures. The Suppression Division is no longer conducting these inspections. These are considered the same as any other regular annual fire inspection; thoroughly completed by Fire Inspectors.
- C. The fire inspector must complete inspections by the deadlines imposed.
- D. The fire inspector must have good attendance record in order to perform the number of inspections required.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Inspections Assignment & Accountability (2)	Digna Abello, Fire Chief

- E. The fire inspector must document his/her time accurately for each inspection. The fire inspector will document miscellaneous activities (meetings, training, etc.) in the daily log to capture non-inspection time during the day.

3. Quality Assurance

- A. The inspector's supervisor will evaluate the inspector's performance and efficiency.
B. The performance standards must be met as stated in this SOG. The supervisor will document compliance with this SOG in the annual performance evaluation.

4. Records

- A. The records generated from this SOG include the daily log and monthly performance report for each inspector. Also, the performance measures are documented in budget tracking software.
B. Inspection records and reports are kept in our paper filing system on-site.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Occupant Loads	Digna Abello, Fire Chief

GUIDELINE:

The following standard operating guideline shall be used for processing and approving occupant load permits.

SCOPE:

This SOG applies to the Fire Inspectors in the Existing Buildings Fire Inspection Section of the Fire Prevention Division.

PROCEDURE:

I. General

- A. Every assembly occupancy is required to have an occupant load sign posted in the premises near the entrance of the facility. This requirement is stated in the Florida Fire Prevention Code, NFPA 101, Section 13.7.8.3.
- B. Even though verbally we refer to the document as the occupant load sign, it is really an occupant content sign. The difference between occupant load and occupant content is defined in the Florida Building Code.
 - i. *Occupant Load* - The calculated minimum number of persons for which the means of egress of a building or portion thereof is designed.
 - ii. *Occupant Content* – The actual number of total occupants permitted to occupy a floor area in accordance with the maximum capacity of the exits serving that floor area.
- C. The occupant load is calculated based on the worst-case scenario and includes all parts of the building to ascertain that exits are adequate. The occupant content will not consider unoccupied areas for the reason that the sign is issued. For example, the offices or kitchen in a nightclub is not part of the number in the occupant content. However, these areas are included in the occupant load calculations during plan review. This method would avoid confusion for people keeping count at the door and not allow more people who would normally occupy the back areas.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Occupant Loads (2)	Digna Abello, Fire Chief

- D. The Building Department is responsible for processing the occupant content permit. The Fire Department is involved in the process by conducting a site inspection and issuing the occupant content sign.
- E. The Fire Marshal approves the occupant content by signing the document to be posted.
- F. The maximum occupant load is calculated by the Fire Protection Analyst (FPA) during plan review as indicated in NFPA 101 to determine that adequate egress capacity is available to allow safe egress in the event of an emergency.
- G. An Occupant Content permit and sign is required for the following:
 - 1. new construction assembly occupancies
 - 2. existing building where there is a change of occupancy to an assembly occupancy
 - 3. existing assembly occupancy where renovation is taking place
 - 4. assembly occupancy where there is a change of business name
 - 5. assembly occupancy where there is a change of use
 - 6. assembly occupancy where there is a change of ownership
 - 7. assembly occupancy where there is a change in furniture layout
 - 8. special events or temporary assembly structures
- H. Employees and performers are included in the occupant content. The door counter must start with the number of employees and performers inside the assembly.
- I. The occupant content will be determined for each floor, individual rooms or sections, if any, and the total number for the assembly occupancy.
- J. The manager/owner is responsible for maintaining the number of occupants at less than or at the posted occupant content. An overcrowding condition exists when the number of occupants exceeds the posted maximum allowed occupant content. If the Fire Inspector finds an overcrowding condition, he/she can issue a ticket.
- K. The occupant content must be approved and sign on site before the Fire Inspector can sign off on a certificate of use (CU) inspection.
- L. If an inspector finds a place of assembly without an occupant content sign, then he/she shall write a notice of violation to the customer indicating that the owner must obtain an occupant content permit. The fire inspector will give the customer the attached handout on how to obtain the occupant content permit



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Occupant Loads (3)	Digna Abello, Fire Chief

II. Inspection

- A. The customer applies for the occupant content permit (Fire Permit (FP) type; 'occlload' subtype) at the Building Department. The customer must submit two scaled drawings of the building.
- B. The Building Department is responsible for processing this request.
- C. The Fire Inspection Supervisor will make the assignment using the worksheet.
- D. The Fire Inspector will schedule a joint visit to the site.
- E. The inspector reviews the drawing for accuracy and take their own measurements. The inspectors will measure the floor space and measure clear width of doors, clear width of stairs, and egress paths. Aisles and aisle access ways created by furniture (tables and chairs) will be measured and compared to fire code requirements.
- F. After the measurements are conducted, the Fire Inspector must perform an inspection and check for the following items:
 - Travel distances
 - Dead-ends
 - Common path of travel
 - Exit signs
 - Door swing – obstructions, etc.
 - Means of egress are clear from any obstructions

III. Calculation

- A. The Fire Inspector performs the occupant content calculations based on the measurements taken at the site.
- B. The calculation is based on the occupant load factors in the Florida Fire Prevention Code (FFPC), Section 7.3.1.
- C. A bar area will be calculated based on four-foot width times linear length of bar divide by seven sq. ft. per person.
- D. The nightclubs use heavy couches or sofa for seating areas. If the sofa is along the wall, then we can use the bench seating factors. If the sofas are arranged in a seating area, then 15 sq. ft. per person factor will be used.



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PROCEDURE: Occupant Loads (4)	Digna Abello, Fire Chief

- E. Small tables in front of the sofa can be deleted from the floor area or included in the 15 sq. ft. factor depending on the number and layout.
- F. Egress capacity is calculated. Fifty percent of the load must be accommodated by the front entrance.
- G. If the occupant content is less than 50 people, then the Fire Department does not issue a sign. This occupancy will become a mercantile if less than 50 people.
- H. If the Fire Inspector finds the mercantile exceeding the occupant load, then the inspector will write a notice of violation indicating that they must maintain 49 or less people or change the occupancy. The second violation will result in an overcrowding fine.

IV. Occupant Content Sign

- A. Three occupant content signs will be printed by the FPA. (See Attachment No. 3) The signs must clearly show the name of the business establishment, the correct address, the maximum number of occupants (broken down by floor and rooms, if necessary), the number of exits, the issue date, and permit number.
- B. The signs and the drawings will be forwarded to the Fire Marshal's office for approval.
- C. The Fire Inspector Supervisor will review the submittal for code compliance and forward to the Fire Marshal for signature and will identify if the assembly occupancy needs to be included in the night inspection program.
- D. The Fire Marshal will approve the occupant content by signing all three signs. The Fire Marshal will keep one original copy of the sign and one of the drawings. One original sign and one drawing is then forwarded to the Building Department. One original stay with the Building Department. The third original sign is for the customer.
- E. If not approved, the Fire Marshal will input the comments in EnerGov and send the package back to the Building Dept.
- F. Sometimes managers of places such as hotel ballrooms want to post a sign that aligns with the décor in the room. This is acceptable provided that they have the approved occupant content sign available for the Fire Inspector to review and compare to the sign on the wall.
- G. The FPA will input the approvals in the FP case and document date of inspection and name of inspector.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Occupational License / Certificate of Use	Digna Abello, Fire Chief

GUIDELINE:

This standard operating guideline documents the procedure for conducting inspections for an occupational license.

SCOPE:

This SOG applies to the Fire Inspectors in the Existing Building Inspection Section of the Fire Prevention Division. It also applies to the Fire Protection Analysts (FPA) for new or renovated buildings.

PROCEDURE:

I. General

- A. The City of Miami Beach will issue an occupational license to all businesses as stated in the City Code. Along with the occupational license, the City will issue a Certificate of Use (CU) for the property. The issuing department is the Finance Department. City Code, Chapter 50, Section 50.5 describes the authority for fire department approval for the CU and fees for the annual CU inspections.
- B. The Finance Department will request a fire inspection for the following occupational licenses:
 - a. Change of Use
 - b. New Use (new building)
 - c. New establishment and change of owner
- C. Definitions:
 - 1. *Certificate of Use* – This document is tied to the building or property. For example, a church needs a certificate of use, but not a license.
 - 2. *Occupational License* – This document is tied to the business. For example, a vendor needs an occupational license, but not a certificate of use.
 - 3. *Change of Use*
 - 4. *Change of Occupancy*
 - 5. *Certificate of Occupancy*



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PROCEDURE: Occupational License / Certificate of Use (2)	Digna Abello, Fire Chief

- D. Customers may have questions regarding opening a new business in the City before they commit to a lease or apply for a license. The FPA in the building department will handle these questions. The FPA will assist customer as much as possible without having plans available. The customer is looking for an idea of how much would be involved. The FPA can discuss change of occupancy issues, and basic requirements for the business establishment. The FPA will direct the customer to an architect for more detailed information. This preliminary discussion can be documented in EnerGov as a Fire Consultation.

II. Fire Inspection Requests/Assignments_

- A. Fire Inspector Supervisor checks the computer system every morning for fire inspection requests from the Finance Department (See Attachment No. 2). The supervisor will follow the steps outlined in the EnerGov Manual (See Attachment No. 4).
- B. The supervisor will make the assignment following the EnerGov Manual.
- C. The supervisor will print the worksheet (See Attachment No. 3) and forward to the right inspector. The supervisor will also print any open violations and attach it to the worksheet.

III. Inspection

- A. The inspector will call the applicant on the worksheet to set up the appointment. If unable to reach applicant, then leave a message and document on the worksheet the date and time of the call.
- B. The inspector will conduct a full inspection (same as annual inspection) in accordance with established procedures.
- C. The inspector will follow up on any open violations and close out as applicable.
- D. In addition to normal inspection, the business owner provides a flame retardant certificate must be available.
- E. The furniture/fixtures must be installed as it will be used so the inspector can check code compliance.
- F. In addition, the inspector cannot approve the CU for assembly occupancies if there is no Occupant Content sign issued to the establishment. If there is an emergency for the business to open AND there is an old occupant content for the space, then the Fire Marshal may consider issuing a temporary occupant content sign if the inspector can ascertain that the layout is about the same layout as old tenant.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Occupational License / Certificate of Use (3)	Digna Abello, Fire Chief

IV. Documentation

- A. If there is a violation, then the inspector will leave a Notice of Violation (NOV).
- B. The inspector will attach the NOV or indicate violations on the CU worksheet.
- C. The inspector/FPA will forward the documents to the Fire Inspections Supervisor for inputting into EnerGov. The steps outlined in the manual must be followed and are part of this SOG. The Fire Inspections Supervisor will forward a copy to the right inspector in order to conduct the follow up inspection.
- D. The inspection results (Approve or Denied) must be documented in EnerGov
- E. If there are no violations, or very minor, then the inspector/FPA will approve the CU inspection.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Portable Video Recorder	Digna Abello, Fire Chief

GUIDELINE:

The following standard operating guideline shall be used for the use, maintenance and management of the body- worn portable video recorder (PVR).

SCOPE:

This Standard Operating Guideline (SOG) applies to Fire Department employees that are required to use a PVR.

GENERAL:

I. Operation and Use

- A. The portable video recorder (PVR) will be worn when deemed necessary by the Fire Chief or designee.
- B. PVR User Procedures:
 1. PVR mounting and placement on the user shall be determined by the Chief of Fire or his designee with appropriate consideration given to practical factors such as the PVR configuration and tactical applications.
 2. The PVR shall be activated during all citizen interactions, whether in contact with a citizen or not, except as set forth herein. User shall not activate the PVR:
 - a. While performing administrative functions such as report writing.
 - b. While on breaks.
 - c. Employees are not expected to record informal interactions or conversations with the public that are routine work (e.g. exchanging pleasantries or providing directions, making friendly conversation with local merchants, or attending community meetings
 3. Employees who are in doubt about recording an incident shall activate their PVR and request guidance from their supervisor at the conclusion of the incident.
 4. Employees are not legally obligated to advise people that they are being recorded by the PVR. If asked, employees shall acknowledge that their PVR is recording.
 5. An employee who fails to activate their PVR when required shall:



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PROCEDURE: Portable Video Recorder (2)	Digna Abello, Fire Chief

- a. Notify his/her immediate supervisor as soon as practicable, but no later than the end of their tour of duty or detail; and
 - b. Document the name of the supervisor notified and the reasons for failing to activate the PVR on all reports related to the incident.
6. The PVR shall only be deactivated upon the conclusion of the citizen interaction.
 7. Employees shall only use their issued PVR or a replacement authorized and configured by the PVR System Administrator.
 8. Employees shall notify their supervisor at the conclusion of any encounter that may generate a complaint.
 9. Viewing, Data Transfer and Categorizing PVR Recordings
 - o Recordings may be viewed by:
 - i. Employees, supervisors and investigators when preparing incident reports to ensure the accuracy and consistency of their documentation.
 - ii. An involved employee prior to making a statement concerning a recorded incident that might be used in an administrative review or court proceeding; and
 - iii. The City Attorney or his/her designee with notice to the Fire Chief.
 - o Recordings may be accessed:
 - i. Immediately, via the issued portable media player (PMP); or
 - ii. By accessing the storage server once all the data has been uploaded.
 - o Employees shall accurately categorize and label PVR recordings at the conclusion of each incident, but no later than the end of their tour of duty or detail.
 - i. Employees shall contact their supervisor if they need assistance with categorization of recordings or retention guidelines.
 - ii. PVR recordings may document the discovery and/or collection of evidence. Employees, investigators or supervisors shall categorize PVR recordings to preserve footage of evidentiary value.



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PROCEDURE: Portable Video Recorder (3)	Digna Abello, Fire Chief

iii. Employees shall label each recording with the CAD incident number if one was generated.

- PVR devices shall be placed in the secure transfer dock at the conclusion of each employee's on-duty, off-duty or overtime detail. Once docked, the PVR shall not be removed until the upload process has been completed.
- Supervisors may review video footage in the following circumstances:

- i. Independently or when requested by an employee to document performance, heroic actions and/or other praiseworthy service for appropriate recognition and commendation.
- ii. To investigate a complaint against a user or a specific incident in which the user was involved.
- iii. To identify videos for training purposes and instructional use;

C. Prohibited Actions and Conduct:

1. Prohibited Recordings

- a. Conversations with fellow agency personnel without their knowledge during routine non-enforcement activities.
- b. Any footage in places where there is a commonly held expectation of privacy (e.g. locker rooms, dressing rooms and restrooms) unless responding to a call for service.

- 2. Releasing, posting or sharing any PVR footage on the Internet and/or social media is prohibited.
- 3. Making copies of any PVR recording for personal or any other use; or using a secondary recording device (e.g. cameras, cell phones and tablets) to record images or sound captured by the PVR is prohibited.
- 4. Tampering with the PVR or employing any device which interferes with its operation is prohibited.
- 5. Erasing, altering, modifying or tampering with any recording captured by a PVR is prohibited.
- 6. Allowing citizens to review any recordings is prohibited, except when appropriate in response to a public records request or court order.



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PROCEDURE: Portable Video Recorder (4)	Digna Abello, Fire Chief

7. Using personal or privately-owned PVRs while working in an on-duty or off-duty capacity is prohibited.

D. The Fire Chief may authorize the release of specific PVR footage when he or she deems it to be in the best interest of the Department.

E. Employees shall notify their immediate supervisor and provide details of any restricted and/or prohibited footage captured by their PVR.

F. Supervisory Responsibilities

1. Supervisors shall ensure that employees comply with all PVR-related training.

2. Supervisors shall document circumstances in which an employee failed to activate the PVR, improperly deactivated the PVR or captured restricted/prohibited footage.

Supervisors shall submit a memorandum to their Division Commander detailing the findings.

a. The Division Chief shall direct further action if he/she determines that an employee's acts were intentional or avoidable.

b. If the Division Chief determines that a restricted/prohibited recording was inadvertent or unavoidable, the details of the incident shall be provided to the Fire Chief, who shall provide further direction to the PVR System Administrator.

3. In cases where the immediate retrieval of PVR footage is required, supervisors shall collect the PVR from the employee and follow data transfer procedures. Upon completion of the data transfer, the PVR shall be returned to the employee and involved personnel shall be notified when the footage is available for review.

G. PVR System Administrator shall be responsible for:

1. Setting and maintaining user and group authority levels, passwords, and any other required configuration of the evidence storage system under direction of the Fire Chief or designee.

2. Managing inventory, issuing devices, and updating device settings.

3. Assisting with manual downloads to the storage server when necessary.



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PROCEDURE: Portable Video Recorder (5)	Digna Abello, Fire Chief

4. Handling recordings of restricted/prohibited footage pursuant to direction from the Fire Chief. A log shall be maintained of all deleted, copied and/or edited recordings, which shall be kept in perpetuity.
5. Managing the list of categories and notifying supervisors when users fail to categorize their PVR recordings or otherwise fail to properly use, store or maintain their issued PVR;
6. Providing support to Department employees in all aspects of the PVR and evidence storage system;
7. Maintenance of an audit system that monitors and logs access to recorded data;
8. Maintenance of a system for the management of data retention and data purging; and
9. Conducting forensic reviews when directed by the Fire Chief or designee to determine whether PVR equipment and/or recorded data have been tampered with.

II. Maintenance

- A. Employees shall inspect and test their PVR and all associated equipment at the beginning of their shift.
- B. Employees shall ensure that the PVR lens and microphone are clear of debris that may obstruct or in any way degrade images or audio.
- C. Employees shall ensure their PVR battery is fully charged at the start of their assignment.
- D. Any damage, malfunction or other operational problem shall be reported to the employee's supervisor and the PVR System Administrator.

1. Supervisor

- a. When notified that a PVR is damaged or malfunctioning, the supervisor shall inspect the device and decide whether to continue using the PVR or return it for repair or replacement. Supervisors must consider the extent of damage and the availability of spare or replacement devices.
- b. PVR devices shall be inspected semi-annually by supervisor.

2. PVR System Administrator shall evaluate all devices turned in due to damage or malfunction.

- a. The PVR System Administrator shall make any repairs they are qualified to perform.



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PROCEDURE: Portable Video Recorder (6)	Digna Abello, Fire Chief

- b. Any device which cannot be repaired by the PVR System Administrator shall be sent for repair or disposed of appropriately.

III. Training

- A. Employees shall receive hands-on training by the Training Unit prior to being issued a PVR. Initial training shall include at a minimum:
1. Thorough review of this SOP and relevant state and federal laws governing consent, evidence, privacy, and public disclosure;
 2. Hardware operation, charging, docking, malfunctions, lost or damaged equipment;
 3. Categorization, data transfer procedures, data access, security, retention guidelines, reporting improper recordings, and preparing and presenting digital evidence for court; and
 4. Hands-on exercises that replicate operating the PVR
- B. Training shall be given to the following employees:
1. All personnel issued a PVR;
 2. Supervisors of officers who wear PVRs;
 3. PVR System Administrator.
- C. Annual refresher training shall be provided by the Training Unit.
- D. The PVR System Administrator shall ensure that all PVR training meets current manufacturer guidelines and specifications.

IV. Data Retention Guidelines and Public Records Requests

- A. All digital recordings collected using the PVR system are official records and are the exclusive property of the Miami Beach Fire Department. The Department will retain any video captured by Department issued PVRs for 30 days, except as set forth below:



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Portable Video Recorder (7)	Digna Abello, Fire Chief

1. Recorded data associated with a criminal investigation, Internal Affairs investigation and/or complaint against an employee shall be retained pursuant to the General Records Retention Schedules established by the Florida Department of State and instructions from the City Attorney or his/her designee.
2. Vehicle crashes involving an employee and events involving injury to an employee and/or citizen, or any recording of an event or public interaction the user or his/her supervisor reasonably believe could lead to litigation against the officer or the City of Miami Beach shall be retained for five (5) years.
3. Citizen interaction or delivery of services that may be perceived as controversial shall be reviewed by the employee's Division Chief. The Division Chief shall set the appropriate category for retention in conjunction with the City Attorney or his/her designee.

V. Discipline

- A. Employees who fail to comply with this SOP may be subject to progressive disciplinary action up to and including termination.

DEFINITIONS:

CALL FOR SERVICE – Any dispatched or self-initiated activity by any employee to resolve, correct or assist a particular situation.

CITIZEN INTERACTION – Any call for service, consensual encounter, investigatory stop, traffic stop, arrest, pursuit, use of force, search, interview, or any other form of contact with, or observation of, a member of the public or person under investigation or detention.

FOOTAGE – Refers to all sounds, images, and associated metadata.

ISSUED PVR – Collectively means an issued or replacement PVR authorized and configured by the PVR.



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Public Education	Digna Abello, Fire Chief

GUIDELINE:

The following guideline shall be used for The Miami Beach Fire Department Public Education Program. The Public Education program shall be designed so as to conform to established professional criteria and methodology within the fields of Fire Safety and Injury Prevention Education

SCOPE:

This guideline shall apply to the designated Public Education Specialist and all Miami Beach Fire Department Public Education Programs, presentations, services and activities.

GENERAL:

- I. The Miami Beach Fire Department Public Education program will be based on research information gathered by the Public Education Specialist from various sources to identify, prioritize and evaluate the major fire and life safety challenges in the City of Miami Beach. This research will identify major hazards, high-risk locations, high-risk times, high-risk victims, high-risk behavior, how these incidents occur and why these incidents occur.
- A. Gather loss statistics, categorize program requests from the community, prepare & administer community survey. The data for establishing, prioritizing and documenting the need for public fire and life safety education in the Miami Beach community will come from three main sources:
 1. Local and national loss statistics gathered from incident reports, hospital burn units, emergency rooms, professional journals and magazines, media National Fire Incident Reporting System and the National Fire Protection Association.
 2. Surveys and/or questionnaires administered to the community to determine the community's knowledge about fire and life safety issues, current behaviors that cause or prevent fires and life safety situations, and the community's attitudes concerning fire and injury prevention.
 3. Requests from the community for specific fire and life safety presentation issues such as fire safety and fall prevention for senior citizens, residential high-rise fire safety, fire extinguisher training, residential sprinkler, preschool fire safety, fire drill planning & evaluation, teen anti-DUI intervention, juvenile firesetter intervention, home hazard identification, hurricane preparation & evacuation, pool & water safety, Risk Watch® injury



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PROCEDURE: Public Education (2)	Digna Abello, Fire Chief

prevention curriculum, child passenger safety seat inspection, fire station tour, safety festivals/fairs, blood pressure screening, fire apparatus demo, and community emergency response team training.

B. Compile and analyze results.

1. What are the high-risk locations & audiences and behaviors?
2. What are the trends and/or patterns and causes of fire or injury loss?
3. What fire & life safety issues are important to the community?

C. If there are documented specific fire or life safety problems in the community:

1. Prioritize these specific problems.
2. Prepare a plan to address each problem to reduce loss within the community.

D. If there are no specific problems but there is public interest or demand for information and training on many fire and life safety issues, then a "Shotgun" approach to community fire and injury prevention education will be implemented.

1. This approach will require the Public Education Specialist to be prepared to offer a wide variety of life safety programs and services to the Miami Beach community on short notice upon request.

E. Prepare and submit a report to 600 via the chain of command to document community needs and the ways and means of addressing these needs.

II. Given the target audience and high-risk behavior, the Public Education Specialist will develop written goals and behavioral or performance outcome objectives for each program and presentation.

A. Identify the Target Audience.

1. Children (preschool, elementary, middle, high school).
2. Adult (condo association/residents, high-rise employee, hospital, etc.).



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PROCEDURE: Public Education (3)	Digna Abello, Fire Chief

3. Senior citizens (ACLF, HUD housing, senior centers, etc.).

B. Identify the goals of the presentation. Identify desired behavior or performance expected from the audience (what observable action will take place?). What the target audience should know or be able to do.

1. Identify outcome (terminal) objective.
2. Identify learning objectives within COGNITIVE, AFFECTIVE or PSYCHOMOTOR learning domains.

C. Identify the conditions or circumstances in which the target audience will perform a particular behavior (how the target audience will learn the knowledge or behavior).

1. Resources
2. Materials
3. Limitations.

III. Given a specific behavior, learning objectives and target audience, the Public Education Specialist will develop lesson plans so that the lesson plan meets the criteria for proper lesson plan development, utilizes the five-step planning process and reflects the learning characteristics, needs and abilities of the target audience.

A. Identify target audience, unsafe/high-risk behavior and performance/learning objectives to correct the unsafe behavior.

B. Write content outline or cognitive script which employs the five-step lesson planning process.

1. **Motivation** – What is to be learned, why it is important and when the target audience may expect to employ the new knowledge (i.e. personal experience, statistics, cite examples, show video and/or establish a personal “need-to-know” the material.
2. **Presentation** – The information or skill to be imparted to the target audience.
3. **Application** – The target audience is provided an opportunity to practice or apply the information or skill presented or demonstrated.



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PROCEDURE: Public Education (4)	Digna Abello, Fire Chief

4. **Evaluation** – Instrument to measure the progress of the target audience and to determine achievement of objectives.
 5. **Conclusion** – Bring the presentation to a logical close (summary of the important points, safety considerations, etc.).
 - C. Choose instructional strategies and obtain materials.
 - D. Choose informational strategies and obtain materials.
 - E. Choose evaluation format and create evaluation instrument.
 - F. Prepare a folder for each individual lesson plan.
- IV. Given identified issue(s) or presentation, the Public Education Specialist will develop informational materials so that the information provided is accurate, up-to-date, relevant to the issue(s), and comprehensible to the audience.
- A. Identify target audience and topic/unsafe behavior.
 - B. Search catalogues for commercial materials or create original materials.
 - C. Determine cost and budget allocation.
 - D. If materials must be ordered, submit request to 600 or Office Associate for approval.
 - E. Order materials through direct payment or other approved method.
- V. Given presentation objectives, lesson plans and target audience, the Public Education Specialist will develop instructional materials so that the materials support the presentation objectives and lesson plans and are appropriate to the target audience.
- A. Identify resources to order commercial materials or create original instructional materials.
 - B. Determine cost and budget allocation.
 - C. Submit request to 600 Office Associate for approval.
 - D. Submit direct payment order request to Purchasing for payment.
- VI. Given the Target Audience and educational, behavioral or performance Outcome Objective, the Public Education Specialist will design evaluation instruments so that the evaluation instrument measures the Outcome Objectives.



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PROCEDURE: Public Education (5)	Digna Abello, Fire Chief

- A. Identify Target Audience.
- B. Identify Outcome Objectives.
- C. Determine evaluation format and create evaluation instrument.
 - 1. Observation (checklist).
 - 2. Knowledge (recognition test; matching, multiple choice, T/F).
 - 3. Comprehension (recall test; completion, essay, term paper).
 - 4. Application (skill test).



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PART-SECTION: Section 600 Prevention	AUTHORIZED BY:
PROCEDURE: Fire Hydrant Flow Testing	Digna Abello, Fire Chief

GUIDELINE:

The following standard operating guideline shall be used for Fire Hydrant Flow Testing.

SCOPE:

This applies to all Fire Department personnel.

PROCEDURE:

1. General Requirements

- A. The sprinkler contractors need to request a water supply test which they must include with their sprinkler plans during the permitting process.
- B. The customer applies for a hydrant flow test permit at the Building Department. Even though it is called a permit, the applicant does not have to be a contractor to file for the request. Once the fee is paid, the permit technicians will change the status to Approved. The system automatically sets the request to be scheduled and shows up in the pending list to be done.
- C. The hydrant flow tests are coordinated by the Water Officer in the Fire Prevention Division. The Water Officer must have access to the electronic water maps as maintained by the Public Works Department.
- D. The Water Officer checks the system for any pending flow tests requested by customers. The flow test must be completed within 7 business days from the date of payment.

2. Specific Requirements

- A. The Water Officer checks the pending requests in EnerGov.
- B. The Water Officer checks the Water maps to determine the selection of hydrants and size of mains. There is one test hydrant and one flowing hydrant. A back up hydrant is noted in the event it is needed.
- C. The Water Officer will select the test hydrant as the hydrant closest to the address of interest. The flowing hydrant will be an adjacent hydrant. All three flowing hydrants must be on the same water main and will be used for recording the static and residual pressures.
- D. The Water Officer will enter times for office research in the permit number.
- E. Careful attention should be given to the flowing water and any potential damage to private property. Traffic flow and pedestrians must also be considered when conducting the test.



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PROCEDURE: Fire Hydrant Flow Testing (2)	Digna Abello, Fire Chief

- F. The equipment is installed on the two hydrants. The gauges are sensitive and must be handled with care.
 - G. The static pressure of the test hydrant is documented. It is important that no hydrant is flowing water during this reading.
 - H. The person in charge of the test communicates to the Deputy to open the other hydrant. The hydrants must be opened slowly to a full flow.
 - I. The residual pressure of the test hydrant is documented as well as the pitot gauge readings at all the flowing hydrants.
 - J. Once all the data is gathered, the hydrants are shut down slowly to avoid any damage to the hydrant and the main.
 - K. The information is recorded, and the Water Officer will enter the times of the test and results in the permit.
 - L. The results are transmitted to the customer who requested the test. The results are documented on the final form and saved in the F drive. The permit status is changed to FINAL.
3. **Records:** The records generated from this SOG are maintained in the F drive for future reference.

SECTION 800 SUPPORT



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Air Tech Duties	Digna Abello, Fire Chief

POLICY:

This policy describes the proper maintenance, training, use, and cleaning for self-contained breathing apparatus (SCBA) in order to ensure the safety of City of Miami Beach Fire Department personnel.

SCOPE:

Perform inspections and technical maintenance for the City's self-contained breathing apparatus (SCBA), air systems and related equipment for the Fire Department.

AIR TECH QUALIFICATION:

Air Tech qualifications may be found in the current Bid document.

AIR TECH DUTIES:

1. Receives and inspects equipment, tools and self-contained breathing apparatus to evaluate wear and determine need for repair, maintenance or replacement.
2. Maintains SCBA equipment as necessary to meet preventative maintenance guidelines and requirements, including performing function flow tests, replacing used or worn parts, installing seals and "O" rings and cleaning air masks using a variety of specialized and standard tools.
3. Troubleshoots and repairs small electronic devices such as personal alert safety alarms and thermal imaging equipment.
4. Examines equipment to determine necessary repair or maintenance work; conducts diagnostic computer testing; consults with equipment operator to obtain input on problems; diagnoses problems; determines parts/supplies necessary to conduct repairs;
5. Visually checking the SCBAs for damages, running computerized tests on the SCBA functions during annual testing beginning 6 months before the annual date.
6. Ensures cylinders are hydrostatically tested as required; maintains high pressure breathing air cylinders and compressors.
7. Maintains SCBA test equipment and performs SCBA fit testing to meet OSHA requirements.
8. Maintains comprehensive records of all inspections, repairs and service work performed on SCBA, regulators, cylinders, and compressors to ensure compliance with established standards and the National Fire Protection Association;
9. Responsible for acceptance inspections and make ready preparation work on all SCBA and related equipment.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Air Tech Duties (2)	Digna Abello, Fire Chief

10. Conveys status of SCBA requests for equipment that come in for repair/inspection and forecasts need for future replacements.
11. Monitors and maintains inventory of equipment and supplies, ensures availability of adequate supplies and initiates requests for new or replacement materials, supplies and equipment.
12. Troubleshoots, repairs, maintains and rebuilds fire department equipment such as nozzles, hoses, rabbit tool, saw, etc.
13. Performs general cleaning/maintenance tasks necessary to keep equipment, and tools in operable condition, washing/cleaning equipment, or cleaning shop/work areas.
14. Fill SCBA air bottles from the cascade system during emergency operations or to fill depleted air bottles.
15. Fill M/D cylinders from O2 cascade system as needed.
16. Place order of T-cylinders when needed.
17. Daily inventory and running all equipment on the air truck including compressor.
18. Performing tests and maintenance on high pressure air compressors and valves; installing and maintaining oxygen cascade systems.
19. On the 1st of the month, samples carbon monoxide meters, and takes quarterly air samples.
20. Requisitions tools, parts, supplies, and equipment to be ordered.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Apparatus Waxing Schedule	Digna Abello, Fire Chief

POLICY:

The below schedule shall be followed for the waxing of all Fire Department fire apparatus.

SCOPE:

This applies to all fire apparatus assigned to the Fire Department.

PROCEDURE:

All Station Officers will ensure that the following waxing schedule is followed. Support Services will advise of any necessary changes to the below schedule and will advise which reserve vehicles to wax on the scheduled Sundays.

Station 1

Quarterly Wax Schedule – March, June, September, December

FIRST SUNDAY	Eng. 1, Ladder 1, Rescue 1, Rescue 11
SECOND SUNDAY	Dually Truck, 1 Reserve Rescue Truck
THIRD SUNDAY	1 Reserve Rescue Truck, 1 Reserve Engine

Station 2

Quarterly Wax Schedule – March, June, September, December

FIRST SUNDAY	Eng. 2, Rescue 2, Rescue 22, Air Truck
SECOND SUNDAY	Captain 5 & 300 Vehicles, Reserve expeditions for Capt. 5 and 300
THIRD SUNDAY	Engine 22 (Parade Piece), ALL GATORS at Station 2



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Apparatus Waxing Schedule (2)	Digna Abello, Fire Chief

Station 3

Quarterly Wax Schedule – March, June, September, December

FIRST SUNDAY	Eng 3, Rescue 3, Ladder 3, Gator at Station #3
SECOND SUNDAY	Both Flusar Trailers
THIRD SUNDAY	2 Reserve Rescue Trucks, 1 Reserve Engine

Station 4

Quarterly Wax Schedule – March, June, September, December

FIRST SUNDAY	Eng 4, Rescue 4, Reserve Ladder, Gator at Station #4, Rescue 44
SECOND SUNDAY	Reserve Rescue, 1 Reserve Engine
THIRD SUNDAY	1 Reserve Rescue Truck, 1 Fire Shop Pick Up Truck, 1 Fire Shop Mechanic Truck



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Borrowing of Tools & Equipment	Digna Abello, Fire Chief

POLICY:

It is the department's policy to lend equipment and tools only for use in the promotion of fire safety and public education. Fire Department tools and equipment will not be issued for personal use or for the benefit of third parties except for the promotion of fire safety and public education.

SCOPE:

This policy applies to all department employees borrowing equipment for use while off duty.

PROCEDURE:

- I. Personnel will submit requests to borrow equipment to the Support Services Captain in writing via the chain of command including the following information.
 - A. Where and when the event will take place
 - B. Intended audience and nature of the event
 - C. List of equipment and how it will be used
- II. Once approved tools and equipment will be issued on the individual's shift preceding the event and will be returned to Support Services clean and in the same condition as issued on the shift following the event. Exceptions will be made to accommodate weekends and R days only. The Support Services Captain will maintain a written log of issued equipment. The individual borrowing the equipment is responsible for ensuring that an entry is made on the log by a member of support services when the equipment is returned. Support Services personnel accepting returned equipment will inspect and inventory the equipment before logging it as returned in satisfactory condition.
- III. The following limitations will be used:
 - A. Tools and equipment will be issued only for demonstration by the firefighter
 - B. Power tools will not be issued (hydraulic, pneumatic or fuel operated)
 - C. Ladders will not be issued
 - D. Fire Apparatus vehicles will not be issued.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Bunker Gear Maintenance	Digna Abello, Fire Chief

POLICY:

The following policy shall be followed for Bunker Gear Maintenance. The Miami Beach Fire Department will ensure that the minimum standards NFPA 1851 for cleaning of bunker gear are met or exceeded annually.

SCOPE:

This policy applies to all Fire Department emergency response personnel.

BACKGROUND:

Maintaining the cleanliness of bunker gear is of critical importance. Research studies have shown that soiled or contaminated bunker gear is hazardous to fire fighters' health and can reduce the protection provided by the gear. A number of hazards are presented to the fire fighter by soiled or contaminated bunker gear including toxic and carcinogenic substances that can enter the body through inhalation, ingestion or skin absorption. Soiled bunker gear also tends to absorb radiant heat rather than reflect it.

PROCEDURE:

Bunker gear shall not be washed in the station washing machines and will not be taken home for cleaning to prevent cross contamination. The Support Services Division will coordinate and schedule the cleaning of all personnel's bunker gear with a certified vendor. Minor repairs will also be made by the cleaning vendor at that time. All bunker gear will be turned in for cleaning / repairs for the following:

- I. Any time bunker gear is used in fire conditions, the gear must be turned in to Support Services for cleaning.
- II. Any bunker gear that has been excessively dirty from common contaminants must be turned in to Support Services for cleaning.
- III. Any bunker gear that has been exposed chemicals, pesticides, bloodborne pathogens or other hazardous materials must be turned in to Support Services for cleaning.
- IV. Bunker that needs repairs must be turned in to Support Services for cleaning and repairs.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Bunker Gear Maintenance (2)	Digna Abello, Fire Chief

- V. Any firefighter who is concerned about their bunker gear, whatever level of contamination, may turn it in to Support Services for cleaning.
- VI. Every Monday, Station Officers will inspect the bunker gear of all fire personnel assigned to their station. Any bunker gear that is found to be contaminated or in need of repair will be turned in to Support Services immediately.
- VII. Replacement Bunker Gear is available at Support Services if it needs to be replaced during a shift.

PROCESS FOR TURNING IN BUNKER GEAR TO BE CLEANED OR REPAIRED:

- I. Gear needing cleaning or repairs will be placed in the large gray bin located in the south engine bay at Station #2 (beside Engine 2)
- II. Forms are located next to the gray bin. Complete the form and place in the radio pocket of your bunker gear jacket. Then place the gear in a plastic bag and place inside the bin.
- III. All bunker gear turned in for cleaning and/or repairs will be available for pick up from Support Services within 48 hours (allow exceptions during any Holiday period). Clean / repaired gear will be placed in the room off the entrance of the hose tower where detail radios and laptops are stored
- IV. If replacement gear is needed see the Captain or Chief of Support Services. If after hours, see your Suppression Division Chief.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Equipment Maintenance	Digna Abello, Fire Chief

POLICY:

Suppression activity equipment carried on all Miami Beach Fire Department fire or rescue apparatus vehicles will be kept in a state of readiness at all times.

SCOPE:

This policy applies to all Miami Beach Fire Department emergency response personnel.

PROCEDURE:

When equipment that is used in suppression activities is found to be damaged, lost, or defective the assigned Driver Engineer will:

- I. Notify the Company Officer (CO) immediately. The Company Officer will notify the Suppression Division Chief if the damaged, lost, or defective equipment will affect their response.
- II. For damaged or defective equipment, tag it and return it to a member of the Support Services Division for repair and/or replacement. **All** replacement requests will have to be accompanied by with a Lost/Damaged/Stolen equipment form (located in PowerDMS) signed by your Company Officer and Suppression Division Chief.
- III. The driver will document all damaged, defective or lost equipment in the apparatus daily and in the apparatus logbook.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Fire Apparatus Maintenance	Digna Abello, Fire Chief

POLICY:

The following policy shall be followed for Fire Apparatus Maintenance. All fire apparatus vehicles will be maintained in a state of readiness at all times.

SCOPE:

This policy applies to Fire Department personnel.

PROCEDURE:

- I. **Routine** – Cleaning and inspection for all front-line fire apparatus and any reserve fire apparatus that is assigned to a fire station.
 - A. Daily, at the beginning of each shift, the Driver Engineer(s) assigned to the station will:
 1. Inspect to ensure that all mechanical components are in working order.
 2. Check all fluid levels and refill to the appropriate level if necessary.
 - Fuel – Oil – Coolant – Water Tank
 - Fuel will be added when the level drops below $\frac{3}{4}$ full
 3. Check, and correct, if necessary, the air pressure on each tire.
 4. Check the brake pressure.
 5. Inventory all tools and equipment. If anything is missing or damaged, the Driver will notify the Company Officer immediately.
 6. Ensure the clean appearance of the fire apparatus at all times.
 - B. Weekly, at the beginning of each shift, the driver(s) assigned to the station will:
 1. Reverse-flush the pump, exercise and lubricate gate valves; Examine and clean pump strainers (Tuesdays).
 2. Inspect all self-contained breathing apparatus (Wednesdays).
 3. Remove, clean, and inspect all ladders (Thursdays).
 4. Inspect the exhaust system and inspect and run all small engine equipment (Fridays).
 5. Remove, clean and inspect all equipment and clean all compartments (Saturdays).



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Fire Apparatus Maintenance (2)	Digna Abello, Fire Chief

6. Make a notation in the apparatus logbook of the work that was performed. If for some reason the work could not be performed, this notation will also be made.
- C. Monthly, on the first Sunday of each month, whichever shift is on-duty, the driver(s) assigned to the station will test soft suction hose by hooking to a hydrant and with all ports closed, fully open the hydrant.
- D. Quarterly, on the first Sunday of December, March, June, and September, whichever shift is on duty, the driver assigned to the station will wax the assigned fire apparatus.
- E. Quarterly, on the second Sunday of April, July, and October, whichever shift is on-duty, the driver(s) assigned to the station will remove and reload all fire hose with folds in different places on the assigned fire apparatus.
- F. In addition to the above maintenance procedures, on a daily basis, drivers of aerial ladder apparatus will:
 1. Check and record the hour meter indication before use.
 2. Check the hydraulic fluid level and refill if necessary.
 3. Check and record the saddle air tank pressures and refill if necessary.
 4. Engage the PTO and set jacks.
 5. Elevate, rotate, extend and bed the aerial device.
 6. Check for hydraulic leaks and record the hour meter indication again.
- G. The Company Officer (CO) will:
 1. Assign crewmembers to assist the driver when necessary.
 2. Inspect all front-line and reserve apparatus assigned to their station to ensure that all work is performed as required and that all proper notations are entered into the apparatus' logbook and Daily Vehicle Inspection form.

II. Fire Apparatus Mechanical Defect

If a fire apparatus mechanical defect is discovered the assigned driver will:

- A. Notify the (CO) immediately.
- B. Assist in determining the immediacy of the concern



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Fire Apparatus Maintenance (3)	Digna Abello, Fire Chief

1. If the defect precludes normal response, the CO will notify the Suppression Division Chief who will decide to switch to a reserve apparatus.
 - If the apparatus can be driven, it will be driven to the Fire Shop.
 - If it cannot be driven, it should be left in place with appropriate safety precautions and the CO will advise the Suppression Division Chief who will arrange for towing services.
 2. If the defect is of a less urgent nature, and normal response is possible, the CO will notify the Suppression Division Chief who will make arrangements with the Support Services Division for repairs as soon as possible.
 - The apparatus will be driven to the Fire Shop for scheduled repairs.
 - The apparatus may remain in-service if the repair is possible in a reasonable amount of time for response with a slight delay.
 - If the apparatus needs to be switched out due to extended repair time, the CO will notify the Suppression Division Chief.
- C. Report the Mechanical Defect Report (MDR) via phone call followed by an email to 300 and make an entry in the apparatus' logbook to indicate the defects found and action taken.

NOTE: Only Fire Shop Mechanics will make repairs to apparatus vehicles or equipment unless otherwise authorized by the Suppression Division Chief or the Support Services Division Chief.

III. General

- A. The Fire Shop supervisor will develop and maintain a preventative maintenance schedule for all Fire Department Apparatus. The Division Chief of Support Services will oversee this and ensure that the maintenance schedule is followed.
- B. All Fire Department Pump will be tested annually by an outside company. The Fire Shop Supervisor will handle schedule the Fire Pump test for each Fire Engine and Ariel Apparatus.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Fire Apparatus Maintenance (4)	Digna Abello, Fire Chief

- C. All Aerial Apparatus and ground ladders will be inspected, and service tested annually by an outside company. The Fire Shop Supervisor will handle the scheduling for this.
- D. The Driver Engineer of each Fire Apparatus will report any defects or issues with their apparatus to his/her Company Officer immediately.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: SCBA Maintenance	Digna Abello, Fire Chief

POLICY:

To establish a guideline to indicate the proper maintenance, training, use, and cleaning for self-contained breathing apparatus (SCBA) in order to ensure the safety of City of Miami Beach Fire Department personnel.

SCOPE:

This policy applies to all City of Miami Beach Firefighter that the use of SCBA is required at **all** firefighting operations, including those operations involving vehicles, dumpsters, rubbish, Carbon Monoxide (CO) and other gas or odor investigation

calls. This includes inside operations, and also outside positions where personnel may be exposed to smoke or other potentially toxic IDLH conditions. During these incidents, positive pressure SCBA must be worn at all times unless otherwise ordered by the officer in command.

PROCEDURE:

Inspection and Records:

SCBA are to be properly maintained at all times in order to ensure that they function properly and adequately protect the employees. Maintenance involves a thorough visual inspection for cleanliness and defects. Worn or deteriorated parts will be replaced prior to use by (810s)

2. Personnel shall make daily inspections of the S.C.B.A. at the beginning of each shift, after each use, and at any other time it may be necessary to render the equipment in a ready state of condition. The user must do visual inspections of the entire unit for deteriorated components, missing or nonfunctioning components. If there is any S.C.B.A. that is found to be functioning improperly, it will be taken out of service, tagged with description of problems, reported to 810 and immediate officer in charge, and replaced immediately.
 - a. Face piece
 - i. Check for cracks or damage to the lens
 - ii. Check for the face seal for cracks, cuts or other damage



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: SCBA Maintenance (2)	Digna Abello, Fire Chief

- iii. Verify the nose cup is properly positioned inside the face seal chin cup and that the nose cup is properly seated between the flanges of the voice transmitter ducts.
- b. Head straps;
 - i. Breaks or Tears
 - ii. Broken buckles
 - iii. Check for loss of elasticity, damage or missing parts
- c. Valves
 - i. Residue or dirt
 - ii. Damaged to valve or valve material
 - iii. Check to ensure that the breathing regulator purge valve (red knob on regulator) is closed (full clockwise position).
- d. Gauges, regulators, head light display & Air Lines
 - i. Damage to or inaccuracy within 100 psi of cylinder
 - ii. Leaks
- e. PASS alarm
 - i. Operation
 - ii. Battery Condition
 - iii. Ensure that vibe-alert and integrated PASS alarm activates when unit is turned on.
 - iv. After unit is turned on, check and verify that pressure readings on the remote pressure gauge and cylinder gauge do not have a major discrepancy. Check for leaks and remove from service if found.
- f. Body Harness
 - i. Tears, rips, fraying or otherwise damaged straps
 - ii. Broken buckles



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: SCBA Maintenance (3)	Digna Abello, Fire Chief

g. Cylinder

- i. Hydrostatic test date within 5 years of last stamp
- ii. General cylinder condition:
 1. Visually inspect cylinder for dents or gouges in metal or in fiberglass wrapping.
 2. Cylinders which show damage or exposure to high heat or flame, such as paint turned brown or black, decals charred or missing, gauge lens melted or elastomeric bumper distorted, shall be removed from service.
 3. Check for damage of the cylinder valve hand wheel and threads
 4. Check and verify the cylinder reads full

2. Out of Service Equipment

- a. SCBAs or face pieces that are defective or that have defective parts shall be taken out of service immediately
 - b. Be reported immediately to officer in charge & 810 or Support Service Training division and be marked as out of service with department supplied tags with Name, Unit, Date and brief description of the problem.
3. Members shall achieve a NON-LEAKING face piece-to-skin seal WITH THE MASK. Facial hair shall not be allowed at points where the S.C.B.A. face piece is designed to seal with the face. INDIVIDUAL MEMBERS SHALL BE ACCOUNTABLE FOR COMPLIANCE WITH THIS REQUIREMENT. Annual fit-testing will be conducted.
 4. A qualified person (810) shall conduct annual inspections and service of the S.C.B.A; this inspection shall be performed per manufactures recommendations and NFPA 1852
 - a. Qualifications for (810) can be found in the current Bid document.
 - b. Annual inspection and servicing of SCBA by qualified personnel includes:
 - i. Disassembly of the SCBA into major components
 - ii. Flow testing of the regulator
 - iii. Disassembly and cleaning of the regulator
 - iv. Replacement of worn parts, or those recommended by the manufacture



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: SCBA Maintenance (4)	Digna Abello, Fire Chief

- v. Disassembly of the low-air alarm and cleaning and replacement of component parts as necessary
- vi. Cleaning and replacement of components of the facepiece and harness assembly, and replacement of component parts as necessary
- vii. Reassembly of the entire SCBA and testing for proper operation of all components.
- viii. Proper recording of all performed maintenance on record keeping forms
- ix. Visual inspection of SCBA cylinders.

Maintenance & Training:

1. Wednesday is the Weekly maintenance checks by the company officer:
 - a. Any deficiencies shall be reported to the 810 or Support Service Lieutenant.
2. SCBAs that need maintenance work done to them; will be done by trained maintenance personnel only. If repair work is needed on a SCBA it shall be taken out of service, tagged with a note describing the problem, and reported to the officer in charge and on duty 810.
 - a. Personnel shall never attempt to repair and place back in service any component of the SCBA unless said personnel are duly qualified (810) to make such repairs per the manufacturer's specifications and guidelines and that all required documentation and certificates are on file.
3. Annual fit test program shall be conducted on each firefighter qualified to wear a SCBA beginning January.
 - a. Personnel shall demonstrate competence in the proper donning and doffing procedures, identifying hazardous areas, and knowledge of equipment at least once a year.
4. No components will be replaced, or repairs made beyond those recommended by the manufacturer, except by those trained by the manufacturer to do such repairs. Repairs beyond the scope of our trained personnel will be conducted by the manufacturer or their designee.
5. Stored SCBA packs will not have batteries to prevent battery leaking. Assure that batteries are in place prior to putting SCBA back in service.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: SCBA Maintenance (5)	Digna Abello, Fire Chief

- a. SCBA will be given a complete check before being placed back in service

Emergency Scene Use:

1. SCBA will be used by all firefighter who are exposed to respiratory hazards or exposed to such hazards without warning. The hazard shall include car fires, dumpster fires, interior structure fires, in a contaminated atmosphere, in an atmosphere which is oxygen deficient, active fire area, in a potential explosion or fire area, including gas leaks and fuel spills, over-haul, in any confined space which has not been tested to establish respiratory safety.
2. When using a SCBA, firefighter shall use the "buddy check", to inspect SCBA and personal protective equipment, be monitored for indications of fatigue, and work with a minimum of one other firefighter that is in constant communication with each other.
3. When the evacuation signal is sounded (3 long blasts of an air horn, pause then repeated) everyone inside hazardous area will immediately withdrawal from the building and report to staging for PAR.

Face Piece Seal:

1. Fit Testing is required for all personnel wearing SCBA
2. Fit testing will be conducted in accordance with the following schedule and shall be conducted by trained personnel (810):
 - a. Annually beginning in January
 - b. On each firefighter qualified to wear a SCBA.
 - c. When there are changes in the employee's physical condition that could affect respiratory fit (obvious changes in body weight, facial scarring, etc.)
 - d. Eye glass frames, facial hair, and beards that interfere with the seal of the face piece shall be prohibited.

Cascade System- Air Truck/Air Trailer:

1. Only trained (810) shall fill air bottles from the cascade system.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: SCBA Maintenance (6)	Digna Abello, Fire Chief

2. Training in the operation of the Air Truck cascade system shall be performed by the assigned training officer and qualified factory service technician.
3. Qualified personnel shall follow all procedures outlined by owner's manual.

Cleaning and Returning to Service:

1. SCBA are to be cleaned and disinfected after each use.
 - a. Do not wash with acetone, alcohol, white spirit, or Trichloroethylene
 - b. Wash with warm water and mild detergent, and then rinse with warm water
2. Clean face piece with 10:1 warm water and soap, rinse with warm water.
3. Replace air cylinder with full (4500 psi) air cylinder
4. The SCBA need to be fully dried before they are returned to service.
5. Storage of SCBA shall be in their designated place on the apparatus.
6. Masks shall be stored in plastic or nylon bags, or enclosed apparatus cabs to prevent exposure to road dirt or other contaminants.



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PART-SECTION: Section 800 Support	AUTHORIZED BY:
PROCEDURE: Uniform Ordering	Digna Abello, Fire Chief

POLICY:

The following Uniform policy shall be followed for issuing personal uniforms to all Miami Beach Fire Department personnel.

SCOPE:

This policy applies to all Miami Beach Fire Department personnel.

PROCEDURE:

- I. Uniforms will be ordered annually during the months of January and February for all members of the Fire Department.
- II. The Support Services Division will notify personnel via email of when the annual ordering of uniforms will take place.
- III. When uniforms are newly issued, a "Clothing Request" form must be filled out by each employee, accurately detailing each item(s) of issue, and signed by the employee.
 - A. This form will then be filed in the Support Services Division by employee name.
 - B. Information from this form will also be entered into a spreadsheet inventory purposes.
- IV. In the event that gear must be re-issued due to being lost or damaged, a "Clothing Request" form shall be filled out, by the employee, and signed off by the Support Services Captain. An email with details of how the item(s) were lost or damaged must be provided to the Support Services Captain.
- V. Lost or damaged uniforms, if in stock, will be replaced immediately. If the requested uniform is not in stock, it will be ordered as soon as possible.

SECTION 900 TRAINING



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FIRE - RESCUE DEPARTMENT. Date Created x/xx/xxxx

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PART-SECTION: Section 900 Training	AUTHORIZED BY:
PROCEDURE: Daily Training	Digna Abello, Fire Chief

POLICY:

The following policy shall be used for Daily Training. It is the responsibility of each Fire Company Officer to assure that the firefighters assigned to his or her company maintains proficiency in all basic firefighting skills.

SCOPE:

This policy applies to all Fire Department Emergency response personnel.

PROCEDURE:

- I. The Training Division shall provide a regular and continuous standardized training program to its members in required Fire, EMS, EVOC, Hazardous Materials, IMS, ICS for Hazardous Materials, paramedic certification courses as required by the department or the Medical Director, Rescue Refresher for all personnel, courses required to bring personnel in line with nationally accepted standards.
- II. The Training Division shall provide standardized training references and materials made available for the use of its members in conjunction with the training program.
- III. All Fire Department members shall participate in the Fire Department training program relative to their position and classification within the Department.
- IV. The Training Division Chief and/or Training Lieutenant Officer shall be responsible for:
 - A. Evaluation of training content
 - B. Evaluate continuity of training between shifts
 - C. Scheduling yearly department training
 - D. Scheduling joint response training sessions
 - E. Scheduling mutual aid training sessions
 - F. Continuity of training between the Miami Beach Fire Department and other agencies
- V. Suppression Division Chiefs are responsible for the following:



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PART-SECTION: Section 900 Training	AUTHORIZED BY:
PROCEDURE: Daily Training (2)	Digna Abello, Fire Chief

- A. Evaluate the training needs of each shift and advise the Division Chief of Training.
- B. Coordinate with the respective Company Officers under their supervision relative to training needs and requirements.

VI. Company Officers are responsible for the following:

- A. Monitoring training needs of their respective companies and other personnel who may be assigned to their commands.
- B. Coordinate with the Training Officer and the Shift training captain in matters relating to training.
- C. Conducting and/or assigning routine training sessions and drills for their respective companies following the training calendar.
- D. Required to perform fire or rescue drills, as per the monthly drill calendar, until crewmembers demonstrate a high degree of proficiency in skill levels.
- E. Providing overall management and guidance to their respective company/shift in matters relating to training.
- F. Required to assure that the crewmembers assigned to their company receives a minimum of one hour of fire, EMS, or City business related class each 24-hour shift day.
- G. Company Officers are responsible for entering all training hours in the current report management system – Target Solutions.

VII. All Fire Department members are responsible for participating in Fire Department training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their respective classification and position within the Department.

VIII. In the event that a crewmember is not achieving an acceptable level of skill proficiency, the supervising Company Officer will consult with the Division Chief regarding remedial action. Such remedial action may include any of the following:

- 1. Transferring the crewmember to another Company Officer.
- 2. Directing the Division Chief of Training to develop specialized training for the specific company or entire shift.
- 3. Transferring the crewmember to the Training Division temporarily in order to receive intensive and specific remedial training.



City of Miami Beach

FIRE - RESCUE DEPARTMENT. Date Created x/xx/xxxx

ISSUE DATE 10/24/2025 SOG#__

PART-SECTION: Section 900 Training	AUTHORIZED BY:
PROCEDURE: Daily Training (3)	Digna Abello, Fire Chief

- IX. Fire Companies will be required to participate in department-wide training as per the annual training calendar.
- X. Training Records
 - A. Training Records shall be processed and maintained in accordance to the report management system currently used – Target Solutions.
 - B. A training roster will be completed for any class that is conducted on- duty and lasts for one (1) hour or more. Must be signed and dated by the Station Officer.
 - C. The training roster must be turned into the training lieutenant via chain of command through e-mail.
 - D. Each Fire Company Officer must document all training activities on the fire station's daily form.



City of Miami Beach

FIRE - RESCUE DEPARTMENT. Date Created x/xx/xxxx

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PART-SECTION: Section 900 Training	AUTHORIZED BY:
PROCEDURE: Training Activities	Digna Abello, Fire Chief

POLICY:

The following policy shall be used for all Training Activities. The Miami Beach Fire Department is committed to meet the minimum standards of training established by the Occupational Safety and Health Administration, the National Fire Protection Association, and the Insurance Services Organization combined with an assessment of the needs of our organization and the citizens, business community and visitors of Miami Beach.

SCOPE:

This policy applies to all Miami Beach Fire Department emergency response personnel.

PROCEDURE:

- I. There are three recognized levels of training:
 - A. Level 1- Shift level training
 - i. Shift level training is delivered by or at the direction of the Company Officer in maintenance of basic skills, during a shift cycle when no other training is delivered, or the delivery of materials at the direction of the Training Lieutenant. Company Standards Training is accomplished during shift level training. Documentation consists of data entry by the station officer into the record management system.
 - B. Level 2- Department-wide training (Includes City-mandated employee training)
 - i. Monthly training is delivered by or at the direction of the training Chief. Monthly training should normally consist of an EMS and a Suppression or Specialty component. Times for Monthly Training will be noticed on the training calendar or via department email notification.
 - C. Level 3- Specialty training
 - i. Specialty training such as active shooter, confined space entry, vehicle extrication, rescue techniques, surface rescue, night drills, rope rescue, EVOC training. Additional training based on standard operating procedures or standard operating guidelines.



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PART-SECTION: Section 900 Training	AUTHORIZED BY:
PROCEDURE: Training Activities (2)	Digna Abello, Fire Chief

- ii. Intended to provide a multi-company drill scenario that includes elements of that calendar quarter company Training.
- II. Prior to the end of each calendar year, the Training Division will distribute an annual training calendar that will reflect all three levels of training for the new year.
 - A. The Support Services Training Officer will develop the annual training calendar through assessment of, and coordination with, each division's training needs for the on-coming year.
 - B. Each month of the on-coming year will be clearly marked so as to indicate the Level 2 & 3 training that can be expected for the new year.
 - C. Included in the annual training calendar will be at least two scheduled night drills.
 - D. This annual training calendar will be posted on the bulletin board of each fire station.
 - E. Captains must be vigilant in ensure data is entered appropriately, and are responsible for ensuring that acting officers are current on procedures
- III. A training schedule, which reflects Level 1 training and referred to as a monthly drill call, will be developed by the Support Services Training Officer and distributed to all Company Officers prior to the first day of each month. The monthly drill call will outline the mandatory drills to be practiced for that month by each fire company.
 - A. Company Officers are invited to call the Training Officer if there is anything that is unclear in the monthly drill call. 673-7140
- IV. During the month following the release of a monthly drill call, the Support Services Training Officer will call one fire company from each shift to report to a designated location in order to demonstrate proficiency of the drill. The selected fire company will be required to repeat the drill until an acceptable level of proficiency is demonstrated.