

NEWBERRY SPRINGS FIRE DEPARTMENT

POLICY MANUAL

STANDARD OPERATING GUIDELINES



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Review Note

Administrative, numbering, duplication, formatting, and content concerns identified during review are documented separately in the Policy Manual Audit Report.

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NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: STAFFING COVERAGE

POLICY NUMBER: 101

EFFECTIVE DATE:

I. Purpose

- a. To ensure adequate staffing coverage at the Newberry Springs Fire Department, guaranteeing effective and timely response to emergencies while maintaining operational efficiency.

II. Scope

- a. This policy applies to all personnel of the Newberry Springs Fire Department, including full-time, part-time, and volunteer firefighters.

III. Policy

1) Staffing Levels

- a. There must be at least 2 personnel on duty at all times.
- b. Up to 4 personnel can be on duty unless additional staffing is approved.
- c. More than 4 personnel on duty requires prior approval from the Fire Chief or Assistant Chief.

2) Staffing Schedule

- a. Shift Duration: Standard shifts are 24 hours, beginning at 0800 hours and ending at 0800 hours the following day.

3) Approval for Additional Staffing

- a. Personnel seeking approval for staffing beyond the maximum of 4 must submit a request to the Fire Chief or Assistant Chief, providing justification for the additional staffing.

- b. The Fire Chief or Assistant Chief will evaluate the request based on current operational needs, anticipated workload, and available resources.
- c. Approved additional staffing must be documented and the shift roster updated accordingly.

4) Minimum Monthly Staffing Requirement

- a. All personnel are required to complete a minimum of 48 hours of shift coverage per month, with each shift being no less than 24 hours.
- b. Any shift less than 24 hours will not count toward the 48-hour monthly requirement.

5) Failure to Meet Minimum:

- a. If a member fails to meet the 48-hour minimum in a given month, they will receive a written warning.
- b. During a member's one-year probationary period, only one written warning is permitted.
- c. A second violation during probation will result in termination from the department.
- d. After probation, continued failure to meet minimum hour requirements may result in progressive discipline, up to and including termination, subject to review by the Fire Chief.
- e. Extraordinary circumstances will be viewed case by case by the Fire Chief

6) Compensation

- a. Personnel driving from a distance of 60 miles or greater will be compensated \$25 for a 24-hour shift.
- b. All personnel will receive \$10 per emergency call responded to, in addition to their regular incentive and any applicable hold over incentives.

Review and Revision

This policy shall be reviewed annually and revised as necessary to ensure it meets the operational needs of the Newberry Springs Fire Department.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: DISCLOSURE OF AN INCIDENT

POLICY NUMBER: 102

EFFECTIVE DATE:

I. PURPOSE

- a.** To establish guidelines for the release of incident reports to the public while ensuring compliance with applicable laws and protecting sensitive information.

II. POLICY

- a.** Incident reports prepared by Newberry Springs Fire Department (NSFD) personnel are considered public records and may be subject to disclosure under California Government Code Section 6250 (California Public Records Act - CPRA).
- b.** Certain exceptions apply that restrict the release of specific reports to protect privacy, ongoing investigations, and sensitive information.
- c.** All requests for incident reports must be submitted to the Administrative Office for processing. Field personnel are not authorized to release reports directly.
- d.** Incident reports will be processed and made available within 3-5 working days unless an exception applies.

III. EXCEPTIONS TO PUBLIC DISCLOSURE

- a.** In accordance with California Government Code Section 6254, the following incident reports will not be released to the public:
 - i.** Reports involving minors – These are confidential and cannot be disclosed.

- ii. Reports involving sexual crimes – These are confidential and cannot be disclosed.
- iii. Reports related to an active law enforcement investigation – If releasing the report would jeopardize an ongoing investigation, the report will not be disclosed.
- iv. Any report deemed confidential by Fire District Legal Counsel.

IV. PROCEDURE FOR REPORT RELEASE

a. Report Writing & Documentation:

- i. All incident reports shall be written with the understanding that they may be subject to public disclosure.

b. Reports must be complete, accurate, spell-checked, and include:

- i. Names and addresses of all involved persons.
- ii. Description of any property involved.
- iii. Date, time, and location of the incident.
- iv. All diagrams, statements, and witness accounts (except confidential informants).

c. Handling Public Requests:

- i. All requests for incident reports must be submitted to the Administrative Office.
- ii. Field personnel shall not release incident reports directly to the public
- iii. Requesting agencies or members of the public will be informed that report requests typically take 3-5 business days to process.

- d. Legal Review & Redactions:
 - i. If a report involves a minor, sexual crime, or ongoing investigation, it must be reviewed by Fire District Legal Counsel before release.
 - ii. Any information that must remain confidential will be redacted before disclosure.

V. RESPONSIBILITIES

- a. Incident Commanders & Firefighters – Ensure reports are accurately completed in a timely manner.
- b. Administrative Office Staff – Process public requests and review reports before release.
- c. Duty Chief Officer – Ensure compliance with disclosure policies and refer questionable reports for legal review.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: GROOMING STANDARDS

POLICY NUMBER: 103

EFFECTIVE DATE:

I. POLICY

- A. All members of the Newberry Springs Fire Department who are required to wear a uniform, must be properly groomed while on duty.
- B. Members must maintain a high standard of dress and personal appearance to ensure personal safety, neatness, and a professional public image. Proper hygiene must be observed at all times.

II. GUIDELINES

- A. The following guidelines apply to all uniformed personnel while on duty. Supervisors are responsible for ensuring compliance.
- B. Any deviation due to physical characteristics must be approved by the Fire Chief or designee.

III. HAIR STANDARDS – MALE PERSONNEL

- A. Hair must be neat, clean, trimmed, and present a professional appearance.
- B. Extreme hairstyles and ponytails are not permitted.
- C. Hair color must be natural-looking; unnatural patterns or colors are prohibited.
- D. Hair must not extend below the top of the uniform collar when standing upright.
- E. Hair may be combed over the ears but must not extend below the bottom of the ear or more than two (2) inches in front of the ear.
- F. Hair styled forward must not extend below the eyebrows.

- G. Maximum hair depth from the scalp must not exceed one and one-half inches.
- H. Hair must not interfere with the proper wearing of helmets, masks, or other safety equipment.

IV. HAIR STANDARDS – FEMALE PERSONNEL

- A. Hair must be neat, clean, trimmed, and present a professional appearance.
- B. Hair color must be natural-looking; unnatural patterns or colors are prohibited.
- C. Extreme hairstyles and ponytails are not permitted.
- D. Hair must not extend below the top of the uniform collar when standing upright.
- E. Hair may be combed over the ears but must not extend below the bottom of the ear or more than two (2) inches in front of the ear.
- F. Hair styled forward must not extend below the eyebrows.
- G. Maximum hair depth from the scalp must not exceed one and one-half inches.
- H. Pins, combs, or barrettes must be of a color similar to the individual's hair color.
- I. Hair must not interfere with the proper wearing of helmets, masks, or other safety equipment.

V. FACIAL HAIR – MALE PERSONNEL

- A. Personnel must be clean-shaven when reporting for duty or representing the Department.
- B. Sideburns must be neatly trimmed, not extend below the ear lobe, and must end with a clean-shaven horizontal line.
- C. Mustaches must not extend more than one-half inch beyond the corners of the mouth or below the upper lip. Waxed or pointed styles are not allowed.
- D. Beards and goatees are strictly prohibited.

VI. COSMETICS

- A. Cosmetics must be conservative in color and application to maintain a professional image.

VII. FINGERNAILS

- A. Fingernails must be kept clean and trimmed no longer than the fingertip.
- B. If nail polish is worn, it must be conservative in color and approved by the department.

VIII. JEWELRY

- A. Wristwatches and identification bracelets may be worn if they do not interfere with gloves, turnout gear, or pose a snagging hazard.
- B. Ear, nose, and body piercings are not permitted while on duty.
- C. Necklaces, pendants, and medallions must not be visible while on duty.
- D. Rings may be worn if they are not large, ornate, or interfere with safety equipment.

IX. FOOTWEAR

- A. Shoes must be appropriate for the work environment.
- B. Boots must be plain.
- C. Socks or hose must be worn.
- D. The following footwear is prohibited:
 - i. Extreme high heels
 - ii. Beach sandals

X. ACCESSORIES

- A. Jewelry that could present a safety hazard is not permitted. This includes:
 - i. Large pendants
 - ii. Hoop earrings
 - iii. Oversized rings

XI. GROOMING

- A. Hair must be neat, clean, and appropriately styled. Extreme or excessively long hairstyles that interfere with work duties must be tied back or otherwise contained.
- B. Makeup must be moderate and professional.
- C. Nail polish must be conservative in color and approved by the department.

XII. TATTOOS

- A. Exposed tattoos must not be suggestive, obscene, or vulgar in nature. Any tattoos of this type must be covered during the tour of duty.
- B. Facial tattoos or tattoos above the collar line are not allowed and must be covered at all times.

XIII. CASUAL DAY POLICY

- A. Casual days must be approved by the Fire Chief or designee.
- B. Casual attire is not permitted if meetings are scheduled.
- C. The following attire is NOT permitted on casual days:
 - i. Sweatpants or sweatshirts
 - ii. Mini skirts
 - iii. Tube tops or halters
 - iv. See-through or low-cut blouses
 - v. Shorts
 - vi. Beach sandals

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: HIERARCHY WITHIN THE FIRE DEPARTMENT (CHAIN OF COMMAND)

POLICY NUMBER: 104

EFFECTIVE DATE:

I. PURPOSE

- A.** To establish the hierarchy of positions within the Newberry Springs Fire Department and define the chain of command to ensure effective leadership, communication, and operational efficiency.

II. CHAIN OF COMMAND & POSITION HIERARCHY

- A.** The Newberry Springs Fire Department operates under a structured chain of command to maintain order, accountability, and operational effectiveness. The hierarchy of positions is as follows:

1. Fire Chief

- i. The highest-ranking officer in the department.
- ii. Responsible for overall leadership, administration, policy development, and operational oversight.
- iii. Serves as the final authority on all department matters.

2. Assistant Fire Chief

- i. Reports directly to the Fire Chief.
- ii. Assists in managing department operations, training programs, and administrative duties.

- iii. Acts as the Fire Chief in their absence.

3. Captain

- i. Reports to the Assistant Fire Chief.
- ii. Responsible for supervising firefighting personnel and managing emergency incidents.
- iii. Oversees station operations, training, and crew assignments.
- iv. Serves as Incident Commander when necessary.

4. Fire Apparatus Engineer / Lieutenant

- i. Reports to the Captain.
- ii. Responsible for operating and maintaining fire apparatus and ensuring all equipment is in working order.
- iii. Assists in training firefighters and provides leadership on the fireground.
- iv. May act as a supervisor in the absence of the Captain.

5. Senior Firefighter

- i. Reports to the Fire Apparatus Engineer / Lieutenant or Captain.

- ii. Serves as a lead firefighter, providing mentorship and guidance to Firefighters and Probationary Firefighters.
- iii. Assists with training, station duties, and crew coordination during incidents.
- iv. May act in a supervisory capacity when higher-ranking officers are unavailable.

6. Firefighter

- i. Reports to the Fire apparatus Engineer / Lieutenant or a Captain.
- ii. Performs firefighting, rescue, and emergency medical services as assigned.
- iii. Participates in training, station duties, and equipment maintenance.

7. Probationary Firefighter

- i. Entry-level position reporting to a designated supervisor (Fire apparatus Engineer / Lieutenant or a Captain).
- ii. Undergoes a probationary period to complete required training, skills assessment, and performance evaluations.
- iii. Expected to demonstrate competence in fireground operations, safety protocols, and department procedures.

III. CHAIN OF COMMAND COMPLIANCE

- A. All personnel shall follow the established chain of command for reporting issues, requesting resources, and receiving directives.
- B. In the absence of an officer, the next highest-ranking member assumes command as designated by department protocols.
- C. Personnel are expected to maintain professionalism, respect, and adherence to department policies within the established hierarchy.

IV. ENFORCEMENT

- A. Any failure to adhere to the chain of command or respect the hierarchy of the department may result in corrective action, up to and including disciplinary measures as determined by the Fire Chief.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: HIRING PROCESS

POLICY NUMBER: 105

EFFECTIVE DATE:

I. PURPOSE

- A.** To establish the minimum qualifications for employment and the probationary period requirements for all new personnel within the Newberry Springs Fire Department.

II. MINIMUM QUALIFICATIONS

- A.** All candidates for employment must meet or possess the following qualifications:

- 1.** Possess appropriate licenses and certifications as specified in the applicable job description.
- 2.** Be at least 18 years of age at the date of hire.
- 3.** Hold a valid California Driver's License as required by the job description.
- 4.** Have a high school diploma or equivalent.
- 5.** Must obtain an Emergency Medical Technician (EMT) license or Fire Fighter 1 Cert accredited by the state fire marshal.

III. HIRING PROCESS

A. The hiring process for all candidates shall include:

1. Oral interview.
2. Comprehensive medical screening, including:
 - i. Wellness Program Components (Hepatitis A, Hepatitis B, Tuberculosis test).
 - ii. Drug and alcohol testing.
3. In house Physical Agility Test (PAT)
4. Background investigation, including FBI and DOJ background checks.

IV. PROBATIONARY PERIOD

A. All newly hired employees shall serve a probationary period of six (6) months to twelve (12) months, or at the discretion of the Chief Officers. During this period, employees must successfully complete the following:

1. Performance evaluations every three (3) months, conducted by a supervisor.
2. Completion of a basic firefighter skills checklist, including but not limited to:
 - i. Firefighter I competency.
 - ii. Apparatus operator proficiency dependent on skill level.
 - iii. Additional job-specific training as determined by department standards.

B. Failure to meet the established probationary performance standards may result in an extension of the probationary period or termination of employment at the discretion of the Fire Chief.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: INCIDENT REPORTS

POLICY NUMBER: 106

EFFECTIVE DATE:

I. PURPOSE

1. To establish a standard procedure for the timely and accurate completion of Fire Incident Reports and Patient Care Reports (PCRs) to ensure proper documentation, compliance with reporting requirements, and continuity of care.
2. To establish a standardized procedure for the review, accountability, and correction of Newberry Springs Fire Department (NSFD) Incident Reports to ensure accuracy, compliance, and completeness.

II. POLICY

1. Timely Completion:
 - A. All Fire Incident Reports and Patient Care Reports (PCRs) shall be completed and entered into the department's Emergency Reporting System (ERS) no later than one (1) hour after the conclusion of the incident.
 - B. If extenuating circumstances prevent the completion of the report within one hour, it must be completed before the end of the shift.
2. Accuracy & Completeness:
 - A. Reports must be thorough, accurate, and contain all necessary details regarding the incident, patient care, and any actions taken by the department.
 - B. Reports should follow NFIRS (National Fire Incident Reporting System) and HIPAA (Health Insurance Portability and Accountability Act) compliance guidelines as applicable.

3. Emergency Reporting System Entry:

- A. All reports shall be entered into the Emergency Reporting System (ERS) on the department computer as soon as possible within the required timeframe of one (1) hour after the conclusion of the incident.
- B. Any issues with ERS access or technical difficulties must be reported to the Fire Chief or Assistant Chief Officer immediately.
- C. If extenuating circumstances prevent the completion of the report within one hour, it must be completed before the end of the shift.

4. Accountability:

- A. It is the responsibility of the responding crew, Lead Firefighter And/or Duty Officer on the call to ensure the reports are completed on time.
- B. Any failure to comply with this policy will be subject to review by the Fire Chief or Assistant Chief Officer.

III. PROCEDURE

1. Fire Incident Reports:

- A. The lead officer or firefighter assigned to the call is responsible for completing the Fire Incident Report.
- B. Reports must include incident details, resources used, actions taken, and any injuries or hazards encountered.

2. Patient Care Reports (PCRs):

- A. The primary caregiver or highest medical authority on the call (EMT) is responsible for completing the PCR.
- B. PCRs must include patient condition, assessments, treatments provided, vital signs, and any refusals of care.

3. Submission Timeline:

- A. Reports must be submitted within one (1) hour of the call ending unless operational demands prevent it.

- B. If the report cannot be completed within one hour, it must be submitted before the end of the shift.
- C. Any delays must be communicated to the Fire Chief or Assistant Chief Officer.

4. Review & Quality Control:

- A. Supervisors may periodically review reports to ensure accuracy and compliance.
- B. Any reports found incomplete or inaccurate will be returned for correction before the end of the shift.

5. Incident Reports requiring review

- A. The Fire Chief Officer(s) shall review all significant incident reports, including but not limited to:
 - 1. Incidents where legal action is possible or anticipated.
 - 2. Injuries to Fire Department personnel.
 - 3. Law enforcement involvement.
 - 4. Incidents where the Fire District's insurance company may be involved.
 - 5. Multi-Company incidents, Mass Casualty Incidents (MCIs), and Hazardous Material responses.
 - 6. Incidents involving explosives or any other significant event.

6. Review & Correction Responsibilities:

- A. The Fire Chief Officer is responsible for identifying any deficiencies in the incident report and ensuring that corrections are made by the reporting personnel.
- B. All identified deficiencies must be corrected no later than the end of the next work shift.

7. Incident Report Review Criteria:

- A. Spelling & Grammar – Ensure reports are professional and clearly written.
- B. Content & Accuracy – Verify that all necessary details are included and factual.
- C. Completeness – Confirm that the report contains all required information.
- D. Incident Timeline & Facts – Ensure all times and event details are accurate.
- E. Involved Parties – Confirm all names, roles, and witness statements are documented.
- F. Investigation Details – Verify any investigation notes or findings are properly recorded.
- G. Personnel on Scene – Confirm all responding personnel are listed.
- H. HIPAA Compliance – Ensure any protected patient information follows confidentiality laws.

8. Final Review & Release:

- A. All incident reports must be reviewed and approved by the Fire Chief Officer before being released by the Fire District Administration.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: PROBATION

POLICY NUMBER: 107

EFFECTIVE DATE:

I. PURPOSE

1. To establish probationary requirements for new hires and promoted personnel within the Newberry Springs Fire Department (NSFD).

II. POLICY

1. All newly hired or promoted personnel shall serve a probationary period of six (6) to twelve (12) months from their first date of service or date of promotion.
2. Time served in an acting capacity immediately preceding promotion shall count toward the probationary period for that rank.

III. PROCEDURES

1. Probation Period:
 - A. Probation lasts 6 - 12 months from the first date of service or promotion or until Chief officers feel they're ready to be off of probation.
2. Certification Requirements:
 - A. Personnel must maintain and keep current all required certifications, licenses, and training applicable to their position.
3. Performance Evaluations:
 - A. Probationary personnel shall be evaluated by a Supervisor every three (3) months during the probationary period.
4. Job Requirements Compliance:

- A. Personnel must comply with all job description requirements, including training, skills proficiency, and performance standards.

5. Orientation Training:

- A. New hires must complete required orientation training within the designated time frame.

6. Policy Compliance:

- A. Any failure to comply with, or violation of, NSFD policies may result in termination of a probationary employee.

IV. ENFORCEMENT

1. The Fire Chief, supervisors, and training officers are responsible for ensuring compliance with this policy.
2. Failure to meet probationary requirements may result in termination or extension of the probationary period based on the Chief's discretion.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: PROBATIONARY PERFORMANCE STANDARDS

POLICY NUMBER: 108

EFFECTIVE DATE:

I. PURPOSE

1. To establish clear and consistent performance expectations for probationary firefighters during their 3-month, 6-month, 9-month, and 12-month evaluations and to ensure all personnel meet department standards before completing probation.

II. POLICY

1. Scheduled Evaluations:

- A. Probationary firefighters will be evaluated at 3-month, 6-month, 9-month, and 12-month intervals from their on-line date.
- B. A new hire's first evaluation will occur at the next scheduled evaluation closest to 3 months from their start date.

2. Final Evaluation Requirements:

- A. The 12-month evaluation will include an assessment of three (3) additional random skills from any previous evaluations. These will be assigned by the Training Officer or Designee to ensure proficiency.

3. Retesting for Failed Evaluations:

- A. Probationary firefighters who fail a skills evaluation will be retested at the next scheduled probationary evaluation.
- B. If a firefighter fails the 12-month evaluation, their probationary period will be extended until the next evaluation opportunity.

4. Unsatisfactory Performance Notices:

- A. Any failure of evolutions, unsafe acts, negligence, or insubordination during training will result in a Notice of Unsatisfactory Performance (NOUP) issued by the Training Officer or Designee.
- B. The NOUP will be documented and placed in the firefighter's personnel file.

5. Grounds for Termination:

- A. Any probationary firefighter who receives three (3) Notices of Unsatisfactory Performance (NOUPs) during their probationary period may be issued a Letter of Unsatisfactory Performance (LOUP).
- B. A LOUP may also be issued immediately for gross negligence, insubordination, or unsafe acts during training.
- C. A LOUP is grounds for termination at the discretion of the Fire Chief.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: REPORT OF ACCIDENT

POLICY NUMBER: 109

EFFECTIVE DATE:

I. PURPOSE

1. To establish a standardized procedure for reporting accidents involving on-duty personnel and District apparatus to ensure timely documentation, accountability, and response.

II. REPORTABLE ACCIDENTS

1. A reportable accident includes:
 - A. Any accident involving District equipment that results in damage to private property or requires repairs to Fire District equipment.
 - B. Any accident occurring while responding to or returning from an emergency or non-emergency incident in a privately owned vehicle.

III. PROCEDURE

1. The following steps shall be followed by the driver(s) of the involved vehicle(s) immediately after an accident:
 - A. Notify the Emergency Command Center (ECC) immediately, providing the location of the accident, any injuries, and the need for additional response.
 - B. The Fire Chief or Assistant Chief or their designee shall respond to the accident scene.
 - C. The Fire Chief or Assistant Chief is responsible for taking photographs of the accident scene and all involved vehicles.
 - D. All news media inquiries must be referred to the Fire Chief or Assistant Chief.

- E. Complete the Accident Report Form in full titled “Vehicle Accident Report Form” Policy Ref. Number 109-A.
- F. Return the vehicle to service or advise the Fire Chief of the accident and the vehicle’s operational status.
- G. Arrange for the replacement of personnel as needed.
- H. Request a law enforcement report of the accident.

IV. REPORTING REQUIREMENTS

1. The shift officer or senior firefighter is responsible for ensuring that all reports related to the accident are completed and submitted to the Fire Chief or Assistant Chief within 24 hours of the incident.
2. Failure to follow these reporting procedures may result in administrative action.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: RULES OF CONDUCT

POLICY NUMBER: 110

EFFECTIVE DATE:

I. PURPOSE

1. To establish rules of conduct that safeguard the interests of the Fire District, the community, and all employees and volunteers by ensuring professionalism, accountability, and adherence to organizational standards.

II. POLICY

1. All Newberry Springs Fire Department (NSFD) personnel, including employees and volunteers, are expected to conduct themselves in a manner that aligns with Fire District policies, regulations, and commonly accepted social and organizational standards.

III. PROCEDURES

1. Expected Conduct:
 - A. Personnel shall adhere to all Fire District rules, policies, and procedures at all times.
2. Reporting Infractions:
 - A. Any observed violation of conduct rules shall be reported immediately to a supervisor or the appropriate authority.
3. Disciplinary Action:
 - A. Any infraction of the rules of conduct may result in disciplinary action, up to and including suspension or termination, depending on the severity of the offense.

IV. RULES OF INFRACTION

1. The following are examples of conduct violations that may result in disciplinary action:

- A. Unauthorized Possession or Use of Firearms or Explosives:

1. Fire personnel shall not possess or use firearms, explosives, or other weapons while on duty or on Fire District property unless explicitly authorized.

- B. Damage to Fire District or Community Property:

1. Deliberate or careless damage, destruction, or misuse of Fire District equipment, property, or community resources is strictly prohibited.

- C. Refusal to Obey Orders:

1. Personnel must follow all lawful orders given by supervisors or officers of proper authority. Refusing to comply with a direct order will result in disciplinary action.

- D. Inefficiency or Careless Performance of Duties:

1. Personnel are expected to maintain high standards of performance.
 2. Failure to perform duties efficiently, carelessly handling equipment, or displaying a lack of productivity may lead to corrective action.

V. ENFORCEMENT

1. The Fire Chief or designated supervisors shall enforce this policy.
2. Violations will be reviewed on a case-by-case basis, and appropriate disciplinary measures will be taken as necessary.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Uniform Policy**

POLICY NUMBER: **111**

EFFECTIVE DATE:

I. PURPOSE

1. To establish uniform standards for District employees and to provide guidelines for wearing the appropriate uniform type.

II. POLICY

1. Uniform Classifications

- A. Uniforms are categorized into the following classes:

1. Class B – Dress uniform / Duty uniform, worn between 0800-1700 or as required (e.g., public meetings, trainings, Funerals). Limited exceptions apply.
2. Class C – Work uniform, worn for emergency incidents, periods of heavy labor, or in quarters after 1700 hours.
3. Class E – Physical fitness attire.

2. Class B Dress Uniform / Duty Uniform

- A. Pants:

1. Midnight Navy blue, Nomex Work-Rite (B Cut)
2. Black Nomex Work-Rite (B Cut)

- a. NOTE: BLACK Nomex Work-Rite is for Chief Officers Only.

B. Shirts:

1. Short sleeve: Work-Rite fsf2ss, Nomex ||| A, Midnight Navy Blue, Snap on Buttons, No Epaulette
2. Long Sleeve: Work-Rite fsf0Is, Nomex ||| A, Midnight Navy Blue, Snap on Buttons, No Epaulette

C. Belt:

1. Black, leather, basket weave, 1 ¾" in width, NSFD standard belt buckle appropriate for your rank

D. Footwear

1. Steel-Toed Boots, OSHA approved safety boot, Boot approved by the department.

E. Tee Shirt

1. Department approved color and logo, other undershirts may be worn provided no portion of the shirt shows and is not worn as an outer garment.
2. Shirt must be Midnight Navy Blue in color

F. Socks

1. Anything adequate for the type of weather, color is optional provided that no portion of the sock is showing

G. Patches

1. NSFD patch on the Left shoulder, 1” below the shoulder seam
2. American Flag Patch centered on the Right breast plate 1” above right pocket seam

H. Badge

1. NSFD badge indicating Rank to be worn on Class B uniform only

I. Lapels

1. Chief officers
 - a. Fire Chief: Five (5) Crossed Trumpet cutouts
 - i. Gold in color
 - b. Assistant Fire Chief: Four (4) Crossed Trumpets cutouts
 - i. Gold in color
2. Captains

- a. Two (2) crossed trumpet cutouts

- i. Silver in Color

- 3. Engineer

- a. One (1) trumpet cutout

- i. Silver in color

- 4. Fire Fighters

- a. FD scramble

- i. Silver in color

- J. Name Tag

- 1. The nameplate should be on the right breast plate

- 2. Centered ¼" above Right pocket seam

- 3. 3/8" Helvetica font

- 4. First initial and last name, all letters is to be capitalized

- a. Example: "J. DOE" for John Doe

- 5. Chief Officers

- a. Gold Thread

- 6. All Ranks Below Chief Officer

a. Silver Thread

K. Tie

1. Windsor knot
2. Black in color
3. Polished Cotton or silk material
4. 2 – 3 inches in width
5. Clip on ties, that resembles everything under item J is acceptable

L. Tie Tacks

1. Must be conservative style and not bear any advertisement or endorsement of a product

M. Hat

1. Fire Fighter and Engineer
 - a. Dark blue surge
 - b. Black bill
 - c. Black braid
 - d. Center emblem is silver in color with appropriate ranked trumpets

2. Captains

- a. White cap
- b. Black bill
- c. Silver braid
- d. Center emblem is silver in color with appropriate ranked trumpets

N. No portion of the Class B uniform should be worn off-duty unless authorized by the Fire Chief or Assistant Chief

3. Class C Uniform

A. Pants

- 1. Work-Rite, Wildland tactical pants, Midnight Navy
 - a. Black for Chief Officers
- 2. CrewBoss, Wildland tactical pants, Midnight Navy
 - a. Black for Chief Officers

B. Shirts

1. Navy Blue department approved station shirt

2. Black Department approved station shirt

C. Belt

1. Refer to section 2.C.1

D. Socks

1. Refer to section 2.F.1

E. Boots

1. Refer to section 2.D.1

F. Hat

1. For Chief Officer(s), Black department approved station hat

2. Personnel ranked under Chief Officer; Navy Blue department approved station hat

4. Class E Uniform

A. Footwear: Appropriate for physical activities (no bare feet).

B. Shorts & Shirts: Navy blue, or gray, in good condition.

C. Cold Weather Gear: Optional navy-blue sweatshirt and sweatpants.

D. All Class E attire must be removed before responding to a call.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Department Social Media Release**

POLICY NUMBER: **112**

EFFECTIVE DATE:

I. **PURPOSE**

1. The purpose of this directive is to establish policies and procedures for the appropriate use of social media to enhance communication and information exchange. This policy defines the Newberry Springs Fire Department's (NSFD) position on social media use and management. Given the rapid evolution of digital platforms, this policy is designed to apply broadly to all forms of social media.

II. **PHILOSOPHY**

1. Social media serves as a valuable tool for the NSFD to engage with the community, provide education, share fire prevention tips, and promote transparency. However, personal and professional use of social media by NSFD personnel can impact the department's reputation and operational integrity. This policy provides guidance on responsible use while maintaining professional standards.

III. **POLICY**

1. The following social media code of conduct must be adhered to by all NSFD personnel:

A. Department-Sanctioned Use

1. All personnel must maintain professionalism on social media, whether on-duty or off-duty, in alignment with the mission of NSFD.
2. Personnel using social media for department-related purposes must have written approval from a Chief Officer or designee.
3. The publication of any statement, comment, image, or information that could negatively impact the morale, efficiency, or reputation of the department is prohibited.

4. Any images or videos involving the department's logo, equipment, or emergency incidents must positively reflect the department's mission.
5. Personnel must refrain from conduct that could discredit the department or its members.
6. Only authorized personnel may speak on behalf of NSFD on matters of public concern with permission from the Fire Chief or designee.
7. Personnel shall not use social media for political activities or private business while representing NSFD.
8. All personnel must observe copyright, trademark, and service mark laws when posting content.

IV. PERSONAL USE

1. Personnel may express themselves as private citizens on social media, provided their speech does not impair job performance, workplace discipline, or public trust in the department.
2. Personnel must not make statements as private citizens that cause disruption or harm to the department's operations.
3. Speech that is false, deceptive, libelous, slanderous, or constitutes harassment, hate speech, or discrimination is strictly prohibited.
4. Personnel must not disclose confidential or sensitive department information, including but not limited to:
 - A. Active investigations.
 - B. Patient or employee information protected under HIPAA.
 - C. Personnel matters.
 - D. Incident-specific details that could embarrass involved parties or compromise safety.
5. Personal social media accounts must not be accessed using department equipment.

6. Any on-duty photos, including those of department equipment, logos, or personnel, must reflect the department positively. Personnel must obtain approval from a Chief Officer before posting such images.
7. Violations of this policy may result in disciplinary action, up to and including termination.

V. ENFORCEMENT

1. All NSFD personnel are expected to comply with this directive. Supervisors are responsible for monitoring compliance and reporting violations. Disciplinary actions will be enforced in accordance with department policies and procedures.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: DMV Licensing Requirements To Operate Firefighting Equipment

POLICY NUMBER: 113

EFFECTIVE DATE:

I. POLICY

1. All suppression personnel are subject to the DMV licensing requirements found in the most current edition of the California Vehicle Code available online at www.dmv.ca.gov. See section 12804.11 for detailed information.

II. PURPOSE

1. The Newberry Springs Fire Department requires that all suppression personnel acquire and maintain a minimum of a Class 'C' license with a firefighter endorsement for the positions of firefighter, engineer, and captain. This ensures that suppression personnel are operating within the law while driving firefighting equipment.
2. The intent of this directive is to provide all Fire Department personnel with the information necessary to ensure that they are in compliance with current driver license requirements defined in the California Vehicle Code.

III. RESPONSIBILITIES

1. TRAINING DIVISION

- A. Provide new employees proof of current employment as a firefighter on department letterhead from the chief of the fire department, or his or her designee.
- B. Provide fire suppression personnel who require it with Fire Apparatus Driver/Operator 1A training taught by an instructor registered with the Office of the State Fire Marshal.

- C. Provide fire suppression personnel who successfully complete the course with evidence of fire equipment operation training on department letterhead from the Chief of the fire department, or his or her designee.
- D. Maintain the employee's training records including the following:
 - 1. Enter all training in the Fire Department training database.
 - 2. Update all license and health questionnaire expiration dates in Target Solutions.
 - 3. Maintain a current copy of a Class 'C' Driver's License, with Firefighter endorsement.
 - 4. Maintain a copy of a Fire Apparatus Driver/Operator 1A certificate or equivalent.
 - 5. Maintain a current copy of a DL 546 receipt or equivalent, generated by the DMV.

2. SUPPRESSION EMPLOYEES

- A. Obtain and maintain a minimum of a Class 'C' license with a firefighter endorsement.
- B. Pay all DMV fees required to obtain, maintain, and renew a DMV Class 'C' license with a firefighter endorsement.
- C. Complete and maintain a valid health questionnaire (DL 546) as required by CVC 12804.11.
- D. Obtain a health questionnaire (DL 546) receipt or equivalent from the DMV.
- E. Provide the training division with copies of the following:
 - 1. Valid Class 'C' license with firefighter endorsement.
 - 2. Valid health questionnaire (DL 546) receipt or equivalent from the DMV.
 - 3. Driver/Operator 1A course completion/certificate if applicable.

IV. PROCEDURES

1. NEW SUPPRESSION EMPLOYEES REQUIRING THE FIREFIGHTER ENDORSEMENT

- A. You must have a Class 'C' license at minimum and submit all of the following to the DMV. Probationary employees are required to have a Class 'C' firefighter endorsement within 1 year, as a condition of completing their probation.
- B. Evidence of fire equipment operation training (Driver Operator 1A) on department letterhead from the chief of the fire department, or his or her designee.
- C. Proof of current employment as a firefighter on department letterhead from the chief of the fire department, or his or her designee.
- D. A current health questionnaire.
- E. The applicant must successfully pass the written firefighter endorsement test, which consists of general firefighting knowledge and driver operator 1A information generated by the Office of the State Fire Marshal and the DMV.

LICENSE DOWNGRADING AND RENEWAL

2. Current Class 'A' or 'B' restricted firefighter license holders:

- A. The DMV has automatically added the firefighter endorsement (restriction 50) to the driver record of a suppression employee who holds a Class 'A' or 'B' restricted commercial firefighter license. The current restricted commercial firefighter driver license will be honored until the time of renewal.
- B. Maintain a current health questionnaire (DL 546) until you have to renew your license. They expire every 2 years, be sure to provide the training division with a copy of a DMV receipt or equivalent.

- C. If you are eligible for a “renewal by mail” or “vision test only” renewal, all written tests can be waived (with the exception of hazardous materials if applicable). If you are not eligible for a “renewal by mail” or “vision test only” renewal, all written tests are applicable.
- D. When renewing and/or downgrading to a Class ‘C’ with a firefighting endorsement, you will need to fill out the appropriate DMV renewal forms, pay the applicable fee, take and pass any applicable tests (Class C license test and general firefighting knowledge).

3. Current Commercial Class ‘A’ or ‘B’ license holders:

- A. Not required to add the firefighter endorsement to continue operating firefighting equipment, as long as their Commercial Driving License includes all applicable endorsements for the vehicle they are operating.
- B. When downgrading you will be required to:
 - 1. Complete a Driver’s License Application (DL 44) form.
 - 2. Have the comment “firefighter endorsement valid” or an “F” firefighter endorsement on your driver record, or provide a completed Firefighter Endorsement Card (DL 88) form, or provide evidence of fire equipment operation training (Driver Operator 1A) on department letterhead from the chief of the fire department, or his or her designee.
 - 3. Have a valid DL51 or DL 546 on your driver license record.
 - 4. Pay the applicable fee.
 - 5. Pass any required knowledge test(s). A driving test is not required.

V. DEFINITIONS

1. CALIFORNIA VEHICLE CODE 12804.11

- A. Firefighter Endorsement in conjunction with maintaining the minimum of a Class C license is mandatory to operate ‘firefighting equipment’ as described in CVC 29804.11.
- B. ‘Firefighting equipment’ is any Class A or Class B motor vehicle that is used to travel to and from the scene of an emergency situation, or to transport equipment used in the control of an emergency situation, and

that is owned, leased, or rented by the fire department. (CVC 12804.9 & 12804.11)

2. ASSEMBLY BILL 1648

- A. Enacted on January 1st, 2011, made changes to CVC 12804.8 – 12804.11.
- B. Set forth new driver's license requirements for firefighters operating firefighting equipment.
- C. Exempts firefighters from needing to obtain a commercial driver's license to operate firefighting equipment with a gross vehicle weight rating over 26,000 pounds as long as they hold a firefighter endorsement and the minimum of a Class 'C' license.

3. MEDICAL REPORTING LAWS CHANGE FOR FIREFIGHTER ENDORSEMENT (JANUARY 1ST, 2013)

- A. Changed the requirement for firefighters to submit a Medical Examination Report (DL 51) from 4 years to 2 years. In addition, it allows non-commercially licensed firefighters to submit a self-certifying Health Questionnaire form (DL 546).

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **ALCOHOL, DRUG, AND SMOKING**

POLICY NUMBER: **114**

EFFECTIVE DATE:

I. POLICY:

1. To ensure a safe, professional, and drug-free work environment, all members of the Newberry Springs Fire Department (NSFD) are expected to adhere to strict policies regarding alcohol, drug use, and smoking while representing the department.

II. PROCEDURES:

1. Smoking Restrictions

- A. Smoking is prohibited inside the fenced area of Station 392 and in any department apparatus at all times.

2. Alcohol Use Restrictions

- A. Consumption of alcohol is prohibited within twelve (12) hours prior to reporting for duty.

3. Drug Use Restrictions

- A. The use of illegal drugs is strictly prohibited.
- B. The abuse of any prescribed medication is strictly prohibited.

4. Violations & Disciplinary Actions

- A. Any violation of this policy shall result in disciplinary action, up to and including immediate dismissal from the department.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: Promotions

POLICY NUMBER: 115

EFFECTIVE DATE:

I. PURPOSE

1. To establish clear requirements and procedures for all promotions within the Newberry Springs Fire Department (NSFD).

II. POLICY

1. All promotions within the NSFD shall follow a structured process to ensure qualified leadership and operational effectiveness.

III. PROCEDURE

1. Fire Chief Appointment

- A. The position of Fire Chief shall be appointed by the Newberry Community Services District (CSD) Board of Directors.

2. Assistant Fire Chief Appointment

- A. The Assistant Fire Chief shall be appointed by the Fire Chief and approved by the Board of Directors.

1. Preferred Qualifications:

- a. Minimum of five (5) years of membership in the department.
- b. At least one (1) year of experience as a fire combat line officer.

3. Combat Line Officers Appointment

- A.** Compliance with current NSFD training standards.
- B.** Combat line officers shall be appointed by the Fire Chief and Assistant Fire Chief.
- C. Minimum Qualifications:**
 - 1.** Minimum of three (3) years of membership in the department.
 - a.** Exception: Two (2) years in the department and one (1) year in another department, with documented training that meets NSFD's current training program.
 - 2.** Compliance with current NSFD training standards.

4. Terms & Structure:

- A.** Officers shall serve until promoted, voluntarily leave the department, or are demoted per department bylaws.
- B.** Combat line officer positions shall include Lieutenant and Captain.
- C.** The number of officer positions shall be maintained at a ratio of one (1) officer for every five (5) firefighters.
- D.** A minimum of four (4) officer positions shall always be maintained, consisting of:
 - 1.** Fire Chief
 - 2.** Assistant Fire Chief
 - 3.** Captain
 - 4.** Fire Apparatus Engineer / Lieutenant
- E.** Officers may be assigned additional duties at the discretion of the Fire Chief or Assistant Fire Chief.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **False Alarm**

POLICY NUMBER: **116**

EFFECTIVE DATE:

I. PURPOSE

1. To establish procedures for handling false alarms and false reporting incidents while ensuring public safety and enforcement actions in coordination with law enforcement agencies.

II. POLICY

1. False reporting of emergencies poses a serious risk to public safety, diverts emergency resources, and may result in legal consequences. The Newberry Springs Fire Department (NSFD) shall work in coordination with law enforcement to enforce actions against individuals who intentionally or negligently cause false alarms.

III. PROCEDURE

1. Law Enforcement Assistance
 - A. The NSFD shall request assistance from the San Bernardino County Sheriff's Department or the California Highway Patrol (CHP) to enforce legal actions against individuals responsible for false alarms if it becomes a nuisance.
2. Definition of False Reporting
 - A. A person is guilty of false reporting if they knowingly initiate a written or oral report of a fire, explosion, crime, catastrophe, or emergency—knowing that such a report is false and likely to:
 1. Cause evacuation of a building, place of assembly, or transportation facility.

2. Create substantial public inconvenience or alarm.
3. Enforcement Actions
 - A. The officer in charge at any incident involving a false alarm shall gather necessary information to assist law enforcement in the prosecution of offenders.
4. Willful or Malicious False Reporting
 - A. If a department member witnesses an individual deliberately initiating a false alarm with malicious intent or reckless disregard for public safety, they shall take the following actions:
 1. Attempt to detain the individual—without putting themselves or others at risk of injury or property damage.
 2. Request police assistance through CalFire Dispatch if law enforcement personnel are not already present.
 3. If the individual leaves the scene, note key identifying characteristics such as:
 - a. Type of clothing worn
 - b. Approximate age and physical description
 - c. Direction of travel
 - d. Any additional relevant details that may aid law enforcement
5. Accidental or Unintentional False Reporting
 - A. If a false alarm is determined to be unintentional or accidental, the following steps shall be taken:
 1. Attempt to detain the individual—without putting themselves or others at risk of injury or property damage.
 2. Request police assistance, as law enforcement may issue a citation based on the circumstances.

IV. COMPLIANCE

1. All department personnel shall adhere to this policy to ensure proper handling of false alarms and to support law enforcement in mitigating public safety risks.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: Fire Department Records

POLICY NUMBER: 117

EFFECTIVE DATE:

I. PURPOSE

1. To establish guidelines for the proper management, retention, and organization of Fire Department records to ensure accessibility, accountability, and compliance with regulatory requirements.

II. POLICY

1. The Fire Chief is the custodian of all Fire Department records and responsible for their oversight and security.
2. The Incident Commander shall complete the incident report form located in the apparatus.
3. The Duty Officer shall complete the run sheet form, which is maintained in the station office.

III. PROCEDURE

1. Record Filing Categories
 - A. Fire Department records shall be organized under six (6) major categories:
 1. Administration
 - a. Newsletters & Memos
 - b. Incoming Letters
 - c. Outgoing Letters
 - d. Mutual Aid Contracts
 - e. Annual Response Statistics

2. Apparatus & Equipment

- a. Station Inventory
- b. Apparatus Inventory (Each apparatus shall maintain and carry an inventory list)
- c. Fire Hose Inventory
- d. Equipment Inventory
- e. Repair Instructions

3. Firefighting

- a. Field Incident Reports
- b. Pre-Fire Plans
- c. Fire Investigations
- d. Fire Attendance Records

4. Fire Prevention

- a. Building Inspections
- b. Special Inspections
- c. Fire Prevention Education Records

5. Services

- a. Apparatus Repairs
- b. Purchase Orders
- c. Vouchers
- d. Apparatus Tests
- e. Hydrant Information
- f. Station Repairs

6. Training & Personnel

- a. Disciplinary Records
- b. Pension Records
- c. Probationary Reports
- d. Disability Records
- e. Hazardous Materials (HazMat) Exposure Forms
- f. Training Schedules & Requests
- g. House Burn Forms
- h. Training Manuals
- i. Drill Attendance Records
- j. Personnel Records

2. Record Retention Schedule

A. The following retention periods shall apply to Fire Department records:

Record Type	Retention Period
Run Reports	7 years
Fire Investigation Reports	9 years
Daily Record of Operations	3 years
Fire Alarm Response Records	7 years
Fire Alarm System Drawings	Life of service
Fire Alarm Maintenance Records	3 years
Building Inspection Records	Life of building
Department Volunteer Records	Duration of service
Apparatus Records	Duration of service
HazMat Exposure Records	Life of firefighter

IV. COMPLIANCE

1. All department personnel shall adhere to this policy to ensure proper record management and compliance with legal and operational requirements.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: Discipline

POLICY NUMBER: 118

EFFECTIVE DATE:

I. POLICY

1. The Newberry Springs Fire Department (NSFD) shall maintain a uniform discipline code applicable to all members to ensure accountability, professionalism, and adherence to laws and department regulations.

II. PROCEDURES

1. Grounds for Disciplinary Action
 - A. Any member who violates or attempts to violate any law of the United States, the State of California, or local ordinances, or who fails to comply with any department rule, regulation, policy, procedure (written or verbal), or who is deemed incompetent to perform their duties shall be subject to disciplinary action.
2. Authority & Responsibility
 - A. The Fire Chief holds final disciplinary authority and is responsible for determining and enforcing appropriate disciplinary actions.
3. Citizen Complaints & Investigations
 - A. All complaints made by citizens against department members shall be documented and investigated by the Fire Chief or their designee as soon as possible.
 - B. If an investigation cannot be completed on the date the complaint is received, a preliminary report shall be prepared by the supervisor in charge, outlining the complaint and any initial actions taken. This report shall be forwarded through the chain of command to the Fire Chief for review and further action.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Documentation and File Building For Employee Discipline**

POLICY NUMBER: **119**

EFFECTIVE DATE:

I. PURPOSE

1. The purpose of this directive is to clarify questions regarding progressive documentation for employee discipline.

II. POLICY

1. SUPERVISOR/MANAGER RESPONSIBILITY

- A. The supervisor/manager is the key person in building a progressive disciplinary file regarding unsatisfactory employee performance or employee misconduct.
- B. Two main areas that lead to progressive discipline are:
 1. Rule/policy violation, and/or
 2. Substandard performance.

2. DOCUMENTATION:

- A. Is necessary.
- B. Should be factual.
- C. Should be ongoing.
- D. Is required for three main reasons:
 1. It verifies what occurred.

2. It helps with objectivity.
 3. It provides consistency of facts and information.
- E. Should be prepared as soon as possible after the incident occurs.
- F. Should describe the employee's misconduct and/or poor performance in specific detail including:
1. All relevant dates and times.
 2. All individuals involved and provide witness statements, if applicable.
 3. All prior incidents of a similar or related nature.
 4. All prior attempts by management to get the employee to comply with rules, policies or work standards.

III. DISCIPLINE

1. PROGRESSIVE DISCIPLINE

- A. It is important to ensure that supervisors and managers provide consistent and equitable treatment of employees in regards to employee counseling and disciplinary actions. Each step builds on the former, thus providing a progressive approach. However, every situation is different and every step may not be required as it depends on the severity of the situation, i.e., some incidents of employee misconduct may require more extreme disciplinary measures. The supervisor and/or manager may consult with the Human Resources Division Manager or designee when progressive discipline is initiated. Generally, progressive discipline is as follows:

1. Oral Counseling
2. Record of Discussion/Memo of Counseling
3. Memo of Concern
4. Letter of Reprimand*
5. Suspension/Reduction in Salary Step/Reduction in Leave Balances/Demotion

6. Dismissal

2. ORAL COUNSELING

- A. Oral counseling is typically the first step management should take in an attempt to correct an employee's substandard behavior or performance.
- B. Oral counseling can be informal and undocumented if warranted by the circumstances.

EXCEPTION: If the employee's behavior is consistently substandard and the unacceptable behavior has been discussed with the employee in the past, then oral counseling should be documented (See "Record of Discussion/Memo of Counseling," below). Furthermore, severe misconduct must be reported up the chain of command and to the Human Resources Manager or designee, prior to any action being taken.¹

- C. The supervisor/manager must be specific and objective in describing why the employee's behavior or work performance is unsatisfactory.
 - 1. For example, if an employee is consistently tardy to work, instead of telling the employee he/she has failed to arrive to work on time on several occasions, the supervisor/manager should communicate exact dates and times of arrival, and reiterate to the employee what the standards of attendance and tardiness are.
- D. Oral counseling should be specific and leave no room for doubt.
- E. The supervisor/manager should inform the employee that failure to improve may result in disciplinary action.
- F. Violence in the workplace; discrimination; harassment, theft, etc. When in doubt, use your chain of command.

3. RECORD OF DISCUSSION/MEMO OF COUNSELING

- A. A Record of Discussion/Memo of Counseling (Attachment A for suppression employees; Attachment B for non-suppression employees) should be prepared subsequent to a counseling session when deemed necessary.

B. This documentation should include:

1. Employee's name.
2. Date of meeting with the employee.
3. Subject discussed.
4. Specific or even verbatim comments from the supervisor/manager as well as the employee.

C. The Record of Discussion/Memo of Counseling must be read and signed by the employee with a notation on the memo if a copy is to be placed in the employee's personnel file. If the employee refuses to sign, a witness of equal or higher rank than the supervisor/manager should be present to sign that he/she observed the issuance of the memo.

D. Both suppression and non-suppression employees have the right to file a written response to the Record of Discussion/Memo of Counseling within 30 days of issuance regardless if the employee appeals the action (if applicable).

4. MEMO OF CONCERN

A. When oral counseling and/or a Record of Discussion/Memo of Counseling has failed to correct unacceptable performance or behavior, an alternative to a Letter of Reprimand is a Memo of Concern (Attachment C for suppression employees; Attachment D for non-suppression employees).

B. The Memo of Concern is considered to be a "written warning" and a step closer in building a case toward formal disciplinary action.

C. A description of the incident must be included in the Memo of Concern and must contain specific and factual information. General conclusions unsupported by facts have little or no value in file building.

- D. The memo should include all violations of the Personnel Rules for the Board-Governed Special Districts as well as violations of applicable Ops Directives and/or other policies. The memo should also include all prior documentation of unsatisfactory performance and should notify the employee that a copy of the memo will be placed in his/her official personnel file.
- E. The Memo of Concern must be read and signed by the employee. If the employee refuses to sign, a witness of equal or higher rank than the supervisor/manager should be present to sign that he/she observed the issuance of the memo.
- F. For non-suppression employees, Memo of Concern may be issued by management without the right of appeal.
- G. Both suppression and non-suppression employees have the right to file a written response to the Memo of Concern within 30 days of issuance regardless if the employee appeals the action (if applicable).

5. LETTER OF REPRIMAND

- A. The Letter of Reprimand is usually the step taken just before formal disciplinary action is imposed (Attachment E for suppression employees; Attachment F for non-suppression employees) and is typically taken when counseling and/or lower level discipline has failed to correct the problem.
- B. Letters of Reprimand should include all violations of the Personnel Rules for the Board-Governed Special Districts as well as violations of applicable Ops Directives and/or other policies. The Letter of Reprimand should also include all prior documentation of unsatisfactory performance and should notify the employee that a copy of the letter will be placed in his/her official personnel file.
- C. The Letter of Reprimand must be read and signed by the employee. If the employee refuses to sign, a witness of equal or higher rank than the supervisor/manager should be present to sign that he/she observed the issuance of the letter.

- D. If the employee is a regular, non-probationary suppression employee, the Letter of Reprimand must include language informing the employee of his/her right to appeal the action under the Firefighter Bill of Rights (see Attachment E). These actions may be appealed to the Fire Chief.
- E. For non-suppression employees, Letters of Reprimands may be issued by management without the right of appeal.
- F. Both suppression and non-suppression employees have the right to file a written response to the Letter of Reprimand within 30 days of issuance regardless if the employee appeals the action (if applicable).

6. SUSPENSION/REDUCTION IN LEAVE/ DEMOTION/DISMISSAL – APPLIES TO BOTH SUPPRESSION AND NON-SUPPRESSION EMPLOYEES

- A. All suspensions, reductions in salary step, reduction in leave balances, demotions, and dismissals are formal disciplinary actions and must be taken in accordance with the Personnel Rules for the Board-Governed Special Districts, and in accordance with the Firefighter Bill of Rights, if applicable.
- B. Notices of proposed suspensions, reductions in salary step, reduction in leave balances, demotions, and dismissals are always prepared by the Human Resources Division Manager or designee, and are signed by the Deputy Fire Chief.
- C. Generally, the action must state:
 - 1. The Personnel Rule(s) the employee has violated.
 - 2. Any policies or Ops Directives that were violated.
 - 3. A specific and factual description of the incident.
 - 4. All previous documentation and/or disciplinary actions that have lead to the proposed disciplinary action.

5. An explanation of the employee's appeal rights. Once a Notice of Proposed disciplinary action has been served to an employee, the employee has five (5) working days to appeal the disciplinary action to the Fire Chief (Skelly Hearing).
- D. If the employee chooses to appeal the action to the Fire Chief, after the Skelly Hearing the Fire Chief shall render a decision to impose, reduce or dismiss the disciplinary action.
- E. Once an Order of Discipline is signed by the Fire Chief and issued, an employee has five (5) working days from the date of receiving the Order of Discipline to appeal the action pursuant to the Personnel Rules for the Board-Governed Special Districts and applicable Memorandum of Understanding.
- F. An employee has the right to file a written response to the Order of Discipline within 30 days of issuance regardless if the employee appeals the action.

IV. WORK PERFORMANCE EVALUATIONS

1. The purpose of the Work performance Evaluation (WPE), is to encourage a systematic method of measuring, recording, and improving the work effectiveness and development of County Fire employees, and is an excellent way to document an employee's performance.
2. A WPE is required at the end of the probationary period and at least annually after the completion of the probationary period to document work performance as well as to generate merit increases, when applicable. An employee's work performance may be evaluated more frequently, if needed, to maintain a record of his/her performance. The WPE should only contain information regarding an employee's work performance during the rating period. A definition of the rating factors can be found in Attachment G.
3. WPEs are important documents to both the supervisor/manager and employee and should serve the following purposes:
 - A. To determine if an employee's work is up to standard;

- B. To assist the employee in improving his/her performance;
 - C. To provide feedback on employee's performance, both good and bad;
 - D. To determine training needs.
4. WPEs need to be completed in an honest, accurate and timely manner by the employee's supervisor/manager. WPEs should contain specific, factual examples to justify any ratings above or below a "Meets Standards."
 5. Prior to completing the WPE, the supervisor/manager should review the employee's position description, and previous evaluation(s) and goals (if applicable).
 6. Actual performance in the employee's present position should be considered for the entire specified review period, including any file notes, etc.
 7. Once the WPE is complete, the rater must sign his/her name in the signature section of the WPE and submit the evaluation to the reviewer prior to issuing the evaluation to the employee.
 8. The WPE should be read and signed by the employee. If the employee refuses to sign, a witness of equal or higher rank than the supervisor/manager should be present to sign that he/she observed the issuance of the memo.
 9. Only WPEs with an overall rating of "Below Standards" or "Unsatisfactory" can be appealed pursuant to Rule VII, Section 7, of the Personnel Rules for the Board Governed Special Districts.
 10. An employee has the right to file a written response to a WPE within 30 days of issuance regardless if the employee appeals the WPE (if applicable).

NEWBERRY SPRINGS FIRE DEPARTMENT

V. EMPLOYEE'S PERSONNEL FILE OPERATIONS DIRECTIVES

Policy Name: COST RECOVERY POLICY

Policy Number: 120

INDE

1. Only copies of documents signed by the employee with a notation that the document is being forwarded to his/her official personnel file will be placed in the employee's official personnel file.

I. RECOVERY POLICY

2. After a period of three (3) years, employees may request that Records of Discussion/Purpose Intent, Memos of Counseling, Memos of Concern, and Written Reprimands be purged from their personnel file. The request must be in writing to , upon the written request of the employee and with the approval of the Fire Chief and the Human Resources Division Manager.

II. RESPONSIBILITY

- A. Incident Commander
- Program Coordinator
- B. Fiscal Division Staff

III. AUTHORITY

- A. California Health and Safety Code
- Government Code
- B. California Fire Code
- C. Vehicle Code
- Newberry Springs Ordinance Fire Protection Service Fees

IV. FIRE LIABILITY

- A. Criminal
- Action Civil

V. INCIDENT COSTS

- A. Fees

VI. PAYMENTS

- A. Payments Types
- Accepted Payment
- B. Locations Receipts
- C. Non-Sufficient Funds/Bad
- Checks Applying Payments
- D. Payment Plans
- Deposits
- E. Station Reimbursement

VII. PROGRESS/STATUS REPORT

- A. Monthly/Quarterly Reports
- Report Distribution

VIII. CLOSING FILES

- A. File Closure

I RECOVERY

A. PURPOSE

To establish the criteria and procedures for the recovery of certain costs expended by the Newberry Springs Fire Protection District (Department) in relation to emergency response within the County caused by negligent, unlawful or careless acts, and/or on major interstates or highways (examples but not limited to: I-10, I-15, I-40, I-215, CA-38, CA-95, CA-395, CA-62).

B. INTENT

It is the intent of the Department to pursue reimbursement and collection of costs incurred or expended by the Department for fire suppression, fire prevention and enforcement, fire investigation and hazardous materials responses and follow-up activities as a result of an emergency or other incidents caused by negligent, unlawful or careless acts and/or responses on major interstates or highways (examples but not limited to: I-10, I-15, I-40, I- 215, CA-38, CA-95, CA-395, CA-62).

C. TYPE OF INCIDENTS

Examples of incidents that typically meet the criteria are outlined as follows:

1. **ALL** incidents involving non-County residents.
2. **ALL** structure fires.
3. False, malicious, or negligent fire or sprinkler alarm activations including those caused from systems requiring maintenance or repair.
4. Vehicle related accident responses involving the operation of a vehicle while impaired by drugs or alcohol.
5. Unlawfully or negligently caused fires and/or permitted fires allowed to spread to the property of another (including power lines and railroads).
6. Inadequate control of open burning.
7. Unlawful entry upon a publicly closed area resulting in an emergency response by the Newberry Springs Fire Protection District (i.e. snowboarders and swift water rescues).
8. Unsafe, unlawful, illegal or negligent act resulting in a search, rescue, fire, fire injury, or the response of the Department (examples include but are not limited to: welding too close to combustibles; smoking in a hazardous atmosphere; unsafe discharge of legal/illegal fireworks; illegal campfire; careless handling of hazardous chemicals; power lines; driving on closed roads; and railroad caused fires as a result of a illegal, negligent, or other unsafe acts, etc.).
9. Unlawful discharge of fireworks resulting in a fire or injury.
10. Unsafe, negligent, unlawful or illegal activities or acts that initiate a search or rescue by the Department.
11. Intentionally set fires (arson) including juveniles playing with fire and illegal campfires.
12. Unlawful or negligent disposal or handling of hazardous substances resulting in a hazard to public health or safety.

13. Violations of adopted Government regulations, laws, or ordinances, which the Newberry Springs Fire Protection District responded to abate the hazard.

II RESPONSIBILITY

A. INCIDENT COMMANDER

1. It is the responsibility of the Incident Commander to initiate the Cost Recovery process.
2. The Incident Commander shall ensure that the ***Cost Recovery Field Activity Form*** is completed in detail including the following:
 - a. Narrative explaining the cause of the emergency.
 - b. Narrative explaining the type of service(s) provided.
 - c. Narrative explaining additional units/equipment that may have been required.
 - i. Reason for additional unit/equipment must be included.
 - ii. Person who approved the additional unit/equipment must be included.
 - d. All supporting information relating to the incident must be attached.
 - i. Ex: Incident Reports, Police Report Numbers, CAD/SunPro Reports, Insurance information for all party(ies) involved,
3. The Incident Commander shall ensure that the responsible staff:
 - a. Scans the completed ***Cost Recovery Form*** and supporting
 - b. Emails the scanned documents to the Supervising Fiscal Technician II in the Fiscal Division.
 - i. **Include the incident number as the Subject of the email (ex: BDC XXXXXXXX).**
 - ii. "cc" the email to their Battalion Chief (or Deputy Fire Marshall for Community Safety) and the Program Coordinator in the
 - c. If unable to scan and email – forward the ***Cost Recovery Form*** via inter-office mail
4. **All potential Cost Recovery incidents shall be forwarded to the Fiscal Division. The Fiscal Division will review and determine if Cost Recovery is applicable.** The completed ***Cost Recovery Form*** must be submitted to the Fiscal Division to review for billing **within five (5) days of the incident.** The ***Cost Recovery Form*** is located under "forms" on the Department's intranet site: FireNet at:

B. PROGRAM COORDINATOR

1. It is the responsibility of the Program Coordinator (BC in charge of the Cost Recovery Program for the Division) to review any and all documents pertaining to the Cost Recovery Incident and make determinations for course of future

and to assign and review any follow-up activities.

C. FISCAL DIVISION STAFF

1. Collections Officers shall review all received **Cost Recovery Forms** to ensure Cost Recovery is applicable.
 - a. Billable incidents will be invoiced **within five (5) days of receipt of Cost Recovery Form.**
 - b. Collection Officers will contact the Program Coordinator for clarification if the **Cost Recovery Form** is incomplete or unclear.
2. Collections Officers will invoice the following for each billable incident:
 - a. Unit Cost – Cost for all units or personnel on scene involved with the incident.
 - b. Additional Cost – Cost for any additional equipment or staffing involved with the incident.
 - c. Administrative Fee – Cost for administrative services.
 - i. Services include collection efforts, small claims court, additional cost expended by administration, etc.
 - ii. Administrative Fee shall be charged according to the current fee schedule.
3. Collection Officers will invoice the following for each billable incident, as necessary:
 - a. Payment Plan Fee (per the current fee schedule) – Cost to administer a payment plan.
 - b. Penalty Fee (per the current fee schedule) – Fee applied to past due invoices.
4. Collection Officers will invoice the following individual(s):
 - a. Responsible Party(ies);
 - b. Parents of minors who are considered to be the responsible
 - c. party(ies); Insurance Companies; and/or
 - d. Employers.
5. Billable incidents will be given the following due dates:
 - a. Initial Invoice – Payment due within forty-five (45) days from date of Initial Invoice.
 - b. Second Notice – Payment due within fifteen (15) days from the date of the Second Notice.
 - c. Final Notice – Payment due within ten (10) days from the date of the Final Notice.
 - d. A five (5) day “grace period” at each due date will be given to allow time for payment processing.
 - e. Additional time may be granted if Collection Officers are working with or, in contact with insurance companies and/or employer.

6. Small Claims will be filed for all incidents that do not submit payment or coordinate a payment arrangement with Collection Officers.
 - a. Small Claims provides the opportunity to obtain a judgment which increases the allotted time to collect the debt owed to the
7. Any invoice that has not been successfully collected in full after judgment has been received will be sent to an offsite collection agency to continue collection efforts beyond the capabilities of the Department.

III AUTHORIT

A. CALIFORNIA HEALTH AND SAFETY CODE (paraphrased)

1. Section 11374.5(b) – Disposal of Hazardous Controlled Substances

11374.5(a), “Any manufacturer of a controlled substance who disposes of any hazardous substance that is a controlled substance or a chemical used in, or is a byproduct of, the manufacture of a controlled substance in violation of any law regulating the disposal of hazardous substances or hazardous waste is guilty of a public offense....”

Pursuant to 11374.5(b)(1), any person who is **convicted** of the manufacture, sale, possession for sale, possession, transportation, or disposal of any hazardous substance that is a controlled substance or a chemical used in, or is a byproduct of, the manufacture of a controlled substance in violation of any law, shall pay a penalty equal to the amount of the actual cost incurred by the State or local agency to remove and dispose of the hazardous substance that is a controlled substance or a chemical used in, or is a byproduct of, the manufacture of a controlled substance and to take removal action with respect to any release of the hazardous substance or any items or materials contaminated by that release, **if the State or local agency requests the prosecuting authority to seek recovery of that cost.**

2. Section 13009(a) - Negligent/Unlawful Fires

- a. Any person who negligently, or in violation of the law, sets a fire, allows a fire to be set, or allows a fire kindled or attended by him or her to escape onto any public or private property, or fails or refuses to correct, within the time allotted for correction a fire hazard prohibited by law, for which a public Fire Department properly has issued a notice of violation respecting the hazard, is liable for”:
 - i. The suppression costs incurred in fighting the fire.
 - ii. The cost of providing rescue or emergency medical services.
- b. Any person who negligently, or in violation of the law, sets a fire, allows a fire to be set, or allows a fire kindled or attended by him or her to escape onto any public or private property, or fails or refuses to correct, within the time allotted for correction a fire hazard prohibited by law, for which a public Fire Department properly has issued a notice of violation respecting the hazard, is liable for”:
 - i. The cost of investigating and making any reports with respect to the fire.

- ii. The costs relating to accounting for that fire and the collection of any funds pursuant to Section 13009, including, but not limited to, the administrative costs of operating a fire suppression cost recovery program. The liability imposed pursuant to this paragraph is limited to the actual amount expended which is attributable to the fire.
- iii. Any civil action brought for the recovery of costs provided in this section, the court in its discretion may impose the amount of liability for costs.
- iv. The burden of proof alleging that the defendant is liable and the amount of the cost recovery will be on the Department and shall be by a preponderance of the evidence.
- v. No testimony or admissions used in the civil matter can be used in a criminal proceeding arising from the same conduct.
- vi. The liability constitutes a debt of that person and is collectible by the person, or by the federal, state, county, public, or private Fire Department, incurring those costs in the same manner as in the case of obligation under a contract, expressed or implied.

3. Section 13009.6(a)(1) – Hazardous Substance Response

- a. The expenses of an emergency response necessary to protect the public from a real and imminent threat to health and safety by a public agency to confine, prevent, or mitigate the release, escape, or burning of hazardous substances are a charge against any person whose negligence causes the incident, if either of the following occurs:
 - i. Evacuation beyond the property where the incident originates is necessary to prevent loss of life or injury.
 - ii. The incident results in the spread of hazardous substances or fire posing a real and imminent threat to public health and safety beyond the property of origin.
 - iii. Reimbursable expenses shall be collectible as if under contract.
 - iv. Charges against a person may also be charged against the person's employer if the incident occurs in the course of employment.
 - v. Actions to recover expenses may be joined with any civil action resulting from the incident.

4. Section 13916(a) – Charging of Fees

Pursuant to 13916(a), the Special District board may charge a fee to cover the cost of any service that the district provides or the cost of enforcing any regulation for which the fee is charged. No fee shall exceed the reasonable costs of providing the service or enforcing the regulations for which the fee is charged.

5. Section 25359.4 – Hazardous Substance Release

Any release of a reportable quantity of a hazardous substance that is not reported in writing within thirty days and results in, or significantly contributes to, an emergency may be assessed the full cost of the emergency response.

6. Section 25514 – Hazardous Materials Response

Any business that fails to establish or amend a hazardous materials business plan and that failure results in, or significantly contributes to, an emergency response, the business shall be assessed the full cost of cleaning up and disposing of any hazardous materials.

7. Section 25515(a) – Hazardous Materials Response

Any person or business that fails to immediately report a release or threatened release of hazardous materials and that failure results in, or significantly contributes to, an emergency response, the business shall be assessed the full cost of cleaning up and disposing of any hazardous materials.

8) Section 25540(a) – Hazardous Materials Response – Regulated Substances (RMP)

Any person or stationary source that knowingly fails to implement a Risk Management Plan for regulated substances and that failure results in, or significantly contributes to, an emergency response, the business shall be assessed the full cost of cleaning up and disposing of any hazardous

9) Section 25541(a). – Hazardous Materials Response – Regulated Substances (RMP)

Any person or stationary source that knowingly makes false statements, representations or certifications regarding compliance with a Risk Management Plan and those actions results in, or significantly contributes to, an emergency response, the business shall be assessed the full cost of cleaning up and disposing of any hazardous materials.

B. GOVERNMENT CODE (paraphrased)

1) Section 53150, 53151, 53152 –Incidents Involving Drugs and Alcohol

Any person under the influence of an alcoholic beverage or any drug whose negligent operation of a motor vehicle, boat or aircraft or whose intentional wrongful conduct requires an emergency response is liable for the expense of an emergency response.

2) Section 53155 – Liability for Response – Limitations

In no event shall a persons liability under sections 53150, 53151, 53152 for the expense of an emergency response exceed \$12,000 for a particular

3) Section 53159(a) – Liability for Response – Limitations

These charges shall not include charges assessed by an ambulance service.

4) Section 53159(b) – Entering Closed or Barricaded Areas

Any person who intentionally, knowingly, and willfully enters an area closed to the public, or an area that a reasonable person should have known it was closed to the public is liable for the emergency response to search for or rescue them or his passengers (if in a vehicle).

5) Section 53159(c) – Entering Area Covered by Water

Any person who drives a vehicle on a public street or highway that is temporarily covered by water AND is barricaded is liable for the emergency

search for or rescue them or his passengers (if in a vehicle).

C. VEHICLE CODE (paraphrased)

1. Section 23112.7(d) – Illegal Dumping – Sale of Vehicle to Cover Costs of Response and Abatement

A motor vehicle used for illegal dumping of waste on public or private property is subject to impoundment and civil forfeiture (pursuant to section 23596) under ALL the following circumstances:

- a. The person is charged with PC374.3 (dumping of waste matter) or PC374.8 (dumping of hazardous substances)
- b. The person dumping has two or more convictions for PC374.3 or PC374.8.
- c. The District Attorney or County Counsel makes a motion to the court to declare the vehicle as a nuisance and the Court declares it so.
- d. The person is the registered owner of the vehicle or the owner's employ or agent.
- e. The proceeds of the sale of the vehicle first go to the cost of the sale, then to pay off any loans on the vehicle, and THEN to cost

D. DEPARTMENT ORDINANCE FIRE PROTECTION SERVICE FEES

Pursuant to the Newberry Springs Fire Protection District Ordinance the Department may charge fees for services as listed in the current fee schedule.

IV. FIRE LIABILITY

A. CRIMINAL ACTIONS

1. The Chief Officer (or designee) will determine what legal action, if any, required.
 - a. If criminal action is required, the Chief Officer (or designee) shall notify the Arson Investigator via telephone who will in turn advise the Fiscal Division. All documents listed in II.A.2, shall be submitted to the Newberry Springs District Attorney's office by the Arson
 - b. Incidents requiring criminal action shall be documented in current office filing system and/or current database for tracking purposes by the Fiscal Division.

B. CIVIL ACTIONS

1. Refer to II.A and B.

V. INCIDENT

A. FEES

All fees will be charged in accordance with the current Department Fee Schedule.

VI PAYMENT

A. PAYMENTS TYPES ACCEPTED

1. Check
2. Money Order
3. Cash
4. Cashier Check
5. County Department Transfers

B. PAYMENT LOCATION

1. Payments will be processed at Newberry CSD located at:

30884 Newberry Rd.
Newberry Springs, CA
92365
Hours: Wed-Fri 12:00 – 4:00 PM

2. Only three (3) methods are available to receive payments:
 - a. Payments may be mailed to Newberry CSD at: 31411 Newberry Rd. Newberry Springs, Ca 92365 P.O. Box 220
 - b. Payments may be made in person at the Newberry CSD

C. RECEIPTS

1. All payments received will be receipted and will include the following information:
 - a. Division – Name of the Division receipting the payment.
 - b. Received From – Name of the individual submitting the payment.
 - c. Establishment/Accounts – Incident Number.
 - d. Description – Incident Number.
 - e. Fund – Cost Recovery accounting string with the appropriate revenue code.
 - f. GRC – Identifier to allocate funds to more than one fund.
 - i. Ex: Multiple stations, administration costs, etc.

- g. Amount – The dollar amount applied to each fund.
 - h. Payment Type – Type of payment received.
 - i. Ex: Check, Money Order, Case, etc
 - i. Check Number – Used for check number or reference number associated with payment.
 - i. Ex: Money Order reference number, transfer number, etc.
 - j. Signature – Signature of person receipting payment.
 - k. Title – Official Title of person receipting payment
 - i. Ex: Supervising Fiscal Technician II, Collection Officer, Office Assistant, etc.
 - l. Book number – Receipt book number used to issue receipt for payment.
2. Receipt copies will be distributed as follows:
- a. White Copy – Submitted with deposit.
 - b. Yellow Copy – Customer's copy.
 - i. For payments received by mail, customer's copy of receipt can be mailed to customer upon request.
 - ii. If customer does not request copy of receipt, yellow copy will be attached with incident file.
 - c. Pink Copy – Attached with incident file.
 - d. Golden Rod Copy – Stays in receipt book.

D. NON-SUFFICIENT FUNDS/BAD CHECKS

- 1. Fiscal standards policy for processing Non-Sufficient Funds (NSF) checks will apply.

E. APPLYING PAYMENTS

- 1. All payments received will be applied to invoices in the following order:
 - a. Administration Fee
 - b. Payment Plan Fee
 - c. Penalty Fee
 - d. Incident Cost
- 2. If all charges listed in V.D.1.a-d are not invoiced, payments will be applied to next charge listed.
- 3. Any overpayment received will be applied to Incident Cost.
- 4. Partial payments will be applied in the order stated in V.D.1.a-

F. PAYMENT PLANS

- 1) Payment plans are available for customers unable to pay in full.
- 2) Payment plans have the following criteria:
 - a. A Payment Plan set-up charge shall be applied according to the current fee schedule.
 - b. Payment Plans may extend to within 18 months.
 - i. Payment plans may exceed 18 months upon supervisor approval and justification.
 - c. Payments must be received within five (5) days of the payment due.
 - i. Payments that fail to meet this requirement are subject to removal from Payment Plan arrangements and the balance will become due in full.
 - ii. Payments will be due with or without monthly notification.
 - d. Payments received will be applied as stated in V.D.1.a-d.

G. DEPOSITS

1. All payments received will be prepared daily for deposit.
2. Fiscal Division will prepare the deposit by completing the following
 - a. Attach payment and corresponding receipt together.
 - b. Complete Cost Recovery Daily Payment Log.
 - c. Complete Cash & Check Log.
 - d. Compile all documents listed in V.G.1.a-c.
 - e. Submit documents listed in V.G.1.d to immediate supervisor for review.
 - f. Upon approval, transported to the County Treasurer for

H. STATION REIMBURSEMENT

1. All funds received will be tracked by the Fiscal Division in the current office filing system and/or current database.
 - a. Funds will be tracked by the station that submitted the incident for Cost Recovery.
2. Fiscal Division shall transfer funds recovered back to the station(s) quarterly.
3. Fiscal Division shall provide a copy of the Transfer Document to the appropriate Division Staff Analyst.

VII **PROGRESS/STATUS REPORTS**

A. MONTHLY/QUARTERLY REPORTS

1. Fiscal will maintain monthly reports providing information for the Department such as:
 - a. Monthly Activity
 - i. Total incidents billed per station.
 - ii. Total cost billed per incident, per station.
 - iii. Total cost recovered per incident, per station.

- b. Quarterly Activity
 - i. Total incidents billed per Division.
 - ii. Total costs billed per Division.
 - iii. Total costs recovered per Division.
 - iv. Total amount reimbursed per station, per Division.

B. REPORT DISTRIBUTION

- 1. Monthly reports shall be provided by Cost Recovery Staff to the Supervisor of Fiscal Services.
 - a. The Supervisor of Fiscal Services will submit quarterly reports to Department Management, DC's, BC's, Program Coordinators and Chief Officer for Community Safety.

VII CLOSING

A. FILE CLOSURE

- 1. An incident file will be closed if:
 - a. The full amount is recovered.
 - b. The invoice is reversed.
 - i. Ex: Billing error or Board Approval to reverse charges.
- 2. Incidents with an outstanding balance will be:
 - a. Sent to an offsite collection agency for further collection efforts.
 - b. Written off as a bad debt write off
 - i. Supervisor approval and justification is required.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: Leave of Absence (LOA)

POLICY NUMBER: 121

EFFECTIVE DATE:

1) Purpose

- A. To establish a clear and consistent process for members of the Newberry Springs Fire Department (NSFD) to request, take, and return from a Leave of Absence (LOA), while ensuring operational readiness, accountability, and proper stewardship of department-issued equipment and personal protective equipment (PPE).

2) Scope

- A. This policy applies to all NSFD members—volunteer and paid—regardless of rank or assignment.

3) Definitions

- A. Leave of Absence (LOA): An approved, temporary separation from active duty status at NSFD.
- B. Calendar Quarter: Q1 (Jan–Mar), Q2 (Apr–Jun), Q3 (Jul–Sep), Q4 (Oct–Dec).
- C. De-Issue: The process of collecting, inspecting, documenting, and removing NSFD-issued PPE/equipment from an individual member.

4) Policy Statement

A. Minimum Duration & Quarterly Review

B. The minimum LOA duration is three (3) months.

C. LOAs are aligned to calendar quarters. At the end of each quarter, the member must either:

- 1) Return to duty, or
- 2) Renew the LOA for an additional quarter.

D. Maximum Duration

- 1) LOAs may be renewed quarterly for up to twelve (12) months total. Extensions beyond 12 months require Fire Chief approval based on operational needs and the member's circumstances.

E. Status While on LOA

- 1) Members on LOA are not considered available for response, training, special details, or standby.
- 2) Department communications (e.g., rosters, paging, and scheduling systems) will reflect LOA status.
- 3) Training and certification currency remain the member's responsibility; additional return-to-duty steps may be required if currency lapses.

5) PPE and Equipment

A. Mandatory De-Issue

- 1) Upon LOA approval, all NSFD-issued PPE and equipment must be immediately surrendered for inspection and de-issuance (e.g., turnout ensemble, wildland gear, SCBA facepiece, pager/radio, keys, access cards, uniforms as applicable).

B. Reallocation & No Guarantee of Same Items

- 1) De-issued PPE/equipment may be reassigned to other personnel to maintain operational readiness.
- 2) There is no guarantee that the same PPE or equipment will be reissued to the member upon return. Replacement items will be issued subject to availability, condition, sizing, and NFPA/department standards at the time of return.

C. Member-Owned Items

- 1) Member-owned items must be removed from NSFD property unless otherwise authorized in writing by the Fire Chief. Member-owned PPE is not permitted to substitute for NSFD-issued PPE without written authorization.

6) Request & Approval Process

A. Submission

- 1) Members shall submit an LOA Request Form (see Section 12) to their immediate supervisor with:
 - i. Requested start date (aligned to or within the current quarter)
 - ii. Reason for LOA (general statement; medical details may be submitted confidentially to the Chief or designee)
 - iii. Anticipated return quarter/date

B. Review & Decision

- 1) The Fire Chief (or designee) will review the request considering staffing needs, training cycles, and the member's standing.
- 2) Approved LOAs will specify the effective dates, quarterly review point, and any conditions (e.g., medical clearance, training requirements).

C. Documentation

- 1) Approved LOAs will be documented in the member's personnel file and department roster systems.

- 2) The Quarter-end Return/Renewal Check-In is required to confirm the member's decision to return or extend.

7) Extensions, Renewals, and Early Return

A. Quarterly Renewal

- 1) Members wishing to extend must submit an LOA Renewal prior to the quarter's end.
- 2) Failure to submit a timely renewal may result in administrative separation or conversion to inactive status per department policy.

B. Early Return

- 1) Early return may be considered case-by-case, subject to operational needs and completion of return-to-duty requirements (Section 8).
- 2) Early return does not guarantee immediate issuance of specific PPE items previously assigned.

8) Return-to-Duty Requirements

A. Members returning from LOA must complete, as applicable:

- 1) Administrative: Updated contact info, acknowledgment of current policies/SOPs.
- 2) PPE/Equipment: Fitting and issuance per availability; verification of compliance with NFPA/department standards.
- 3) Medical/Clearance: If LOA was health-related or exceeded six (6) months, proof of fit-for-duty and respiratory clearance/fit testing may be required.
- 4) Training Currency: Completion of any lapsed mandatory trainings (e.g., SCBA, EVOC/defensive driving, wildland refreshers, ICS updates).
- 5) Driver Status: Requalification/road test if driver currency expired during LOA or policy requires.

- 6) Task Book/Skills: Skills verification at the discretion of the Training Officer/Fire Chief.

9) Failure to Comply

- A. Failure to surrender PPE/equipment, to complete de-issue, or to meet return-to-duty requirements may result in disciplinary action up to and including dismissal, consistent with NSFD policies.
- B. Failure to communicate a return/renewal decision by the quarterly deadline may lead to administrative separation or inactive status.

10) Confidentiality

- A. Medical information and any confidential details submitted in support of an LOA shall be maintained securely and accessed only by authorized personnel.

11) Roles & Responsibilities

- A. Member: Submit requests/renewals on time; complete de-issue; comply with return requirements.
- B. Supervisor/Training Officer: Verify roster/training impacts; recommend conditions for return; coordinate skills checks.
- C. Quartermaster/Logistics: Conduct de-issue; inspect, clean, and reassign PPE/equipment as needed; document chain-of-custody.
- D. Fire Chief (or Designee): Approve/deny LOA; determine conditions; authorize extensions beyond 12 months.

12) Required Forms (Attachments)

- A. Attachment A: LOA Request & Approval Form
- B. Attachment B: LOA Quarterly Renewal Form
- C. Attachment C: PPE/Equipment De-Issue & Return Checklist
- D. Attachment D: Return-to-Duty Clearance & Training Currency Checklist

13) References

- A. NSFD Personnel Policies & Procedures
- B. NSFD PPE Issue/Control Procedures
- C. Applicable state/federal employment laws and applicable NFPA standards (e.g., NFPA 1500, NFPA 1851) as adopted by NSFD

14) Policy Review

- A. This policy will be reviewed annually or as needed to maintain compliance with operational, legal, and safety requirements.
-

Attachment A — LOA Request & Approval (Template)

Member Name/Rank: _____ ID: _____
Start Date: //____
Reason (general): _____
Anticipated Return /Date: _____
Chief Decision: ☐ Approved ☐ Denied
Conditions (if any): _____
Chief/Designee Signature: _____ Date: //____

Attachment B — Quarterly Renewal (Template)

Member Name/Rank: _____ ID: _____
Current LOA Quarter/Year: Q__ / 20__
Action: ☐ Return to Duty on //____ ☐ Renew LOA through end of Q__ / 20__
Member Signature: _____ Date: //____
Chief/Designee Approval: _____ Date: //____

Attachment C — PPE/Equipment De-Issue & Return Checklist (Template)

- Turnout coat/pants/boots/helmet/hood/gloves ☐ Collected ☐ Inspected
 - Wildland ensemble ☐ Collected ☐ Inspected
 - SCBA facepiece ☐ Collected ☐ Inspected
 - Radio/pager/charger ☐ Collected ☐ Inspected
 - Uniform items (list) ☐ Collected
 - Other (list) ☐ Collected
- Signature/Date: _____ / // _____
-

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **FIREGROUND PASSPORTS**

POLICY NUMBER: **201**

EFFECTIVE DATE:

I. PURPOSE

- A.** The purpose of this policy is to establish a standardized system for personnel accountability during emergency operations, utilizing fireground passports to track all personnel operating at the scene of a fire or emergency. This system ensures that the safety and accountability of firefighters are maintained during incidents, in compliance with Occupational Safety and Health Administration (OSHA) *OSHA Standard 29 CFR 1910.120(q) – "Emergency Response"* regulations and National Fire Protection Association (NFPA) *NFPA 1561: Standard on Emergency Services Incident Management* and *NFPA 1500: Standard on Fire Department Occupational Safety and Health Program standards*.

II. SCOPE

- A.** This policy applies to all personnel of the Newberry Springs Fire Department during any response involving fireground operations, including structure fires, hazardous materials incidents, technical rescues, and any other high-risk emergency incidents requiring personnel to be on the scene.

III. DEFINITIONS

- A. Fireground Passport:** A system of accountability that requires each firefighter to place a personal identifier (such as a name tag or ID badge) on a designated board, typically located at the Incident Command (IC) or a designated

accountability officer. The passport tracks the personnel working at the scene, ensuring no personnel are left unaccounted for during operations.

- B. Personnel Accountability Report (PAR):** A report conducted periodically during fireground operations to confirm that all personnel are safe and accounted for.

IV. PROCEDURE

1. FIREGROUND PASSPORT SYSTEM

- a. The Fireground Passport system shall be implemented for every incident where personnel are operating on the fireground. The system will include the following procedures:

A. Upon Arrival:

- i. Each firefighter shall ensure their personal passport is placed on the designated accountability board, given to the Incident Command or designee.

B. Personnel Movement:

- i. As personnel move from one assignment or location to another, their passport will be transferred to the accountability board or appropriate personnel to reflect their current location.
- ii. The Incident Commander or designee will ensure that personnel are tracked as they enter and exit hazardous areas, and that the number of personnel remains consistent with the tactical assignments.

C. Personnel Accountability Report (PAR):

- i. A PAR will be conducted at regular intervals of every 15-20 minutes or after significant tactical changes or whenever there is a change in the conditions of the incident.

- ii. A PAR will be initiated if a firefighter is unaccounted for, during personnel evacuations, or in the event of an emergency such as a mayday call.

V. RESPONSIBILITIES

A. Incident Commander (IC)

- i. The IC is responsible for ensuring that a Personnel Accountability Report (PAR) is conducted regularly and that accountability procedures are followed.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **FIREGROUND DISTRESS SIGNALS**

POLICY NUMBER: **202**

EFFECTIVE DATE:

I. PURPOSE

A. To establish a standardized procedure for notifying all personnel operating at an emergency scene regarding vital safety information. The Fireground Emergency Distress Signal (FEDS) is designed to be easily recognized, understood, and implemented by all personnel and dispatchers. This signal is used when there is an immediate safety issue, including but not limited to:

- i. Hazardous conditions,
- ii. Building evacuations, and
- iii. Other life-threatening situations.

II. POLICY

A. The Fireground Emergency Distress Signal (FEDS) shall be utilized at any incident where hazardous conditions pose an immediate threat to personnel and require immediate action.

B. The Incident Commander (IC) shall be responsible for initiating the FEDS upon notification of a dangerous situation.

C. If the Incident Commander cannot be reached or if time is critical, any firefighter on the scene has the authority to declare an emergency and activate the FEDS.

III. DEFINITIONS

- A. Fireground Emergency Distress Signal (FEDS): A safety alert system that can be activated by any personnel on the scene to notify all units of a critical safety concern.
- B. Priority Traffic: A radio transmission used to immediately notify all personnel of an emergency on the fireground.
- C. Air Horn Signal: Three blasts of the air horn, each lasting five (5) seconds, used as an audible evacuation signal.
- D. Personnel Accountability Report (PAR): A system used to confirm the location and safety of all personnel on the fireground after an emergency signal is activated.
- E. Rapid Intervention Crew (RIC): A designated team prepared to conduct immediate firefighter rescue operations.

IV. PROCEDURE

A. Activation of FEDS

- i. The FEDS shall be activated by transmitting “Priority Traffic” over the assigned tactical radio channel.
- ii. Simultaneously, three blasts of the air horn, each lasting five (5) seconds, shall be sounded as an audible evacuation signal.

B. Radio Transmission

- i. The **Priority Traffic** message shall be transmitted on the assigned **tactical radio frequency** immediately following the air horn signal.
- ii. The transmission shall include the nature of the emergency and necessary safety actions.

C. Verbal Instructions

i. The instructions must clearly state the nature of the emergency and the required actions.

ii. The message shall be **repeated two times** for clarity.

1. Example transmission:

a. **"Priority Traffic! Fireground Emergency! All personnel evacuate the building immediately. Repeat, all personnel evacuate the building immediately."**

V. RELATED POLICIES & PROCEDURES

A. A Personnel Accountability Report (PAR) shall be conducted immediately following FEDS activation to account for all personnel.

B. The Rapid Intervention Crew (RIC) shall relocate to a safe area but remain on standby for possible firefighter rescue operations

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **FIREGROUND SAFETY & CONDUCT**

POLICY NUMBER: **203**

EFFECTIVE DATE:

I. PURPOSE

- A. To establish proper conduct and safety guidelines for fire personnel at incident scenes to prevent injuries and ensure professionalism.

II. GENERAL POLICY

- A. All Newberry Springs Fire Department (NSFD) personnel shall adhere to the following conduct and safety protocols while operating at an incident scene:

- 1. **Professionalism in Communication:**

- i. Boisterous, profane, or abusive language shall never be used at an incident scene, even for emphasis.

- 2. **Positioning & Readiness:**

- i. All fire personnel, except officers, shall remain with their assigned apparatus until given specific orders or assigned a task.

- 3. **Situational Awareness:**

- i. Always be aware of other company operations at the scene and avoid working in opposition to them.

- 4. **Restricted Information:**

- i. Fire personnel shall not discuss the following details except with their immediate fire officer:
 - a. Cause of fire
 - b. Location of human bodies
 - c. Suspicious fires

d. Opinion of loss estimate

5. Scene Control:

- i. Prevent unauthorized persons from entering the scene.
- ii. Remove and keep away anyone without a legitimate reason for being present.

6. Handling Valuables:

- i. Any fire personnel who find money, jewelry, or other valuables at an incident scene shall immediately report the discovery to a Duty Officer.

7. Professionalism & Conduct:

- i. Fire personnel shall act in a serious, compassionate, and professional manner at all times.
- ii. Personnel shall not engage in any conduct that would bring discredit to the Fire Department.

8. Reporting for Duty at an Incident:

- i. Off-duty fire personnel responding to an incident shall report directly to the Incident Commander for assignment.

9. Prohibited Actions:

- i. Fire personnel shall never intentionally or jokingly direct water streams at any person or use water in an unnecessary manner.

III. ENFORCEMENT

- A. Violations of this policy may result in corrective action or disciplinary measures, depending on the severity of the infraction.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: RADIO COMMUNICATION

POLICY NUMBER: 204

EFFECTIVE DATE:

I. PURPOSE

1. This policy establishes standardized radio communication procedures for the Newberry Springs Fire Department (NSFD) in alignment with CAL FIRE, the Federal Communications Commission (FCC) Regulations, and Incident Command System (ICS) protocols. Clear and professional radio communication ensures efficient coordination, safety, and compliance with federal and state regulations.

II. GENERAL RADIO USAGE

1. FCC Compliance:
 - A. All NSFD radio communications must comply with FCC Part 90 regulations governing public safety radio systems.
 - B. Transmission of unauthorized, offensive, or encrypted messages outside of approved encryption protocols is strictly prohibited.
 - C. Personnel must use clear text (no 10-codes or unauthorized jargon) in compliance with CAL FIRE and ICS guidelines.
2. Authorized Channels:
 - A. NSFD operates on primary dispatch frequencies, tactical channels, and a designated talk-around channel for localized incident operations.
 - B. The talk-around channel is for short-range communication and must still adhere to FCC regulations and proper radio discipline.

- C. Only authorized personnel may switch to mutual aid or interagency channels as directed by the Incident Commander (IC) or dispatch.
- 3. Radio Discipline & Professionalism:
 - A. All transmissions must be clear, concise, and necessary.
 - B. Unnecessary chatter, personal conversations, or excessive radio traffic is prohibited.
 - C. Always listen before transmitting to avoid interference or overlapping communications.

III. PRIORITY RADIO TRAFFIC DESIGNATIONS

- 1. To maintain order and efficiency during incidents, the following designations will be used:
 - A. Emergency Traffic
 - 1. Used when there is an immediate threat to life or safety.
 - i. Example: "Newberry IC, Engine 392 Emergency Traffic! Firefighter down at the Bravo side of the structure."
 - ii. Example: "BERDU Engine 392 Emergency Traffic. 'BERDU Engine 392 were at the Chevron gas station on National Trails Hwy cross of i-40 freeway with a hostile subject with a knife, were requesting S.O. to respond to our location, we are not Code 4.'"
 - 2. New Incident Traffic
 - A. Used to announce a new emergency incident.
 - 1. Example: " BERDU, Engine 392 New Incident. 'BERDU Engine 392 I'm on scene at Newberry Road cross of Fairview Road of a single vehicle TC, off the roadway with Moderate damage, we'll be out checking.'"

3. Priority Traffic

A. Used for urgent but non-life-threatening messages that require immediate attention.

1. Example: "Engine 392 Newberry IC, be advised we have active fire in the attic, requesting additional resources."

4. Routine Traffic

A. Used for general communications that do not require immediate action.

1. Example: "BERDU, Engine 392 Enroute"
2. Example: "BERDU, Engine 392 clear and available"

IV. RADIO PROCEDURES DURING INCIDENTS

1. Initial Incident Report

A. The first arriving unit provides a size-up report including:

1. Unit designation
2. Incident location
3. Type of incident
4. Conditions observed
5. Initial actions being taken
6. Command assignment

2. Tactical Communications

A. Incident Command will assign a designated tactical channel for ongoing operations.

- B. All responding units must switch to the assigned channel as directed.
- 3. Radio Acknowledgements & Status Updates

- A. Units must acknowledge dispatch, status changes, and assignments clearly and promptly.

- 1. Example: "Engine 392 copies, assuming 'Highway Fire' IC."

V. RADIO FAILURE OR LOSS OF CONTACT

- 1. If a unit experiences radio failure or loss of contact, they must attempt to:
 - A. Switch to an alternate channel
 - B. Use a mobile or backup radio
 - C. Communicate via another responding unit
 - D. Communicate to CalFire via Cellphone

VI. ENFORCEMENT & COMPLIANCE

- 1. All NSFD personnel are responsible for adhering to this policy and ensuring proper radio etiquette.
- 2. Any misuse, unauthorized transmissions, or repeated violations may result in corrective action, suspension of radio privileges, or disciplinary measures.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **HAZARDOUS MATERIAL OPERATIONS**

POLICY NUMBER: **205**

EFFECTIVE DATE:

I. **POLICY:**

1. The Newberry Springs Fire Department will be involved with a Hazardous Materials Incident only to the extent of their training and protective equipment allows.

II. **PROCEDURE:**

1. A Hazardous Materials Incident is an incident involving the release of a substance that poses an unreasonable risk to life, environment, or property.
2. When a Hazardous Materials Incident is encountered, CalFire Dispatch shall be notified to dispatch a HazMat team.
3. Newberry Springs Fire Department personnel will be used as support team members as directed by the HazMat leader.
4. Cleanup of residential incidents involving normal household products may have to be handled by department personnel. Personnel assigned to this type of work should be in Level "D" protection (turnouts with boots, breathing apparatus, and minimum disposable gloves). The objective should be to remove, stabilize, or neutralize the materials involved.

III. **GENERAL RULES:**

- a. Do not walk near, touch, smell, or taste any unknown product or container.
- b. Stay upwind.
- c. Seal off the area.
- d. Establish command.
- e. If possible, identify the product or container.
- f. Notify proper authorities.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **TWO IN / TWO OUT**

POLICY NUMBER: **206**

EFFECTIVE DATE:

I. SCOPE

1. This policy establishes standard operating guidelines for Newberry Springs Fire Department personnel operating at emergency incidents prior to the establishment of a Rapid Intervention Crew (RIC).

II. PURPOSE

1. To provide direction for personnel engaged in initial attack operations at structure fires or other Immediately Dangerous to Life and Health (IDLH) environments when staffing is limited, while ensuring firefighter safety.

III. REFERENCES

1. California Code of Regulations, Title 8, Section 5144(g)
2. ICS 910 FIREScope – “Fire Incident Safety and Accountability Guideline”
3. National Fire Protection Association (NFPA) Standards

IV. DEFINITIONS

1. *Emergency Traffic*: A radio phrase used to alert personnel of a significant fireground event requiring immediate attention.
2. *Immediately Dangerous to Life and Health (IDLH)*: Any atmosphere that poses an immediate threat to life, may cause irreversible health effects, or impairs the ability to escape. Any structure fire beyond the incipient stage is considered IDLH under Cal/OSHA regulations.

3. *Incident Commander (IC)*: The individual with overall command and responsibility for incident operations.
4. *Incipient Phase*: The early stage of a fire that can be controlled with portable extinguishers, Pressurized Water Can, or small hose lines without requiring SCBA use.
5. *Defensive Fire Attack*: A defensive fire suppression strategy conducted from outside a structure. Examples include exposure protection, securing utilities, and applying water from exterior hose lines.
6. *Initial Attack*: Actions taken by the first-arriving company to perform size-up and fire suppression operations.
7. *Personnel Accountability Report (PAR)*: A system for confirming the location and safety of all personnel on the fireground.
8. *Rapid Intervention Crew (RIC)*: A minimum two-person crew trained and equipped for firefighter rescue.
9. *Report on Conditions*: A report given by the first-arriving officer to dispatch describing scene conditions and necessary resources.
10. *Structure Fire*: A fire involving an occupied or unoccupied building such as a dwelling, business, or warehouse.
11. *Working Fire*: A fire in a closed environment where an IDLH atmosphere is present, requiring compliance with the Two-In / Two-Out policy.

V. POLICY

1. The Incident Commander (IC) is responsible for ensuring compliance with the Two-In / Two-Out standard.
2. When a Two-In / Two-Out team is established, the IC or their designee must transition the team into a RIC as soon as possible, as resources allow.
3. A RIC should be established immediately when resources are available, satisfying the Two-In / Two-Out requirement.
4. All incidents involving IDLH environments must comply with this policy.

5. All interior firefighting requires personnel to operate in teams of two or more at all times.
6. Interior firefighting is only permitted under the following conditions:
 - A. No IDLH atmosphere is present.
 - B. There is a known rescue.
 - C. A Two-In / Two-Out team or RIC has been established.

VI. PROCEDURE

1. Two-In / Two-Out Staffing
 - A. Two personnel must be assigned outside the IDLH area to monitor the interior crew.
 - B. At least one exterior firefighter must actively monitor the interior crew's status.
 - C. The second exterior firefighter may perform other tasks, such as:
 1. Pump operations,
 2. Serving as the Incident Commander, or
 3. Operating an exterior hose line.
2. Transition to RIC
 - A. The Two-In / Two-Out team shall transition into a designated RIC once additional resources arrive.
 - B. The RIC must be properly equipped and ready to respond in case of firefighter distress.

VII. TRAINING AND COMPLIANCE

1. All personnel shall receive annual training on Two-In / Two-Out procedures.

2. Fireground operations shall be reviewed to ensure compliance with Cal/OSHA, NFPA, and departmental safety standards.
3. The IC is responsible for ensuring the Two-In / Two-Out policy is followed during incidents.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: VEHICLE OPERATIONS

POLICY NUMBER:

EFFECTIVE DATE:

I. PURPOSE

1. To establish appropriate and safe behavior, techniques, and training, regarding operating or riding in emergency and non-emergency fire department owned vehicles.

II. SCOPE

1. All personnel

III. POLICY

1. This policy constitutes the Newberry Springs fire departments, driving operations and training standards for the safety of Newberry Springs Fire Departments personnel and the public we serve. These policies were developed using the recommendations, industry standards, and laws, developed by the International Associations of Firefighters, the International Associations of Fire Chiefs', the United States Fire Administration, the National Fire Protection Agency, and the California State Vehicle Code.

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SEATBELT

I. PURPOSE

1. To establish appropriate and safe behavior regarding the use of seatbelts when operating or riding in emergency and non-emergency fire department owned vehicles.

II. SCOPE

1. All Personnel

III. POLICY

1. All persons driving and riding, and fire department vehicles shall be seated and approved writing positions with seatbelts fastened at all times when the vehicle is in motion.
2. Prior to vehicle response, the driver and/or company officer selling for readiness of his/her crew by verbally stating "Ready?" A response by each crew member that they are "Ready" will denote that all personnel are properly seated and seatbelts are fastened. A response by each crewmember is required prior to vehicle response.
3. It is the Driver Operator, and, ultimately, the Duty Officers responsibility to ensure that:
 - A. All fire department vehicles are equipped with seatbelts
 - B. The seatbelts are accessible
 - C. The seatbelts are in good working order

EMERGENCY, NON-EMERGENCY VEHICLE RESPONSE

I. PURPOSE

1. To prioritize the response of emergency vehicles to ensure maximum utilization of resources and that those units respond in a mode that corresponds with the prioritization level of the emergency request.

II. SCOPE

1. All personnel that operate code 3 capable vehicles

III. POLICY

1. Code 3 Definition

- A. Department policy defines Code 3 driving as the operation of an authorized emergency vehicle in response to an emergency call or while actively engaging in an emergency call, but not returning from an emergency call, when such emergency requires an expeditious response. The level of response requires the utilization of visual and audible warning devices per California vehicle code regulations. Only those personnel who are properly trained and licensed and whose duties necessitate driving code 3 may do so.

2. Code 2 Definition

- A. Department policy defines Code 2 driving as an authorized emergency vehicle in direct response to an incident without the use of visual or audible warning devices. Code 2 denotes no detours in response, and within compliance to all traffic laws.

3. The Following Call Types Have Special Response Restrictions:

- A. Commercial/Residential Ringing Fire Alarms (No other confirmation of Fire). The first due or closest company shall respond code 3; the remainder of the assigned companies shall respond Code 2 to the incident.

Note: confirmed reports of commercial/residential structure fires; all units shall respond code 3

- B. Outside investigations. For outside investigations with no further confirmation of fire, the level of response shall be Code 2 as the normal mode of response.

USE OF WARNING DEVICES

I. PURPOSE

1. To establish a policy on the use of Audible and Visual warning devices and to combine existing policies with the California Vehicle Code Statutes that apply to Code 3 driving.

II. SCOPE

1. All personnel that drive Code 3 capable vehicles

III. POLICY

1. When responding with lights and sirens code 3, the professional driver is exempt from obeying or following specific chapters and divisions of the vehicle code.
2. These exemptions, found in section 21055 of the California vehicle code are:
 - A. Chapter 2 – traffic, signs, signals, and markings
 - B. Chapter 3 – driving, overtaking, and passing
 - C. Chapter 4 – right of way
 - D. Chapter 5 – pedestrian right and duties
 - E. Chapter 6 – turning, stopping, and turning signals
 - F. Chapter 7 – speed laws
 - G. Chapter 8 – special stops required
 - H. Chapter 9 – stopping standing, and parking
 - I. Chapter 10 – removal of parked and abandoned vehicles article 3 and article 4 of chapter 5 of division 16.5

3. Section 21055 of the California vehicle code states:

- A. The driver of an authorized emergency vehicle is exempt from the above chapters if the vehicle is being driven in response to an emergency call or while engaged in rescue operations or is being used in the immediate pursuit of an actual or suspected violator of the law or is responding to, but not returning from, a fire alarm, except that fire department vehicles are exempt whether directly responding to an emergency call or operated from one place to another as rendered desirable or necessary by reason of an emergency call and operated to the scene of the emergency or operated from one fire station to another, or to some other location by reason of the emergency call.

If the driver of the vehicle sounds a siren as may be reasonable, necessary, and the vehicle displays a lighted red lamp visible from the front as a warning to other drivers and pedestrians. A siren shall not be sounded by an authorized emergency vehicle, except when required under the section.

Note: use of the hi-low siren is not recognized in the state of California as code 3 compliant.

The use of lights and sirens does not relieve the driver/operator of the responsibility to drive with “due regard for the safety of others and to do everything possible to avoid or prevent an accident.”

B. Airhorn use is permitted as a secondary device

1. Use airhorn in conjunction with siren and short burst, not drowning out the siren.

SPEED LIMITATIONS

I. PURPOSE

1. To establish practices that address the speed of emergency vehicles to increase the ability of the driver/operator to maintain safe control of the vehicle at all times.

II. SCOPE

1. All personnel

III. POLICY

1. The driver shall never exceed a speed limit that is safe and prudent, based on road and weather conditions and other circumstances, including the design and capabilities of the vehicle. The post speed limit may be exceeded only when the required warning devices are use and when weather, traffic, and road conditions are favorable. Referred to CVC section 22350. The post speed limit shall not be exceeded under any other conditions.

In the event, the speed limit is not posted or noted, the basic speed loss shall apply

“NO PERSON SHALL DRIVE A VEHICLE UPON A HIGHWAY AT A SPEED GREATER THAN IS REASONABLE OR PRUDENT HAVING DUE REGARD FOR WEATHER, VISIBILITY, THE TRAFFIC ON, AND THE SURFACE AND WIDTH OF THE HIGHWAY, AND IN NO EVENT AT A SPEED WHICH ENDANGER THE SAFETY OF PERSONS OR PROPERTY.” Vehicle code 22350.

Code 3 response is subject to the following California vehicle code restrictions: Prima Facie speed limit.

INTERSECTION NAVIGATION

I. PURPOSE

1. To establish procedures and guidelines for the safe operation of all emergency vehicles and apparatus when negotiating intersections.

II. SCOPE

1. All personnel

III. POLICY

1. The fire department emergency vehicle shall come to a full stop before entering a negative right-of-way intersection (red light, flashing red light, or stop sign). The emergency vehicle shall not enter the intersection until all approaching traffic has yielded the right-of-way and it is safe to proceed.
2. If necessary, due to traffic conditions or visual obstructions, the emergency vehicle driver shall cross the intersection in stages, treating each lane as a separate intersection. The driver shall stop the vehicle, as necessary, to ensure that each lane may be crossed safely.
3. When passing through an intersection where the emergency vehicle has the right-of-way, by virtue of a green light in the direction of travel and/or stop signal (stop sign) for cross-traffic, the emergency vehicle shall not exceed the posted speed limit.

TRAVEL IN OPPOSING DIRECTION ON ONE-WAY ROADWAY

I. PURPOSE

1. To establish safe practices when an emergency vehicle must travel against the traffic flow on a one-way street.

II. SCOPE

1. All personnel

III. POLICY

1. Operating emergency vehicles against the normal flow of traffic is extremely hazardous under all conditions and should only be considered under exceptional circumstances (i.e. If there is no other alternative route of travel)
2. Travel against the normal direction of traffic flow on a one-way street shall be limited to short distances (i.e. for spotting apparatus tactically at incidents). Emergency vehicle drivers must proceed slowly and with extreme caution in these situations.
3. The emergency vehicle must come to a full stop before entering an intersection while traveling in an opposing direction.

TRAVELING IN OPPOSING TRAFFIC LANES

I. PURPOSE

1. To establish practices that address when an emergency vehicle must travel in an opposing lane.

II. SCOPE

1. All Personnel

III. POLICY

1. Operating emergency vehicles and opposing traffic. Lens is extremely hazardous under all conditions and should only be considered under exceptional circumstances. (i.e. if there is no alternative route of travel).
2. When an emergency vehicle must travel in an opposing traffic lane to maneuver around slow moving or stop traffic, the emergency vehicle shall not exceed 15 mph at a maximum. If there is a median, separating the emergency vehicle from the slow or stop traffic, the emergency vehicle shall not exceed a maximum of 15 mph. (actual speed should depend on the road, traffic, and weather conditions.)
3. when an emergency vehicle must travel in a center turn lane to maneuver around slow or stop traffic. The responding vehicle shall abide by Prima Facie laws.
4. When approaching a controlled intersection (traffic, lights or stop signs) in an opposing traffic lane or center turn lane, the emergency vehicle shall come to a full stop before entering the intersection, even if the traffic light is green in the direction of travel.
 - A. If the responding vehicle cannot continue its emergency response because of traffic congestion, all lights and sirens shall be turned off.
 - B. The driver/operator should never endanger or force a public to proceed illegally or potentially cause an accident because of their actions.

EMERGENCY VEHICLES RESPONDING CLOSELY TOGETHER

I. PURPOSE

1. To establish safe practices that address when emergency vehicles travel closely together.

II. SCOPE

1. All Personnel

III. POLICY

1. All vehicles responding closely together will maintain a safe following distance of at least 300 feet.
2. All units responding in the secondary position shall not use the right of way gained by the primary unit. They must follow the policies and guidelines and gain their own right away.
3. A fire department emergency vehicle shall not overtake another emergency vehicle that is traveling in the same direction unless the driver of the lead vehicle has indicated that the other may pass by radio. The following vehicle may contact leading vehicle by radio to request permission to pass.

BACKING POLICY

I. PURPOSE

1. To establish safe practices to ensure emergency vehicles are safely moved when operating in reverse mode.

II. SCOPE

1. All personnel

III. POLICY

1. Drivers shall avoid backing whenever possible. Where backing is unavoidable, at least one spotter shall be used. If no spotter is available, the driver shall dismount and walk completely around apparatus to determine if obstructions are present before backing. Members shall not be permitted to ride on towel board or running board while vehicle is in motion.
2. The spotter(s) shall be on the ground to the rear of the vehicle and shall remain visible to the driver at all times. If the driver loses sight of the spotter(s) at any time, the driver shall immediately stop the vehicle. Portable radios and flashlights are recommended for spotters' safety. In no case are cameras or safety devices a substitute for a spotter. NFPA 1500 requires at least one spotter to have contact with the driver.

A. SIGNALS

1. Straight Back: One hand above the head, the palm towards face, waving back. Other hand at your side. (Left or Right hand optional.)
2. Turn: Both arms pointing the same direction with index fingers extended. Driver will advise a spotter which way the turn will be made. The spotter, then assist the driver and backing apparatus. The driver's intentions must be verbally communicated to the spotter.
3. Stop: Both arms crossed with hands in fist. Be sure to yell the stop order loud enough that the driver can hear the warning.

B. NIGHT BACKING

1. Signals will be the same. The spotter will ensure that the spotlight on rear of apparatus are turned on before allowing apparatus to be backed. A flashlight may be carried, but at no time will it be directed towards the mirror

MANEUVERING/SAFE PARKING WHILE OPERATING IN OR NEAR VEHICLE TRAFFIC

I. PURPOSE

1. To establish safe practices that address when maneuvering an emergency vehicle at an incident scene.

II. SCOPE

1. All Personnel

III. POLICY

1. It shall be the practice of Newberry Springs fire department to attempt to position at least one fire apparatus or other emergency vehicle at any incident on any street, road, highway, or freeway in a manner that best protects the incident scene and work area. Such positioning shall afford protection to fire department personnel, law-enforcement officers, and the public from hazards of working in or near moving traffic.
2. All personnel should understand and appreciate the high risk that firefighters are exposed to when operating in or near moving vehicle traffic. We should always operate from a defensive posture. Always consider moving vehicles as a threat to your safety. Each day, emergency personnel are exposed to motorists of bearing abilities, with or without licenses, with or without legal restrictions, and driving at speeds from creeping to well beyond the speed limit. Some of these motorists are vision, impaired, or alcohol and/or drug impaired. On top of everything else, motorists will often be looking at the scene and not the road.
3. Nighttime operations are particularly hazardous. Visibility is reduced, and the flashing of emergency lights tend to confuse motorists. Studies have shown that multiple headlights of emergency apparatus (coming from different angles at the scene) tend to blind drivers as they approach.

IV. PROCEDURE

1. Safety Benchmarks

A. Emergency personnel are at great risk while operating in or near moving traffic. There are approaches that can be taken to protect yourself and all crew members.

- i. Never trust the traffic
- ii. Engage in proper protective parking
- iii. Wear high visibility reflective vest/safety clothing
- iv. Reduce motorist vision impairment
- v. Use traffic cones and flares where safe to do so
- vi. Establish a fire department member assigned to the lookout position to monitor approaching traffic and activate an emergency signal. If the actions of a motorist do not conform to establish traffic control measures in place at the highway scene.

2. Apparatus and Emergency Vehicle Benchmarks

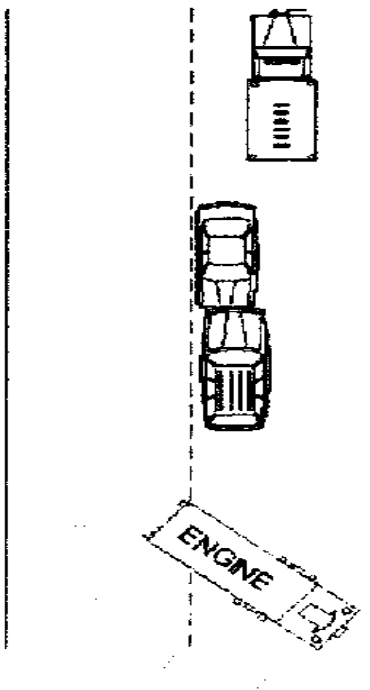
A. Listed below are benchmarks for safe performance when operating in or near moving vehicle traffic.

- i. Always maintain an acute awareness of the high risk of working in or around moving traffic. Always look

before you step! Always keep an eye on the traffic. Post lookouts.

- ii. Standard practice shall be to position apparatus to protect emergency personnel, patients, and provide a protective work area. Where possible, angle apparatus at 45° away from curbside. This will direct motorists around the scene (See Figure 1). Apparatus positioning should allow for adequate parking space for each fire apparatus if needed, and a safe work area for emergency personnel. Allow enough distance to prevent a moving vehicle from knocking fire apparatus into the work areas.

Figure # 1



- iii. At intersections, or where the incident may be near the middle of the street, two or more sides of the incident may need to be protected. Block all exposed sides. Where apparatus is in limited numbers, prioritize, the blocking

from the most critical to the least critical. (see figure 2, 3, and 4.)

Figure # 2

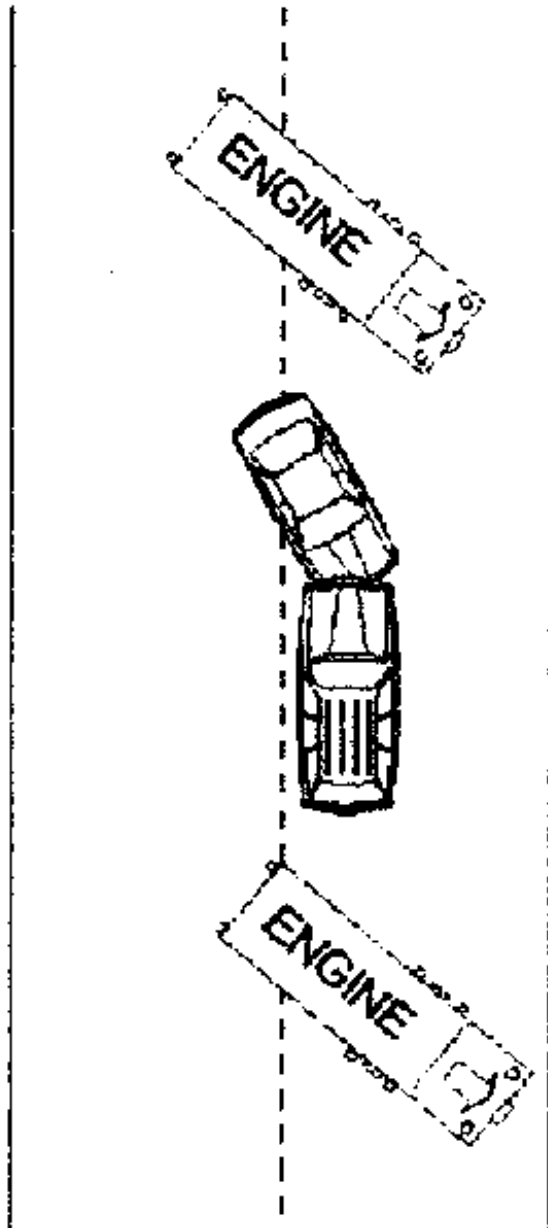


Figure # 3

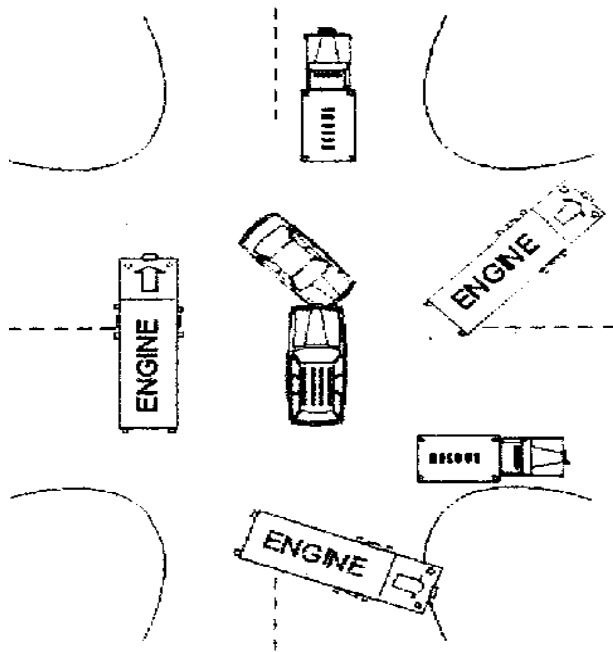
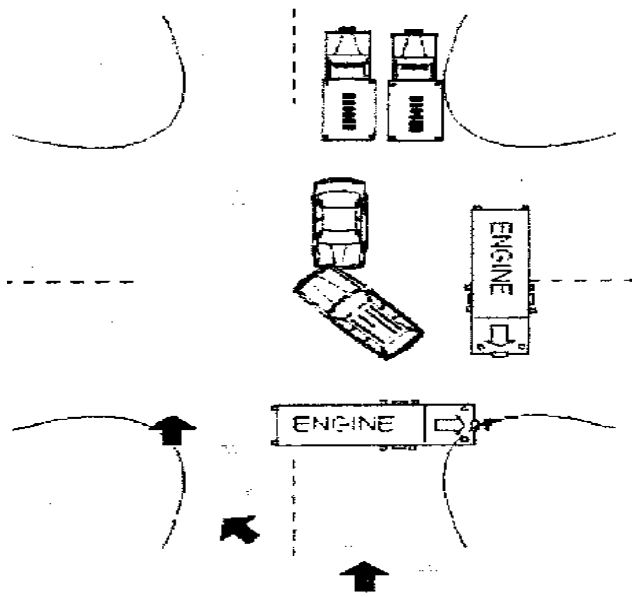
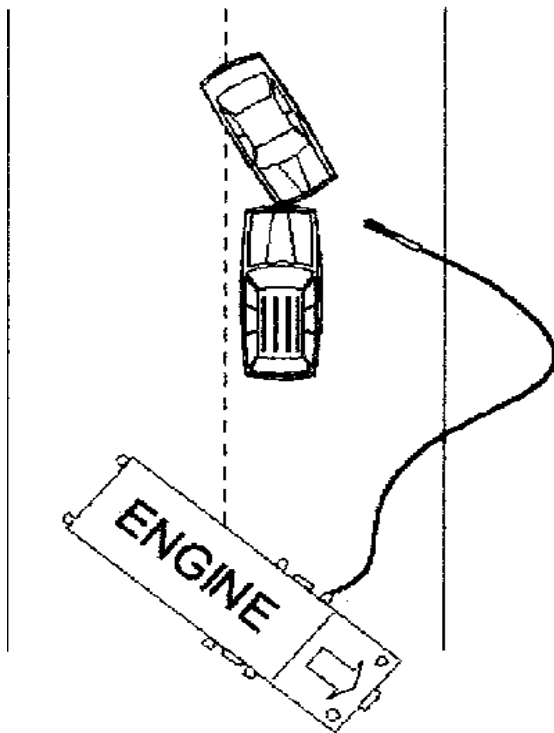


Figure # 4



iv. Engine companies utilizing a charged hose line should angle the engine so that the pump panel is downstream, opposite side of oncoming traffic. This will protect the pump operator, (see figure 5).

Figure # 5



v. The initial commanding officer must assess the parking needs of later, arriving fire apparatus, and specifically direct the parking and placement of these vehicles as they arrive to provide protective blocking at the scene. This officer must operate as the initial safety officer.

vi. During daytime and nighttime operations, leave all emergency lights on to provide warning to drivers.

vii. Cruise should exit the curbside or non-traffic side of the vehicle whenever possible.

viii. Always look before stepping out of apparatus or into any traffic areas. When walking around fire apparatus, parked adjacent to moving traffic, keep an eye on traffic and walk as close to fire apparatus as possible.

ix. Where appropriate safety gear including a safety vest or reflective clothing anytime you are operating in or near vehicle traffic.

x. When parking apparatus to protect the scene, be sure to protect the work area also. The area must be protected so that patients can be extricated, treated, moved about the scene, and loaded into ambulances safely.

xi. Once enough fire apparatus has blocked the scene, park or stage unneeded vehicles off the street whenever possible. Where speed exceed 35 miles an hour or big rigs are present, squads, police, cars, or brush patrols may not provide protection from an impact and only give notice to oncoming traffic. Even engines may be moved a great distance if the impact is from a high mass vehicle like a semi-truck and trailer. Additional engines may be required to protect the work area and ambulances that are on scene. Bring an ambulance companies one or two at a time and park them in safe locations at the scene. This may be downstream from other parked apparatus, or the ambulance may be backed at an angle into a protected loading area to prevent working in or near passing traffic. At residential medical emergencies, park, ambulances, and driveways for safe loading where possible. If driveways are inaccessible, park, ambulances to protect patient loading areas. Whenever possible blocking apparatus should be past the address on the left side of the road, and short of the address on the right “long on the left short on the right.” (see figure 6 & 7).

Figure # 6

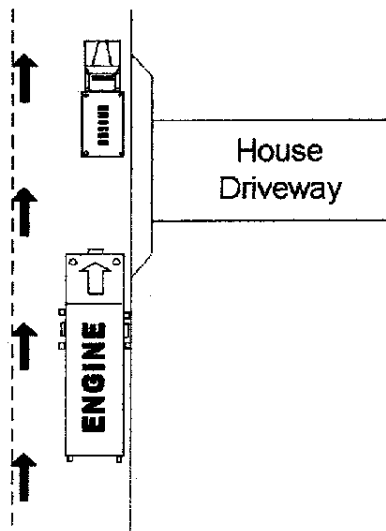
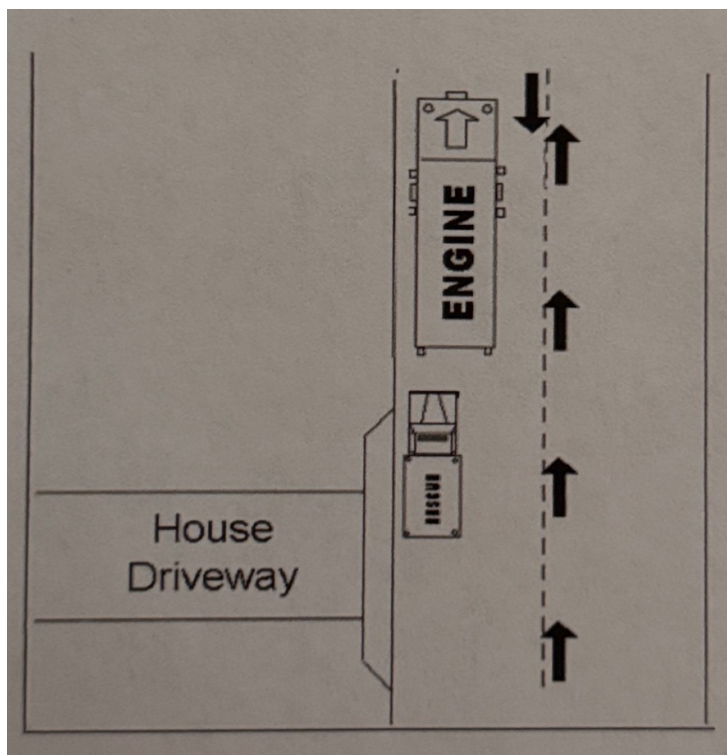


Figure # 7



xii. Place traffic cones at the scene to direct traffic. This should be initiated by the first apparatus, arriving on the scene and expanded, if needed, as later arriving apparatus arrive on scene. Always place and retrieve cones while facing oncoming traffic and never turn your back.

xiii. Listed below are our general recommendations for the start of traffic cones.

Speed	Distance
25 mph	65 feet
45 mph	105 feet
60 mph	160 feet

xiv. At major intersections a call for police response will be necessary. Provide specific directions to the police officer of your traffic control needs. Ensure the police are parking to protect themselves and the scene.

xv. Avoid parking:

- A. Under powerlines
- B. Downhill from flammable liquids
- C. On icy roadways when cars can slide into the vehicle
- D. Wooden parking decks and parking lots that might be damaged by heavy equipment
- E. Or department vehicles can become trapped on dead end roads

xvi. Freeway Operations

- A. Freeway emergencies pose in particularly high risk to emergency personnel. Speeds are higher, traffic is significant, and motorists have little opportunity to slow, stop or change lanes.
- B. Command should establish a liaison with law-enforcement as soon as possible to jointly provide a safe parking and work area and to quickly resolve the incident. Law-enforcement will also have a desire to keep the freeway flowing. What needs to be, the freeway can be completely shut down. This, however, rarely occurs. Sometimes, when traffic is very light, but fast, shutting the freeway down might not be an option.
- C. For freeway emergencies, we will continue to block the scene with the first apparatus on the scene to provide a safe work area. Other apparatus may be used to provide additional blocking, if needed. Blocking strategies should evaluate the ability to notify and slow approaching traffic if there are curves or hills limiting the approaching driver's ability to view the scene or light traffic allowing for high speeds.
- D. The initial commanding officer, or command, must thoroughly assess the need for apparatus on the freeway and their specific positions. Apparatus should be directed to a specific parking location to protect the emergency personnel, work area, and patience.
- E. Other apparatus should be parked downstream when possible. This provides a safe parking area.
- F. Staging of ambulance companies off the freeway may be required. Ambulances should be brought into the scene one or two at a time. The safe loading area must be established.
- G. Traffic cones should be placed further apart, with the last one approximately 160 feet upstream, towards traffic, to allow adequate warning to drivers. Place and retrieve cones while facing the traffic, do not turn your back.

- H. The termination of the incident must be managed with the same aggressiveness as initial actions. Cruise, apparatus, and equipment must be removed from the freeway promptly, to reduce exposure to moving traffic.
- I. Use of guard rails and protected median areas to package. Patients should be considered an increase cruise safety, if logistics and space allow.

RETURN TO ROADWAY AFTER OFF-ROAD USE

I. PURPOSE

1. To establish safe practices that address when an emergency vehicle needs to return to the roadway when the wheels leave the paved surface of the roadway

II. SCOPE

1. All Personnel

III. POLICY

1. Fire department vehicle operators shall be aware of the actions to be taken if the wheels of the vehicle leave the paved surface of the roadway. In these situations, the vehicle shall be stopped in a safe location, and the driver/operator shall inspect the following:
 - A. Tire damage
 - B. Foreign objects in between rear dual tires
 - C. Damage to vehicle body, and/or undercarriage

RAILROAD CROSSING

I. PURPOSE

1. To establish safe practices that address when an emergency vehicle comes to an unguarded railway grade crossing.

II. SCOPE

1. All Personnel

III. POLICY

1. The emergency vehicle shall come to a full stop at unguarded railway grade crossings. Caution shall be exercised at grade crossings when warning lights and/or gates are provided.
 - A. When traversing a railway grade crossing, if during the last 100 feet, the approach to the crossing, the driver does not have a clear and unobstructed view of the crossing and of any traffic on the railway for a distance of 400 feet in both directions along such railway.
 - B. It is not always possible to hear an approaching train, due to the Doppler effect, and the type of locomotives used on some rail lines, particularly electric locomotives; otherwise, normal appearing highway vehicles equipped with rail wheels are also used by railroads and maybe encountered at grade crossings. Emergency vehicle drivers should become familiar with a specific characteristic of the rail lines in their area.
 - C. Warning devices in crossing gates are generally reliable but can fail due to the harsh conditions to which they are exposed. These devices are designed to fail in the “safe” mode. When approaching a grade crossing with lowered gates and/or active lights and no apparent rail traffic, the emergency vehicle shall come to full stop prior to the crossing; before proceeding, the emergency vehicle driver shall visually confirm that no train or other rail vehicle is approaching on the tracks. Complete confirmation may require that members physically dismount the vehicle to visually check the tracks.

- D. The Doppler effect is the perceptible change in the frequency and wavelength of a sound wave as it moves relative to an observer.

STOPPED SCHOOL BUS

I. PURPOSE

1. To establish safe practices that address when an emergency vehicle comes to a school bus that has stopped with red light flashing.

II. SCOPE

1. All Personnel

III. POLICY

1. The emergency vehicle shall not pass the school bus that has stopped with red lights flashing to load or discharge passengers, unless the bus driver clearly signals that it is safe to pass.
2. When clearly signaled by the bus driver that it is safe to pass a stop school bus, the emergency vehicle shall proceed slowly and with extreme caution past the school bus; all members must be vigilant for children while approaching and passing the bus. The emergency vehicle driver must be prepared to stop immediately when approaching, passing, and leaving the area in which a school bus is stopped.

PEDESTRIAN CROSSWALK

I. PURPOSE

1. To establish safe practices that address when an emergency vehicle comes to a pedestrian crosswalk.

II. SCOPE

1. All Personnel

III. POLICY

1. The emergency vehicle shall not exceed the posted speed limit when approaching a pedestrian crosswalk. If the crosswalk is occupied, the emergency vehicle shall slow down and be prepared to stop if the pedestrian does not yield the right way.

CONSTRUCTION CREW FLAG PERSON

I. PURPOSE

1. To establish safe practices that address when an emergency vehicle comes to a construction zone with traffic flow controlled by a flag person.

II. SCOPE

1. All Personnel

III. POLICY

1. The emergency vehicle, regardless of level of response, will obey commands given by flag person and only proceed when cleared to do so.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Firefighting Foam And Wetting Agents**

POLICY NUMBER: **208**

EFFECTIVE DATE:

I. PURPOSE

1. The Newberry Springs Fire Department recognizes that effective fire suppression requires the appropriate use of firefighting foams and wetting agents, depending on the incident type and operational needs. This policy outlines the department's standards for the selection, application, safety, and procurement of these agents. Specifically, it will address:
 - A. The types of foam the department will use
 - B. Application rates for each type
 - C. Safety considerations
 - D. Purchasing guidelines

II. WETTING AGENTS

1. Wetting agents, also referred to as “wet water” or surfactants, are used to enhance the effectiveness of water in fire suppression.
2. These agents work by reducing the surface tension of water, which is caused by the cohesion (attraction) between water molecules.
3. By lowering this cohesion, water droplets become significantly smaller—up to one-third their normal size—resulting in faster absorption into burning materials and quicker steam conversion.
4. While similar in function to Class A foam, wetting agents are not designed to produce foam and should not be used as a foam substitute.

III. FIREFIGHTING FOAM

1. Definition and Function

- A. Firefighting foam is a stable mass of small, air-filled bubbles with a lower density (specific gravity) than oil, gasoline, alcohol, or water. Foam is composed of three primary components: foam concentrate, water, and air.
- B. **Foam solution** is created by mixing water with foam concentrate. This solution is then aerated—mixed with air—to produce foam. Foam provides several advantages over water alone, including:
 - 1. **Smothering:** Foam forms a blanket over the fuel surface, cutting off oxygen and smothering the fire.
 - 2. **Separation:** It creates a barrier between flames and the fuel.
 - 3. **Cooling:** Foam cools both the fuel and surrounding surfaces.
 - 4. **Vapor Suppression:** It reduces the release of flammable vapors, minimizing the risk of ignition or re-ignition.
 - 5. **Surface Protection:** The foam blanket has an extended drain time, maintaining surface coverage for longer periods.
 - 6. **Heat Reflection:** White foam reflects radiant heat, offering additional protection.
- C. **Class A Foam:** Class A foam reduces the cohesion of water molecules, enhancing water penetration. It also improves adhesion to surfaces, allowing foam to cling to both horizontal and vertical surfaces—ideal for structural and wildland firefighting.
- D. **Class B Foam:** Class B foam is designed for use on flammable liquid fires. It is more fluid than Class A foam and flows quickly to form an effective seal over volatile liquid surfaces.
- E. **Foam Application Methods**
 - 1. Foam solution can be created in one of two ways:

- i. **Manual Mixing:** Pouring foam concentrate directly into the water tank.
- ii. **Proportioning Equipment:** This includes a variety of systems such as:
 - a. In-line or bypass eductors
 - b. Around-the-pump proportioning systems
 - c. Balanced pressure pump proportioning systems
 - d. Direct injection systems

I. CLASS A FOAM

1. Class A Foam:

- A. A multiple-expansion foam concentrate formulated from specialty hydrocarbon surfactants, stabilizers, inhibitors, and solvents.
- B. Specifically designed for use on Class A fuel fires, including wood, paper, coal, and rubber.
- C. Reduces the surface tension of water (cohesion), enhancing wetting and penetration. This allows the solution to penetrate beyond surface char to suppress deep-seated fires.
- D. Suppresses combustible vapors while cooling the fuel.

2. Class A Foam Application:

- A. Direct foam application may be used.
- B. Foam (0.5%–1.0%) clings to vertical surfaces for improved exposure protection.
- C. 0.1% concentrate – Effective for deep-seated fires and penetration.
- D. 0.3% concentrate – Effective for structural firefighting and where vertical clinging is needed.

- E. 0.5% concentrate – Recommended for tire pile fires.
- F. 1.0% concentrate – Best for exposure protection in extreme weather and fire conditions.
- G. As a guideline, foam should be reapplied every 10 minutes.

II. CLASS B FOAM (AFFF)

1. Class B Foam (AFFF):

- A. AFFF is formulated using synthetic fluorochemical surfactants, hydrocarbon surfactants, and solvents. High-molecular-weight polymers are added to strengthen bubble walls and slow foam breakdown.
- B. These agents form a water solution film on flammable liquid surfaces, hence the term Aqueous Film Forming Foam (AFFF). This film spreads over uncovered fuel surfaces, is self-healing after mechanical disruption, and remains effective as long as a foam reservoir is maintained.
- C. Alcohol-Resistant 3X6 (3%/6%) Foam Concentrate includes an added polymer for effectiveness on polar solvents. However, its self-healing ability on polar solvents is poor due to its affinity for them—reapply foam as needed.
- D. Polymers provide elasticity, mechanical strength, and water retention to the foam. Additionally, dissolved polyvalent metallic salts strengthen bubble integrity when exposed to heat.

2. Class B Foam Application:

- A. AFFF should be applied using an indirect or banking method.
- B. With fire involvement: The banking technique is most effective.
- C. Without fire involvement: The lofting technique is recommended.
- D. Hydrocarbon fuels: Apply at 10 GPM per 100 square feet (includes a 2:1 safety margin, product dependent).
- E. Polar solvent fuels: Apply at 20 GPM per 100 square feet (includes a 2:1 safety margin, product dependent).
- F. Foam reapplication depends on several factors:
 - 1. Ambient temperature

2. Fuel temperature
3. Active fire conditions
4. Foam integrity
5. As a guideline, foam should be reapplied approximately every 10 minutes.

III. SAFETY

1. Firefighting foams may be toxic, and the Material Safety Data Sheet (MSDS) should be consulted in cases of ingestion, inhalation, eye contact, or skin exposure. Flushing with water is always recommended for eye or skin contact.
2. Most modern Foam Injection Systems utilize a 5-gallon-per-minute positive displacement foam concentrate pump.
 - A. This pump compensates for up to 167 GPM in hose lines at 3% concentration.
 - B. It compensates for up to 83 GPM in hose lines at 6% concentration.
 - C. Exceeding these GPM rates will result in a lower-than-recommended foam concentration, reducing effectiveness and creating unsafe conditions for firefighters.
3. Class A and Class B foam concentrates must never be mixed. If inadvertently mixed in fire apparatus foam tanks:
 - A. The foam concentrate must be immediately drained from the unit.
 - B. The system must be flushed and refilled with the correct foam concentrate.
 - C. The system must be fully tested after flushing.
4. Class A foam must never be used on Class B fires.
5. Firefighting foams shall not be used in riparian areas.
 - A. Foam or retardant products must not be applied within 100 feet of riparian zones.
 - B. For further clarification, consult a local Wildlife Resource Advisor.

6. Before adding foam concentrate to any foam tank:
 - A. Verify that it is the correct type of foam.
 - B. Ensure that the foam tank label and the foam concentrate label match.

IV. TRAINING

1. Class B foam shall not be used for training purposes.
 - A. When conducting foam training:
 1. All participants must be aware of the environmental impact.
 2. Training should follow the manufacturer's recommendations and be conducted in an isolated area to minimize environmental impact.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Firefighter Safety And Accountability In Hazardous Environments**

POLICY NUMBER:

EFFECTIVE DATE:

I. INTRODUCTION

1. The Newberry Springs Fire Department responds to incidents that present the potential for high risks to firefighter safety. Personnel who become lost, trapped, injured or otherwise need immediate assistance while working in these high-risk environments may have only minutes to receive help before their chances of survival drop dramatically. The goal of the Newberry Springs Fire Department is to outline “firefighter down” procedures and to have properly trained and equipped personnel in place before a fire ground emergency. It will be the policy of the Newberry Springs Fire Department to respond immediately and effectively to any firefighter emergency.

II. PURPOSE

1. To reduce the level of firefighter injury and mortality during emergency incidents where personnel are working in conditions that are Immediately Dangerous to Life or Health. See “Appendix A” for examples of IDLH incidents.
2. To establish a departmental program to track the location and status of all personnel engaged in emergency operations through an effective Personnel Accountability System (P.A.S.)
3. To ensure compliance with the “Two-In, Two Out” rule adopted by the National Fire Protection Association (N.F.P.A.), Occupational Safety and Health Administration (O.S.H.A.) and the California Code of Regulations.

4. To establish a departmental program to provide immediate assistance for personnel who become lost, trapped, injured, have had a catastrophic failure of personal protective equipment or otherwise need immediate assistance while working in an I.D.L.H. environment. This will be done by temporarily providing an Initial Standby Team as needed or a Rapid Intervention Crew Group Supervisor/Rapid Intervention Crew (R.I.C.) when sufficient resources are on scene within the first alarm.
5. To establish a departmental standard of notifying the Incident Commander and all operating units that a “Mayday/Fire Fighter Down” situation is occurring.
6. To establish a departmental standard outlining basic survival techniques for personnel who have become lost, trapped, injured, have had a catastrophic failure of personal protective equipment or otherwise need immediate assistance while working in an I.D.L.H. environment.
7. To establish an annual departmental didactic and manipulative refresher training program.

III. SCOPE

1. This directive applies to all personnel working at an emergency incident where an I.D.L.H. environment exists (See “Appendix A”).

IV. AUTHORITY

1. The Department’s Firefighter Safety and Accountability policy has as its basis O.S.H.A.: 29 CFR, Part 1910.134 (g) (3) & (4), California Code of Regulations: 8 CCR § 5144 (g) (3) & (4) and N.F.P.A. 1500 (2007 Edition). The policy also uses FIREScope document ICS 910 to establish a Personnel Accountability System and Rapid Intervention Crews whenever personnel are working in I.D.L.H. environments.

V. RESPONSIBILITIES

1. Incident Commander (IC):

- A. Ensure the establishment and implementation of the Passport (Pass.) Tag Accountability System on all I.D.L.H. incidents.
- B. Ensure compliance with the “Two-In, Two-Out” Rule adopted by O.S.H.A., California Code of Regulations and the N.F.P.A.
- C. Temporarily establish an Initial Standby Team on all I.D.L.H. incidents. Upon arrival of adequate resources within the first alarm, the Incident Commander shall designate at least one, three or four-person, company to be the R.I.C. Group Supervisor/R.I.C. It should be the priority of the Incident Commander to make this assignment as soon as possible and may be established in place of the Initial Standby Team. As an incident expands in size or complexity the Incident Commander should consider requesting additional resources to assist with R.I.C. operations.
- D. Immediately implementing rapid intervention operations whenever a “Mayday/Fire Fighter Down” situation is reported.
- E. Conduct a Personnel Accountability Report (P.A.R.) every 10 minutes of the Incident Clock or any of the following situations:
 - 1. A report of a “Mayday/Firefighter Down” situation
 - 2. a change in strategy from offensive to defensive (Operational Retreat)
 - 3. any sudden-unexpected incident event (building collapse, explosion, etc.).
- F. Developing an Incident Action Plan (I.A.P.) and formulating strategic priorities according to this instruction and other Department Policies.
- G. Demobilization of the R.I.C. Group when personnel are no longer exposed to I.D.L.H. conditions.

H. Ensures all appropriate incident documentation is filed at Station 392 and forwarded to the Chief Officers whenever a fire ground emergency (“Mayday/Firefighter Down” or an incident related injury) occurs.

1. The documentation shall include:

- a. An Investigation Report
- b. The Incident Action Plan (IAP)
- c. C.A.D.
- d. Call history
- e. Pass Tag Accountability System information.

2. Operations Section Chiefs, Branch Directors, Division/Group Supervisors:

- A. Maintain personal accountability with their assigned branches, divisions, groups, and units by use of the pass. Tag accountability system.
- B. Insert compliance with the “two-in, two-out” rule with their area of responsibility.
- C. Ensuring that rapid intervention capabilities are appropriate for the level of I.D.L.H. hazards within their area of responsibilities.
- D. Immediately notifying the incident commander if any reported “Mayday/firefighter down” situations within the area of responsibility.

3. All Personnel

- A. Maintaining company, unity, and personnel accountability by use of the pass. Tag accountability system.
- B. Ensure that your personnel tag is a fit to the corresponding apparatus tag at the beginning of each shift.

- C. Ensure that your helmet has a correct magnet or Velcro, reflecting your Station number.
- D. Keep the supervisor informed of your current location and status always while on the emergency scene. “Freelancing” by individuals shall not be permitted.
- E. Comply with the “two-in, two-out” rule.
- F. Notify your supervisor of any “mayday/firefighter down” situation and be prepared to assist with a rapid intervention operation as assigned.
- G. Be familiar with basic survival techniques when lost, trapped, injured, have suffered a catastrophic failure of personal protective equipment or otherwise need immediate assistance while working in an I.D.L.H. Environment.

4. Newberry Springs Communications Center (CalFire)

- A. Shall be responsible to support radio communications during emergency incidents as outlined in this directive.

VI. PERSONNEL, ACCOUNTABILITY OPERATIONS

1. Passport (Pass.) Tag Accountability System.

- A. A procedure that utilizes personnel tags, apparatus tags, and an accountability board to track the assignment and location of fire department personnel operating at an emergency incident

2. Personnel Tag

- A. Made from a plastic laminate material with Velcro on the backside. The personal tag will be stored by Velcro, under the rear brim of the structural helmet. When assigned to an apparatus, the personnel tag will be fixed to the corresponding apparatus tag.
- B. Sizes ½” x 1 ½”

- C. Shall include first initial and last name in Ariel font, size 12. If necessary, utilize the first and middle initial to differentiate personnel with duplicate names.

3. Apparatus Tag

- A. Made with Velcro on the front and backside. The apparatus tag will be affixed, by Velcro, and plain sight within the interior of the apparatus cab.
- B. Agency and identifier on the top of the tag in Ariel font, size 18
- C. Color is black with white lettering for BLS units

4. Accountability Board

- A. Made from an aluminum/laminate type material. The board will be stored in plain sight within the interior of the apparatus cab.
- B. Size is 11" x 14"
- C. Shall have Velcro on the front side to receive apparatus tags
- D. Will be laminate so that a grease pencil or wet erase marker can be used to fill it out.

VII. RADIO PROCEDURES

1. Communications

- A. Personnel who are assigned a portable radio must carry it at all emergency incidents. At a minimum, the company officer/duty officer of a crew must possess a portable radio. If a radio fails while working in an IDLH environment, the crew shall exit the area unless there's another working radio within the crew. However, the crew must remain in communication with each other through visual, voice, or physical means.
- B. "Emergency Traffic" shall be used to clear radio traffic for a significant fire ground event. For example: "all units, IC; emergency traffic, we've had a building collapse"

1. All radio traffic shall cease on any channel where emergency traffic has been requested unless directly related to the emergency traffic situation
 2. After the event has been reported to or announced by the incident commander, he or she shall report the event to CalFire and request an emergency traffic alert.
 3. CalFire will broadcast the emergency traffic alert that consist of three short tones and repeat “emergency traffic” followed by concise, clear text, description of the emergency (e.g. operational retreat or Mayday/firefighter down.) on all assigned frequencies.
 4. At the conclusion of the emergency traffic situation, the incident commander shall transmit “all clear, resume normal radio traffic” to end the EMERGENCY and ensure CalFire is notified.
- C. “Mayday/Firefighter Down” shall be used to notify the incident commander/operation section chief, RIC group, supervisor, unseen personnel, or CalFire that a member has been lost, trapped, injured, has had a catastrophic failure of personnel, protective equipment, or otherwise needs immediate assistance while working in an IDLH environment (Example: “IC, E392; Emergency Traffic, Mayday, Mayday, Mayday Firefighter down.”)
- D. CalFire, at the time of Dispatch, shall issue a predesignated primary and alternate tactical channel for potential IDLH incidents.
1. All “normal” fire ground traffic shall use the primary tactical channel.
 2. The alternate tactical channel shall be for fire ground traffic to switch to in the event of a “mayday/firefighter down.”
 - a. Shall only be used for this purpose, not as a secondary tactical channel.
 - b. CalFire will advise all units not directly involved in the rescue to switch to the alternate to tactical channel during their emergency traffic alert for the “mayday/firefighter down.”

- E. "Incident Clock" CalFire shall start an incident clock when the first arriving unit is on scene of an ID LH incident. It will be referred to as the "Incident Clock" or "Clock" on the radio.
1. CalFire shall notify the incident commander at every 10 to 15 minute increments with the time that resources have been on the incident, until the IDLH environment has been mitigated per NFPA 1500 8.2.4
 2. The Incident Commander should cancel the incident clock when the incident has been declared under control and the IDLH situation no longer exist.
- F. "Personnel, Accountability Report (P.A.R.)" Shall be used to indicate the process of conducting a rapid "rollcall" of all companies, units and individuals on an emergency incident. When requested, an immediate location and status report, including unit, name and number of personnel shall be forwarded to the appropriate ICS supervisor.
1. Shall be initiated by the Incident commander/operation section, chief for the following event:
 - a. Every 10 minutes of an incident clock
 - i. After the PAR has been completed, communicate results and declare strategy mode (offensive or defensive) back to CalFire. For example: "BERDU, IC; we have accountability for all units. We're in the offensive mode continue the incident clock."
 - ii. If an IDLH environment no longer exist cancel the incident clock.
 - b. "mayday/firefighter down" situation
 - i. As soon as possible after the RIC operation has been initiated
 - ii. Shall be done on the primary and alternate tactical channels

- c. A change in strategy from offensive to defensive (operational retreat)
 - d. Any sudden unexpected incident event (building, collapse, explosion, etc.).
- G. The incident commander or operation section chief shall be responsible to conduct the PAR for all units at the emergency scene.
- H. If any personnel or companies are unaccounted for, the incident commander or operation section chief shall order a repeated, PAR and send a runner to verify accountability if radio problems are suspected.
- I. Any unreported member or company during a PAR shall be assumed lost or trapped and shall have RIC operations initiated to locate them.
- J. “Operational Retreat” is defined as an evacuation of all personnel operating and hazardous areas at an emergency incident. The operational retreat may be prompted by various situations, including eminent safety hazards or a switch from an offensive to defensive attack. It’s purpose is to remove cruise to safety and to obtain an accurate PAR of on scene members.
 - 1. Normally initiated by the incident commander, but may be initiated by division/group supervisor and above
 - 2. Personnel should not slow their departure from the hazard area to reclaim equipment, tools, or hose lines
 - 3. Each crew should proceed to the nearest exit point and return to their point of entry to a safe zone located a minimum distance of 1 ½ times the height of the building
 - 4. An “Evacuation Signal” Will be initiated by CalFire at the request of the incident commander after an operational retreat has been ordered.

for example “BERDU, IC; emergency traffic. We’ve had a roof collapse and I’ve ordered an operational retreat. I’d like to request an evacuation signal.”

- a. CalFire shall notify unseen personnel of the operational retreat by broadcasting an evacuation signal with a high-low alert tone.
 - b. CalFire shall then broadcast an emergency traffic alert, followed by an announcement of the operational retreat on all assigned frequencies
 - c. In addition, an unseen evacuation signal will consist of repeated short blast of the airhorn for approximately 10 seconds, followed by 10 seconds of silence. This sequence of airhorn blast for 10 seconds, followed by a 10 second period of silence will be done three times. Total airhorn evacuation signal include periods of silence will last 50 seconds.
- K. “Zone Retreat” maybe utilized when a portion or area of a building is no longer safe and/or opposes of threat to a safety of personnel but is advantageous to remain engaged in other parts of the structure and an offensive strategy to complete strategic priorities.
1. Normally initiated by the incident commander, but may be initiated by division/group supervisor and above
 2. The Incident commander or operations will announce a tactical change to all companies and clearly defined the area of the zone retreat with specific geographical boundaries to allow for clear identification of the affected area
 3. No personnel shall engage in fire, ground operations in the defined zone retreat area unless the incident commander or operations is consulted and permits requested action

4. The incident commander shall be responsible to confirm that units in staging and still en route copy the zone retreat

For Example: “all personnel from IC, we will be zone retreating from unit 202 and remain engaged in an offensive strategy on the remainder of the building. No personnel shall engage in unit 202 and will remain on either side of the Bravo and Delta walls separating this unit. All division standby for a rollcall.”

VIII. “MAYDAY/FIREFIGHTER DOWN” AND BASIC SELF-SURVIVAL PROCEDURES

1. The rescue of the downed firefighters is especially time sensitive. There is a narrow window of survivability for firefighters that have become lost, trapped, injured, have had a catastrophic failure of personal protective equipment or otherwise need immediate assistance. Firefighters must request emergency assistance immediately. Company officers must not delay the reporting of lost firefighters (or inability to account for personnel through a PAR) STAY CALM! The person who is going to help you the most is YOU!

A. Call For Help Immediately

1. Fire fighters who find themselves lost, trapped, injured, have had a catastrophic failure of personal protective equipment or otherwise need immediate assistance while working in an IDLH environment must immediately follow the Mayday/firefighter down procedures while they continue to attempt to find their way out.
 - a. Firefighters should not delay notification of distress
 - b. Notification should occur when the firefighter thinks he or she is in trouble while attempting to exit the IDLH environment

- c. See (Appendix B) for firefighter basic self-survival techniques
- 2. Transmit “emergency traffic”, “Mayday/Firefighter down”, to report your situation.

For Example: “IC, E392; Emergency Traffic, Mayday, Mayday, Mayday/Firefighter Down.”

- a. Remain on the primary tactical channel
 - b. If unable to make contact on the primary tactical channel, try the command channel
 - c. All efforts to monitor radio traffic should be done
- 3. The individual reporting the Mayday/firefighter down condition shall utilize the acronym LUNAR to report important information about the emergency

L Location (where are you)?
U Unit (apparatus assigned to)?
N Name (who are you)?
A Assignment/Air Status (what you were doing and your remaining air)?
R Resources (what do you need)?

IX. INCIDENT COMMANDER PROCEDURES FOR A “MAYDAY/FIREFIGHTER DOWN”

- 1. Upon notification of a Mayday/firefighter down situation, it is imperative that the Incident commander remains in control of the entire incident and not become overly committed to the rescue activities. By establishing the RIC group supervisor/RIC early, it enables the incident commander to have the RIC group supervisor directly oversee the rescue operation of the downed member(s). There are many operational procedures that need to occur in the event of a down firefighter, along with mitigating the incident, which makes it overwhelming for the incident commander to handle both the rescue operation and ensure that the overall incident objectives are met.

A. Notification of a “Mayday/Firefighter Down”

1. Upon notification of a Mayday/firefighter down, the incident commander should acknowledge the request for “Emergency Traffic.”

For Example: “IC, E392; emergency traffic, Mayday, Mayday, Mayday, firefighter down.”

“E392, IC; I copy your emergency traffic, Mayday. Go ahead and give me your LUNAR report.”

2. The following information should be obtained from the down member.

L Location (where are you)?

U Unit (apparatus assigned to)?

N Name (who are you)?

A Assignment/Air Status (what you were doing and your remaining air)?

R Resources (what do you need)?

3. Reassure the down firefighter and have them remain on their current channel. Advise the member that you will contact the RIC group supervisor to activate RIC and initiate a rapid intervention.

4. If Available, advise the RIC group supervisor of the Mayday/firefighter down, giving them the lunar report. Request the RIC group supervisor to activate RIC and initiate the rapid intervention plan.

- a. The remaining radio traffic with a down member during the rescue operation should be with the RIC group supervisor or IC

- b. Monitor radio traffic and ensure that the RIC group supervisor gives periodic updates on progress and resource needs.

5. CalFire Notification

- a. After the initial notification and the rescue operation has been initiated, advise CalFire the following: “BERDU, IC; emergency traffic. We’ve had a Mayday/firefighter down off of E392. Rescue operations have been initiated.”
- b. This is done after the rescue has been initiated so that the emergency traffic alert from CalFire does not interrupt the transmission of information about the member(s).
 - i. Request additional unit units to the scene
 - ii. Request an appropriate number of ambulances
 - 1. Ground
 - 2. Air
- c. CalFire will then broadcast an emergency traffic alert for the Mayday/firefighter down on all assigned channels and state the following: **“All units on the incident, BERDU; Emergency Traffic. There has been a Mayday/firefighter down off of E392. Rescue operations have been initiated. All units, not**

involved in the rescue switch to the alternative tactical channel and standby for a PAR.”

- i. The incident commander shall initiate a PAR on the primary and alternate tactical channel after the rescue operation has been started.

2. Management of Resources

- A. The rescue of a down firefighter will be a labor-intensive operation. Consideration should be given to reassign resources on scene to RIC group to immediately assist with the rapid intervention operation.
 1. Personnel and units that are performing critical operations, for example fire attack, and ventilation, shall continue those efforts unless conditions become untenable
 2. Additional units will be reassigned to the RIC group for the purpose of multiple RIC
 3. Ensure that RIC group supervisor gives periodic updates on progress and resource needs, if available.
 4. It may be appropriate to assign an accountability officer
- B. Resources from the additional alarm shall be used according to incident needs
 1. Support the rescue operation
 2. Replenish resources that were reassigned from their original assignment to the RIC group
 3. Backfilled to allow companies to rehab

4. Consideration should be given to assign a medical group to oversee and provide medical treatment for any downed members.

X. TO IN, TWO OUT RULE / INITIAL STANDBY TEAM OPERATIONS

1. “Two-In, Two-Out” Rule:

- A. O.S.H.A. Defines an incipient stage fire as one “which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, class 2 standpipes or smaller hose systems without the need for protective clothing or breathing apparatus.” Any structural fire beyond the incipient stage is considered to be an IDLH atmosphere by O.S.H.A.
- B. Personnel operating in hazardous or IDLH conditions shall operate in teams of two or more.
 1. These crews shall be equipped with SCBA and other appropriate Personal Protective Equipment based on the hazards at the incident.
 2. They shall be in communication with each other by radio, visual, voice or physical means.
 - a. Communications between crew members should not rely strictly on radio use due to the potential for radio failure. Therefore, all members must be equipped with tag lines and remain in proximity to each other.
 3. Upon arrival of the first company, the incident Commander or the initial Company Officer/Leader shall temporarily designate no less than two members to act as the initial Standby Team.
 4. Considering 29 CFR 1910.134 (G) (note 2), 8 CCR § 5144 (G) (Note 2) and NFPA 1500 8.5.17 and 8.5.17.1, the only exception to the two-in, two-out rule will be permitted when the first arriving personnel determined the following:

- a. There is an eminent life-threatening situation where immediate action, rescue activities, could prevent the loss of life or serious injury
 - i. No exception shall be permitted when there is no possibility to save lives
 - ii. Unless this exceptional situation is met, entry into the hazardous stereo will require at least four personnel on the scene for Two-In, Two-Out.
- 5. Suppression crew arriving for initial attack with less than four personnel shall immediately determine whether an “exceptional situation” to the two in, two out rule exists.
 - a. Unless such situation exists, these units shall await the arrival of additional resources with sufficient personnel to temporarily establish a two-person initial standby team before committing personnel into the hazardous area
 - i. Numerous exterior operations can be performed while waiting for the arrival for additional resources such as performing at 360 survey, softening the structure, securing utilities, setting ladders/fans, deploying hose lines and performing exterior fire attacks.
- 6. Personnel entering a hazard area for a known rescue prior to four members being on scene shall notify the incident commander or CalFire (BERDU) of their impending entry.
- 7. Upon completion of the incident, the company officer/leader shall document the situation and conditions lead to any deviation from the two in, two out rule.
 - a. The documentation shall be recorded in NFIRS incident report

- b. A narrative section should provide investigation findings, including details of the rescue, safety procedures in place at the time of the rescue and the status of the person's rescue
- c. A summary of incident time shall also be included

2. Initial Standby Team Responsibilities

- A. This team shall be temporarily assigned to "standby" outside the hazardous area in a full state of readiness to provide immediate assistance to entry members if there is a Mayday/firefighter down situation. They should have a designated leader and should be called standby team on the radio. The initial standby team allows a four-person company to conduct operations in an ID LH environment before the arrival of additional units.

For example, if the first arriving crew at a Fire is a four-person company, the company officer may pass command and join one firefighter to form an entry crew, attack mode. Meanwhile, the other two members will form their initial standby team. The incident commander shall assign a RIC group supervisor/RIC to replace the initial standby team on adequate resources arrive on scene within the first alarm.

- B. Initial standby team briefing: the initial standby team leader shall provide a briefing to the crew members to include the following:
 - 1. Identify current conditions, known hazards, incident layout
 - 2. Location of committed personnel
 - 3. Plan of action if there is a Mayday/firefighter down situation
- C. Member # 1 shall be responsible for maintaining accountability and communications
 - 1. Maintains radio communication with the entry crew.

2. Conducts the PAR for assigned units within the ID LH environment when requested to do so by the incident commander
3. Monitors crew progress
4. Monitors incident conditions
5. Actively monitors radio traffic

D. According to 29 CFR 1910.134 (G) (note 1), 8 CCR § 5144 (G) (Note 1) and NFPA 1500 8.5.11, Member #2 on a two-person initial standby team may be permitted to perform other duties. However, the individual may perform another task only if he or she can leave the position to respond into the hazardous area without jeopardizing other firefighters.

For example, they may function as an apparatus operator, establish minimum equipment, cache, or “soften” the structure.

1. Must be in the appropriate personal protective equipment
2. Must have SCBA immediately available for rapid deployment
3. Should aid and establishing minimum equipment cache for rescue operations
4. Actively monitor radio communications

3. Initial Standby Team Deployment Procedures

A. Should a Mayday/firefighter down situation occur the initial standby team. Should try to obtain the following information from the down members.

- L Location (where are you)?
- U Unit (apparatus assigned to)?
- N Name (who are you)?
- A Assignment/Air Status (what you were doing and your remaining air)?

R Resources (what do you need)?

- B. The initial standby team leader or the incident commander, if established, will advise CalFire of the Mayday/firefighter down situation in that EMERGENCY rescue activities have been initiated. For example: “BERDU, Standby Team on (blank incident); Emergency Traffic, we have a Mayday/firefighter down off of E392 and are initiating a rescue.”
 - a. CalFire should be notified after the information has been obtained about the down members. This is done so that the emergency traffic alert from CalFire does not interrupt the transmission of information about the down members.
 - b. CalFire will then broadcast an emergency traffic alert for the Mayday/500 down on all assigned channels and state the following: “all units on the incident, BERDU; emergency traffic. There has been a Mayday/Wi-Fi down off of E392 rescue operations have been initiated. All units not involved in the rescue switch to the alternate tech channel and standby for a PAR.”
- C. Prior to entry, the initial standby team leader should conduct a briefing at the situation and plan of action, be sure to ensure the following:
 - a. Incident layout (A, B, C, D sides)
 - b. The point of entry is the closest to the last known location of the down firefighter based on the lunar report
 - c. All members have a proper personal protective equipment
 - d. All members have the proper tools and equipment
 - e. All members are on the proper radio frequency

- D. Upon entry into the area to be searched, the initial standby team shall remain in a working team of two or more
 - a. Direct rescue efforts shall continue as the safety of the scene dictates
 - b. Be “air aware” and monitor your own air status
 - c. Maintain communications with the down firefighter
 - d. Give periodic updates to the incident commander
- E. When a member has been located, utilize the following acronym to assess the victim, PACPPN:
 - P Pass Alarm (deactivate so radio communications can be heard)
 - A Air Status (victims remaining air)
 - C communications (give the incident commander an update)
 - P position (where are you?)
 - P progress (current situation, location, and victim status)
 - N needs (resources or special equipment)
- F. If a located, member needs to be left behind because of a crew rotation. It is important to tie off the victim, this will enable other rapid intervention to go directly to the victims location in order to expedite the rescue effort.

XI. RIC OPERATIONS

1. Upon arrival of adequate resources, the incident commanders shall designate at least one, three or four-person company to the RIC positions. The company officer from the assigned company will fill the role of RIC group supervisor. Here she will then assign the remainder of their crew as “RIC-1” and designate a leader. The earliest assignment of the RIC group supervisor/RIC ensures a seamless operation if a Mayday/firefighter down occurs.

A. RIC group supervisor responsibilities

1. Shall be responsible for maintaining accountability and communication communications
 - a. Reports to the initial accountability collection point to get the first arriving units accountability board with attached apparatus tags
 - b. Establishes the accountability collection point near the point of entry and maintains the accountability board
 - c. Conducts the PAR for assigned units within the IDL environment when requested to do so by the Incident Commander
2. Maintains radio communication with the entry crew
 - a. Monitors crew progress
 - b. Monitors in incident conditions
 - c. Actively monitor radio traffic
3. Performs a face-to-face briefing when relieving the initial standby team
4. The sign the remainder of the crew as RIC – 1 and designate a leader
5. Shall provide an RIC briefing to include the following:
 - a. Identify current conditions, known hazards, incident layout
 - b. Location of committed personnel
 - c. Plan of action if there is a Mayday/firefighter down situation
6. Ensures that a minimum tool cache has been established
7. Ensure that a 360 survey has been completed

- a. Soften the structure
 - b. Secondary/escape ladders
 - c. Utility secured
 - d. Incident type will dictate proactive measures
8. As the incident expands in size or complexity, request additional resources to assist with RIC operations
- a. Consider requesting an accountability officer to maintain accountability for the incident
 - b. A large incident assign an RIC at all entry point
 - c. If there is a Mayday/firefighter down, you will need multiple RIC

B. RIC Group Supervisors Procedures For A Mayday/Firefighter Down

During an incident, it is imperative that the OIC group supervisor remains focused in monitors fire ground operations. It will be the responsibility of the RIC group supervisor to develop a plan and manage the rescue operations of down members.

- 1. Ensure that the incident commander has acknowledged the Mayday/firefighter down notification
- 2. The following information should be obtained about the downed members

L	Location (where are you)?
U	Unit (apparatus assigned to)?
N	Name (who are you)?
A	Assignment/Air Status (what you were doing and your remaining air)?
R	Resources (what do you need)?

3. Prior to deployment, conduct a briefing with RIC –1. Advise them of the situation and plan of action, be sure to ensure the following.
 - a. Incident layout
 - b. The point of entry closest to the last known location
 - c. All members have the proper personnel protective equipment
 - d. All members have the proper tools and equipment
 - e. All members are on the proper radio frequency
4. Maintain communications with the down members and RIC
5. Request additional resources for the RIC group to assign as additional RIC and number them accordingly
6. Give periodic updates to the incident commander on progress and needs

C. Rapid Intervention Crew Responsibilities

All members assigned to the ROC shall remain outside of the hazardous area in a full state readiness to provide immediate assistance to entry crew members in the event of a mayday/firefighter down situation. RIC members should be proactive prior to deployment to aid in a successful rescue operations, for example, establishing minimum equipment, cache, secondary and escape, ladders, softening the structure and securing utilities. Each rapid intervention crew will have a designated leader and will be numbered RIC –1, RIC – 2, RIC –3, etc.

1. Obtain briefing from the RAC group supervisor. Ensure the following information is obtained.

- a. Identify current conditions, known hazards, identify layouts
 - b. Location of committed personnel
 - c. Plan of action if there is a Mayday/firefighter down situation
- 2. Maintain communication
 - a. RIC group supervisor
 - b. Entry cruise
 - c. Actively monitor radio traffic
- 3. Monitor incident for changing conditions
- 4. Proactive measures
 - a. A minimum equipment cache shall be established
 - b. Performer 360 survey to identify incident layout
 - c. Soften structure
 - i. Remove security bars
 - ii. Four doors so that they may be easily opened
 - iii. Open garage and rollup doors
 - iv. Consideration should be given when opening windows and doors; it could happen an effect on fire conditions

d. Throw additional ladders

i. Secondary ladders to the roof

ii. Escape, ladders to windows and balconies

D. Rapid Intervention Crew Deployment Procedures

1. Upon notification of a Mayday/Firefighter down situation, RIC members shall immediately report back to the RIC group supervisor if available
2. Obtain a briefing from the RIC group supervisor of the situation and the plan of action. The RIC leader should ensure the following.
 - a. Incident layout
 - b. The point of entry is the closest to the last known location of the down firefighter based on the lunar report
 - c. All members have the proper personal protective equipment
 - d. All members have the proper tools and equipment
 - e. All members are on the proper radio frequency
3. Upon entry into the area to be searched, the RIC shall remain in a working team of two or more
 - a. Direct rescue efforts shall continue as a safety of the scene dictates
 - b. Be air aware and monitor your own air status
 - c. Maintain communications with a down firefighters
 - d. Coordinate effort with additional RIC
 - e. Give periodic updates to the RIC group supervisor
4. When a member has been located, utilize the following acronym to assess the victim.

P Pass Alarm (deactivate so radio communications can be heard)
A Air Status (victims remaining air)
C communications (give the incident commander an update)
P position (where are you?)
P progress (current situation, location, and victim status)

N needs (resources or special equipment)

5. If a located, member needs to be left behind because of a crew rotation it is important to tie off the victim. This will enable other rapid intervention to go directly to the victim's location in order to expedite the rescue efforts.

APPENDIX A
IMMEDIATELY DANGEROUS TO LIFE OR HEALTH
IDLH INCIDENTS

An atmosphere or condition that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous situation. Conditions present during an advanced, beyond incipient stage, interior structural fire create an IDLH atmosphere. Other examples of IDLH conditions include, but are not limited to the following:

1. Fires and earthquakes damage to pre-1933 brick construction
2. Fires and earthquake damage to façades
3. Fires and lightweight construction
4. Potential flashover and Backdraft conditions
5. Roof ventilation operations
6. Fires in occupancies with large basements or large spaces where getting lost is a high potential

7. Multiple fire attack teams working inside and on upper floors
8. High rise fires
9. Refinery fires
10. Fires and other incidents in mines and other subterranean location
11. Structural collapse from earthquakes, explosions, floods, wind, and other causes
12. Confined space rescue
13. Trench rescue
14. Swift water rescue
15. High angle rescue
16. Hazardous material incidents
17. Possible terrorism incident
18. Any other incident type with the potential exposure to IDLH condition

APPENDIX B

FIREFIGHTER SELF-SURVIVAL TECHNIQUES

1. Activation of P.A.S.S. Device
 - ◇ Activate after reporting your situation over the radio
 - ◇ Immediately if unable to raise anybody on the radio or if unable to speak
 - ◇ The device must remain on until rescued
 - ◇ If the device interferes with the radio communications, the downed member(s) may temporarily turn off the devices to speak or listen.
2. **Crews Stay Together** – Firefighters that become lost and or disoriented need to stay together. Locating the missing firefighters will be much easier if they remain as a team.
3. **Follow The Hose or Tag Line** – Firefighters should stay in contact with hose line when possible. The hose line should always be treated as a safety line to the outside. Where tag line ropes are in use, follow the tag line to the exterior.

4. **Searching for an Exit** – A lost firefighter should always attempt to get out of the hazard area. This would include breaching walls, breaking windows and forcing doors when possible. Where doors, windows or other egress is not available, firefighters should next attempt to reach an exterior wall. Once at the wall he/she will be able to search for doorways, windows, and hallways that generally lead to the outside.
5. **Retreat to a Safe Refuge** – When a firefighter cannot find a way out, find a safe refuge area (e.g. another room). Do not remain in the hazardous area. If the location of the firefighter emergency changes, notify RIC, IC as soon as it is safe to do so.
6. **Stay Calm and Conserve Air** – A conscious effort must be made to control breathing. Unnecessary talking or physical activity must be ceased. Firefighters must be placed in or over the mask's open inhalation area, or over the opening of the disconnected low-pressure hose. This shall only be used as last resort.
7. **SCBA Mask Filter** – If the SCBA air supply is depleted, the firefighter may use an article of safety clothing as a filter of toxic atmospheres. The filter may be placed in or over the mask's open inhalation area, or over the opening of the disconnected low-pressure hose. This shall only be used as last resort.
8. **Horizontal Positions** – If a firefighter cannot get out, he/she should assume a horizontal position on the floor that maximizes the audible affects of the PASS device. The firefighter should attempt to take this position at an exterior wall, doorway or hallway that maximizes quick discovery by rescue crews.
9. **Flashlight/Tapping Noise** – If assuming a position to await rescuers, the firefighter(s) should attempt to position his or her flashlight towards the ceiling. This will enhance the rescuer's ability to see the light and locate the downed firefighter. If able, the firefighter(s) should attempt tapping noises to assist rescuers. Update via radio will also help if the rescuers are heard in a nearby area.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: INCIDENT COMMAND SYSTEM

POLICY NUMBER:

EFFECTIVE DATE:

INCIDENT COMMAND (APPENDIX A)

I. PURPOSE

1. The Department responds to a wide range of emergency incidents. This directive identifies standard operating guidelines to be employed in establishing command. This allows for the effective management of personnel and resources providing for the safety and welfare of personnel. It establishes guidelines for the implementation of all components of the Incident Command System (ICS) for incident operations including:
 - A. Fixing the responsibility for command on a specific individual through a standard system, depending on the arrival sequence of companies and chief officers.
 - B. Establish an effective incident organization by defining the activities and responsibilities assigned to the Incident Commander and to other individuals operating within ICS.
 - C. Provide a system to process information to support incident management, planning, and decision-making including command responsibility and modes of operations.

II. RESPONSIBILITY

1. All suppression personnel shall be completely familiar with the procedures outlined in this directive and be able to perform according to their position.

III. SCOPE

1. These procedures govern actions at all incidents requiring a command structure.

IV. GENERAL PROCEDURE

1. The following general procedures outline the operating principles that establish the framework for emergency incident operations and command. The effective functioning of units and personnel at incidents requires clear decisive action on the part of an Incident Commander.

2. The Incident Commander (IC) is responsible for the completion of the tactical priorities. The main tactical priorities are:

A. Life Safety, Incident Stabilization, and Property Conservation

1. Remove endangered occupants and treat the injured.
2. Stabilize the incident and provide for life safety.
3. Conserve property.
4. Continuously provide for the safety, accountability, and welfare of all personnel.

3. The Incident Commander is responsible for all functions of command including:

- A. Assume and announce command and establish an effective operating position (Incident Command Post).
- B. Rapidly evaluate the situation (size up).
- C. Initiate, maintain, and control the communications process.
- D. Identify a clear and concise strategy that is easily understood by all members on the fire ground.
- E. Develop an Incident Action Plan (IAP) and assign companies and personnel consistent with plans and standard operating guidelines.

- F. Develop an effective ICS organization.
 - G. Provide tactical objectives.
 - H. Review, evaluate, and revise the Incident Action Plan as needed.
 - I. Provide for the continuity, transfer, and termination of command.
4. The Incident Commander (IC) should begin to institute the Incident Command System (ICS) and appoint ICS positions whenever three (3) or more units are involved in an incident or based on the following general factors.
 - A. When the IC predicts the incident will involve a number of companies beyond the capability to directly control, or the IC cannot effectively manage the number of companies currently involved in the operation. In such cases, early recognition and delegation are essential.
 - B. When companies are operating from tactical positions over which the IC has little control or are involved in complex operations.
 5. All subordinate ICS positions created by the IC shall be structured by the following guidelines:
 - A. The Incident Commander is responsible for building an ICS organization that matches the organizational needs of the incident to achieve the tactical priorities.
 - B. The number of companies assigned to an organizational position depends upon conditions within that assignment. Five companies represent the recommended maximum ICS span of control. The IC will maintain an awareness of the number of companies operating under an ICS position and the capability of the officer to effectively manage them.
 - C. ICS positions established at an incident shall be designated as outlined by FIREScope 420-1 and NIIMS. The most common positions are below but any needed position can be established:
 1. STAGING AREA - Geographical name (Example - Sierra Staging)

2. BRANCHES

- a. Numerical (Example - Branch 1)
- b. Functional (Example - Medical Branch)

3. DIVISIONS

- a. Alphabetical (Example - Division A)
- b. Geographical (Example - Roof Division)
- c. Numerical (multi-story by floor) (Example - Division 9)
- d. When assigning a division, boundaries and responsibilities shall be identified.

4. GROUPS

- a. Functional only, operates on the entire fire ground (Example - Rescue Group or Ventilation Group)

6. When establishing a Division/Group, the Incident Commander shall assign:

- A. A supervisor (Position Officer).
- B. Tactical objectives.
- C. A radio designation (Roof Division, Division A).
- D. The identity of resources assigned to the Division/Group.

7. ICS position officers shall use the assigned position designation in radio communications.

8. ICS positions can be filled by Chief Officers, Company Officers, or any other qualified department member designated by the IC.

9. The Division/Group Supervisor must be able to directly supervise and monitor operations in their Division/Group. The supervisor must keep the officer above them informed of the conditions, actions, and needs (CAN Report) within the division/group. The supervisor must ensure actions are consistent with the tactical objectives of the IC.
10. When an ICS position assignment is given to a company officer, the officer must utilize their personnel as aides or assign them to operate under the leadership of another qualified company member.
11. When a company is assigned from Staging to an operating division/group, the company will be told the division/group they are assigned, where it is located, and to what officer to report. The ICS position officer will be informed which companies have been assigned.
12. Company officers will direct communications to their division/group supervisors and use plain text whenever possible.

INCIDENT COMMAND SYSTEM Appendix (B)

I. PURPOSE

1. The Department responds to a wide range of emergency incidents. This directive identifies standard operating guidelines to be employed in establishing command. This allows for the effective management of personnel and resources providing for the safety and welfare of personnel. It establishes guidelines for the implementation of all components of the Incident Command System (ICS) for incident operations including:
 - A. Fixing the responsibility for command on a specific individual through a standard system, depending on the arrival sequence of companies and chief officers.
 - B. Establish an effective incident organization by defining the activities and responsibilities assigned to the Incident Commander and to other individuals operating within ICS.
 - C. Provide a system to process information to support incident management, planning, and decision-making including command responsibility and modes of operations.

II. RESPONSIBILITY

1. All suppression personnel shall be completely familiar with the procedures outlined in this directive and be able to perform according to their position.

III. PROCEDURE

1. The following general procedures outline the operating principles that establish the framework for emergency incident operations and command. The effective functioning of units and personnel at incidents requires clear decisive action on the part of an Incident Commander.
2. The Incident Commander (IC) is responsible for the completion of the tactical priorities. The main tactical priorities are:
 - A. Remove endangered occupants and treat the injured.
 - B. Stabilize the incident and provide for life safety.
 - C. Conserve property.
 - D. Continuously provide for the safety, accountability, and welfare of all personnel.
3. The Incident Commander is responsible for all functions of command including:
 - A. Assume and announce command and establish an effective operating position (Incident Command Post).
 - B. Rapidly evaluate the situation (size up).
 - C. Initiate, maintain, and control the communications process.
 - D. Identify a clear and concise strategy that is easily understood by all members on the fire ground.
 - E. Develop an Incident Action Plan (IAP) and assign companies and personnel consistent with plans and standard operating guidelines.
 - F. Develop an effective ICS organization.

- G. Provide tactical objectives.
 - H. Review, evaluate, and revise the Incident Action Plan as needed.
 - I. Provide for the continuity, transfer, and termination of command.
4. The Incident Commander (IC) should begin to institute the Incident Command System (ICS) and appoint ICS positions whenever three (3) or more units are involved in an incident or based on the following general factors:
- A. When the IC predicts the incident will involve a number of companies beyond the capability to directly control, or the IC cannot effectively manage the number of companies currently involved in the operation. In such cases, early recognition and delegation are essential.
 - B. When companies are operating from tactical positions over which the IC has little control or are involved in complex operations.
5. All subordinate ICS positions created by the IC shall be structured by the following guidelines:
- A. The Incident Commander is responsible for building an ICS organization that matches the organizational needs of the incident to achieve the tactical priorities.
 - B. The number of companies assigned to an organizational position depends upon conditions within that assignment. Five companies represent the recommended maximum ICS span of control. The IC will maintain an awareness of the number of companies operating under an ICS position and the capability of the officer to effectively manage them.
 - C. ICS positions established at an incident shall be designated as outlined by FIREScope 420-1 and NIIMS. The most common positions are below but any needed position can be established:
 - 1. STAGING AREA - Geographical name (Example - Sierra Staging)
 - 2. BRANCHES

- a. Numerical (Example - Branch 1)
- b. Functional (Example - Medical Branch)

3. DIVISIONS

- a. Alphabetical (Example - Division A)
- b. Geographical (Example - Roof Division)
- c. Numerical (Multi-story by floor) (Example - Division 9)
- d. When assigning a division, boundaries and responsibilities shall be identified.

4. GROUPS

- a. Functional only, operates on the entire fire ground (Example - Rescue Group or Ventilation Group)
- b. When establishing a Division/Group, the Incident Commander shall assign:
 - 1. A supervisor (Position Officer).
 - 2. Tactical objectives.
 - 3. A radio designation (Roof Division, Division A).
 - 4. The identity of resources assigned to the Division/Group.

5. ICS position officers shall use the assigned position designation in radio communications.
6. ICS positions can be filled by Chief Officers, Company Officers, or any other qualified department member designated by the IC.
7. The Division/Group Supervisor must be able to directly supervise and monitor operations in their Division/Group. The supervisor must keep the officer above them informed of the conditions, actions, and needs (CAN Report) within the division/group. The supervisor must ensure actions are consistent with the tactical objectives of the IC.
8. When an ICS position assignment is given to a company officer, the officer must utilize their personnel as aides or assign them to operate under the leadership of another qualified company member.
9. When a company is assigned from Staging to an operating division/group, the company will be told the division/group they are assigned, where it is located, and to what officer to report. The ICS position officer will be informed which companies have been assigned.
10. Company officers will direct communications to their division/group supervisors and use plain text whenever possible.

IV. STRUCTURAL FIREFIGHTING INCIDENT PROCEDURES

1. Report of Conditions

- A. The person in charge of the first arriving unit shall transmit a report on conditions on the assigned tactical frequency including:

1. Unit identifier.
2. Building Description.
3. Occupancy (residential/ commercial/ single family/ multi-family).
4. Size (small, medium, large).
5. Arrangement (multi-story, garden style, etc.).
6. Obvious conditions (What is showing, smoke description, location).
7. Advise status of water supply.
8. Operating Mode - investigating, attack, or command.
9. May designate Alpha side during initial report or during 360 report

Example: *“E392 is on scene of a large 2 story residential structure with black turbulent smoke showing from the first story Alpha/Bravo corner. E392 will be in the attack mode, standby for a 360.”*

2. “360 Report”

- A. The 360 report shall be given on the tactical frequency and acknowledged by the oncoming units. If a walk around 360 is unable to be completed due to extenuating circumstances (fences, animals, size of occupancy, etc.), this will be transmitted as an incomplete 360 due to the above circumstances. The 360 report should include the following:
 1. Update on conditions, confirm fire location.
 2. Rescue potential (if any exist).
 3. Exposure potential (if any exist and priority if multiple exist).

4. Life hazards (if any exist) - Reported directly to responding BC with acknowledgment.
5. Designate A (Alpha) side if not designated during initial report of conditions
6. Choose a Strategy (Offensive or Defensive) or update Mode of Operation.
7. Assume appropriate ICS position (IC, Fire Attack, Interior, Floor Division, Rescue Group, Exposure Group, etc.).

Example: *“E392, 360 is complete. We have a well-established fire in the Alpha/Bravo corner, the alpha side will be the address side, this will be an offensive strategy and E392 will be assuming fire attack transitioning the fire until RIC is established.”*

Incomplete 360 Example: *“E392, 360 is incomplete due to a large dog to the rear of the structure. We have a well-established fire in the Alpha/Bravo corner, the alpha side will be the address side and this will be an offensive strategy. E392 will be assuming fire attack transitioning the fire until RIC is established.”*

3. Choosing a Mode of Operation

- A. The individual in charge of the first arriving unit must decide on an appropriate commitment for their unit. This decision shall be stated as part of the “Curb Side” report but may be updated or changed after the “360 report”. This will be one of the following three modes:
 1. **Investigating** – these situations generally require investigation by the first arriving unit. The personnel will utilize their portable radio to communicate conditions while in the process of investigating the conditions. Command function will remain with the person in charge of the first arriving unit and all findings during the investigation shall be reported on the tactical channel. The responding Battalion Chief will then transmit the reported findings on the command channel to the dispatch center.

Example: *“BERDU, C6000 with E392 on scene reporting, small exterior fire, they can handle, cancel the remainder of the balance.”*

2. **Attack** - situations which require immediate action to stabilize the incident, such as small interior fires, require that the officer quickly decide how to commit the company. Where a rapid-fire attack is critical the individual in charge shall notify Dispatch of their action. Command function will remain with the person in charge of the first arriving unit until arrival of the second unit, and then command will transfer to that officer.

3. **Command** - situations that require primarily command actions. Incidents by their size, complexity, or potential, which require strong, direct, overall command from the outset. The person in charge of the first arriving unit will assume the command position and maintain that position until properly relieved. The person in charge of the first arriving unit will assign any remaining crew member as needed. Once command is established it shall be reported on both the command and tactical frequencies with the Incident Command Post (ICP) location.

Example: Command Channel: *“BERDU, C6000 is on scene assuming command as 5th IC, the ICP will be located on the A/B corner of the structure.”*

Tactical Channel: *“All units on the 5th street incident, C6000 has established command as 5th IC, the ICP location is on the A/B corner of the structure.”*

4. Establishing Command

- A. If the first unit to arrive does not establish command (attack mode) the second unit or officer to arrive shall assume command and remain in command until relieved or the incident is terminated. The radio designation "IC" shall be used with a brief description of the incident location with reference to major building, street, or geographical location. This designation will not change through the duration of the incident. The unit that assumes command will also give incident updates

to Comm-Center as needed. Once command has been established, all communications with dispatch should come from the IC or designee.

5. Assignment of responding units

- A. All units responding to multiple unit responses shall follow standard responding and staging procedures. (Refer to Operations Directive 3040)
- B. All units shall check in and receive an assignment from the IC prior to engaging in any operation at the scene.

6. Command Communications

- A. "All Clear" is the term to be used to notify dispatch that a primary search has been completed.
- B. "Under Control" indicates that the situation has been stabilized.

7. Transfer of Command

- A. The transfer of command should follow these procedures:
 - 1. The arriving officer assuming command will meet face-to-face, if possible, with the officer being relieved and formally communicate the transfer via radio on the command and tactical frequencies.
 - 2. The officer being relieved will brief the officer assuming command indicating the following:
 - a. General situation status
 - b. Fire location, extent, conditions and extension.
 - c. Effectiveness of control efforts.
 - d. Deployment and assignments of operating companies

- e. Appraisal of needs for additional resources
- f. Initiate transfer of tactical worksheet via Tablet Command

V. WILDLAND FIRE INCIDENT PROCEDURES

1. Report on Conditions

- A. The person in charge of the first arriving unit shall transmit a report on conditions on the assigned command channel including:
 - 1. Unit identifier.
 - 2. Confirm incident location
 - 3. Obvious Conditions:
 - a. Size in acreage
 - b. Fuel Type
 - c. Rate of spread
 - d. Topographic features or weather conditions affecting fire spread
 - e. Exposure threats (buildings/ infrastructure)

f. Potential Growth rate (acreage size/ extended attack)

4. Mode of Operation- Investigating, Attack or Command

5. Additional Resource Needs

Example: *“BERDU, BP392 is on scene of a 2-acre vegetation fire in light flashy fuels with a rapid rate of spread, well established in a drainage and wind driven. There are multiple structures immediately threatened at the top of the ridgeline. This fire has the potential to go to 100 acres and be an extended attack. Start the 5 closest any type engines with overhead for structure defense, BP392 will be in the attack mode, assuming Division Alpha, switching to tac.”*

2. Choosing a Mode of Operation

- A. The individual in charge of the first arriving unit must decide on an appropriate commitment for their unit.
- B. **Investigating:** These situations generally require investigation by the first arriving unit. The personnel will utilize their portable radio to communicate conditions while in the process of investigating the conditions. Command function will remain with the person in charge of the first arriving unit and all findings during the investigation shall be reported on the tactical channel. The responding Battalion Chief will then transmit the reported findings on the command channel to the dispatch center.

Example: *“BERDU, BP392 is on scene at reported location with light smoke from a backyard. BP392 will be investigating, have all units Level 1 Stage and switch to tac.”*

- C. **Attack:** Situations which require immediate action to stabilize the incident, such as small quick moving fires, require that the officer quickly decide how to commit the company. Where a rapid-fire attack is critical the individual in charge shall notify Dispatch of their action.

Command function will remain with the person in charge of the first arriving unit until arrival of the second unit, and then command will transfer to that officer.

Example: *“BERDU, BP392 is on scene of a 1/4-acre vegetation fire, at dispatched location, light flashy fuels, medium rate of spread. There will be multiple structures threatened at the top of the ridgeline. BP392 will be in the attack mode, assuming Division Alpha and switching to tac.”*

- D. **Command:** Situations that require primarily command actions. Incidents by their size, complexity, or potential, which require strong, direct, overall command from the outset. The person in charge of the first arriving unit will assume the command position and maintain that position until properly relieved. The person in charge of the first arriving unit will assign any remaining crew member as needed. Once command is established it shall be reported on both the command and tactical frequencies with the Incident Command Post (ICP) location.

Example: Command Channel: *“BERDU, C6000 is on scene assuming command as 5th IC, the ICP will be located on 5th at the heel of the fire.”*

Tactical Channel: *“All units on the 5th street incident, C6000 has established command as 5th IC, the ICP will be located on 5th at the heel of the fire.”*

3. Establishing Command

- A. **First or Second Unit:** If the first unit to arrive does not establish command (attack mode) the second unit or officer to arrive shall assume command. The IC shall remain in command until relieved or the incident is terminated. The radio designation "IC" shall be used with a brief description of the incident location with reference to major building, street, or geographical location. This designation will not change through the duration of the incident. Once command has been established, all communications with dispatch should come from the IC or designee.

B. Second Arriving Captain or First Arriving Chief Officer

1. Update report of conditions
2. Verify DPA
3. Establish Incident Command Post (ICP) and advise the UOP
4. Establish Unified Command if warranted

4. Unified Command

A. Unified Command may be utilized whenever multiple jurisdictions are involved in a response effort. These jurisdictions could be represented by:

1. Geographic boundaries
2. Governmental levels (LRA, SRA, FRA)
3. Functional Responsibilities
4. Statutory Responsibilities

5. Assignment of Responding Units

A. All units responding to a vegetation fire within the Mutual Threat Zone shall be given the following information by BERDU (Refer to the San Bernardino County Operational Area Mutual Threat Area Initial Attack Communication Plan):

1. Unified Ordering Point
2. Incident name (if within the mutual threat zone)
3. Designated Communications Plan with frequencies

- B. If the UOP is not determined prior to the first arriving unit than the report of conditions shall be transmitted to BERDU.
- C. All units assigned to the incident shall report their status to the designated UOP and check-in with the Incident Commander (if established) before engaging on the incident.
- D. All units responding to multiple unit responses shall follow standard responding and staging procedures. (Refer to Operations Directive 3040)

6. Transfer of Command

- A. The transfer of command should follow these procedures:
 - 1. Arriving officer assuming command will meet face-to-face when possible, with the officer being relieved and formally communicate the transfer via radio on the command and tactical frequencies.
 - 2. The officer being relieved will brief the officer assuming command indicating the following:
 - a. General situation status
 - b. Fire location, extent, and conditions.
 - c. Effectiveness of control efforts.
 - d. Deployment and assignments of operating companies
 - e. Appraisal of needs for additional resources
 - f. Initiate transfer of tactical worksheet via Tablet Command

VI. MULTI- CASUALTY INCIDENT PROCEDURES

- 1. Report on Conditions (Size Up)

A. The first due officer shall transmit a report of conditions on the assigned tactical channel and advise of the following:

1. Unit Identifier
2. Confirm Incident Location
3. Brief description of the scene
4. Balance to MCI with Comm Center if needed and not dispatched as MCI with a tactical channel
5. Access to scene if applicable
6. Hazards

Example: (On tactical channel when dispatched as MCI) *“E392 is on scene of a 10 car traffic collision involving a tour bus with major damage and another vehicle on fire. We will be investigating for pt count and immediate threats.”*

Example: (On Command if no Tactical channel and Chief responding) *“BERDU, E392 is on scene of a 10 car traffic collision involving a tour bus with major damage and another vehicle on fire, balance the call to an MCI and we will be investigating.”*

2. Establishing ICS

A. Update Report

1. The update report will be given on the assigned tactical channel and acknowledged by the responding Battalion Chief. The update report will include the following:
 - a. Update on scene
 - b. Life Safety threats
 - c. Conditions if present

1. Extrication
 2. Fire and if in or threat to vegetation
 3. Hazardous Materials
- d. Patient count and severity or estimate if unable to accurately obtain
 - e. Assume appropriate ICS position (IC, Med Group, Fire Attack etc.)

Example: *“E392 with an update report, we have an 8 car TC involving a tour bus with major damage and extrication needed. We also have one unoccupied vehicle well involved with no threat to the scene or vegetation. We have at least 8 immediate, 9 delayed, 4 minor and 2 DOA patients. E392 will be assuming Medical Group.”*

“C6000 copies the update report and will be on scene shortly to take command”

2. The Fire Chief will assume command or advise an on scene unit to assume command when eta is extended. Unit taking command will advise CalFire the following:
 - a. Unit establishing Command
 - b. Name the Incident and ICP location
 - c. Update with approximate patient count and severity
 - d. Designate Staging
 - e. Request additional resources as needed
 1. Engine
 2. Water Tender
 3. Rescues

4. Hazmat Suppression

5. Ambulances

6. Air ambulances

7. Law Enforcement

B. Medical Group

1. Responsible for Triage, Treatment and Transport

2. Expands with incident complexity and resource availability

a. Triage Unit

b. Treatment Unit

C. Transportation Unit

1. Triage Unit Leader

a. Obtain briefing from IC

b. Brief crew and identify any known hazards

c. Initiate triage, using START to identify total PT count and severity

d. Coordinate with Treatment Leader

e. Move victims to treatment areas

f. Establish a morgue if necessary

g. Provide CAN reports to OPS/IC May Coordinate with Treatment Unit Leader for movement of patients

D. Treatment Unit Leader

1. Obtain briefing from the IC
2. Coordinate with Triage Unit Leader for movement of patients
3. Designate the following treatment areas:
 - a. Immediate (Red)
 - b. Delayed (Yellow)
 - c. Minor (Green)
 - d. Morgue (Black)
 - e. Assign supervisors to each area if needed
4. Initiate secondary triage & primary patient tracking
5. Request resources and equipment
6. Ensure continual triage of patients
7. Coordinate with Transportation Unit Leader for ambulance loading
8. Give frequent updates to IC/OPS

E. Transportation Unit Leader

1. Obtain briefing from IC
2. Coordinate with Treatment unit leader
3. Direct the transportation of patients
4. Provide patient tracking through the triage tag system
5. Provide proper security, traffic control, and ambulance access

6. Ensure quick departure of ambulances
7. Assign a recorder for transportation log and patient tracking
8. Utilize ambulance supervisor if needed

F. Rescue Group

1. Obtain briefing from IC
2. Identify rescue needs
3. Request Resources
4. Provide CAN reports to IC/OPS
5. Coordinate with other Groups as needed

G. Suppression Group

1. Obtain briefing from IC
2. Identify Fire Suppression Needs
3. Request Resources
4. Provide CAN reports to IC/OPS
5. Coordinate with other Groups as needed

H. Air Operations

1. Obtain briefing from IC
 - a. Number of helicopters ordered & ETA

- b. Number and severity of patients
 - c. Obtain Air to Ground Tac Channel
- 2. Determine if the LZ will be on or off scene
- 3. Designate LZ
- 4. Update IC/OPS when helicopters depart and their destination

VII. HIGH-RISE INCIDENT PROCEDURES

1. Report on Conditions

A. The first arriving unit shall transmit a report on conditions on the assigned tactical channel including:

- 1. Unit identifier.
- 2. Confirm incident location
- 3. Building Description
 - a. Occupancy Type (Commercial/ Residential)
 - b. Size (Number of stories)
- 4. Arrangement
- 5. Obvious Conditions (What is showing, smoke description, location).
- 6. Mode of Operation- Investigating, Attack or Command

Example: "E392 is on scene of a residential (or commercial) high-rise. We have smoke showing from the upper third (lower third or middle) portion of the building on the Alpha side. The Alpha side is going to be facing 5th Street. E392 will be in the attack mode assuming fire attack reporting to the alarm panel. I will give an updated report once we get to the fire floor."

2. Choosing a Mode of Operation

The individual in charge of the first arriving unit must decide on an appropriate commitment for their unit.

- A. **Investigating:** When the first company arrives on scene of a high-rise incident with no obvious signs of a working fire from the exterior then the investigative mode will be chosen as the mode of operation. These situations will require the investigation to be handled with the first two companies that arrive on scene. The personnel will utilize their portable radio to communicate conditions while in the process of investigating the conditions. Command function will remain with the person in charge of the first arriving unit and all findings during the investigation shall be reported on the tactical channel.

The responding Fire Chief will then transmit the reported findings on the command channel to the dispatch center.

Example: *“E392 on scene of a residential (or commercial) high-rise with nothing showing from the exterior. The Alpha side is going to be facing 5th Street. E392 and E381 will be investigating and reporting to the alarm panel.”*

- B. **Attack:** Situations which require immediate action to stabilize the incident and require that the officer quickly decide how to commit the company. Where a rapid-fire attack is critical the first in company officer shall assume fire attack and notify the responding units on the tactical channel of their action.

- C. **Command:** Situations that require primarily command actions. Incidents by their size, complexity, or potential, which require strong, direct, overall command from the outset.

Example (Chief not on scene): *“E392 is on scene and will be assuming Lodge IC. The ICP location will be located on the Alpha side of the building. Start (additional units) and have them report to Incident Base located at Arrowhead and Fifth.”*

Example (Chief on scene): *“BERDU, C6000 on scene, assuming command as Lodge IC. The ICP location will be on Yermo Rd, on the alpha side of the structure at my vehicle. We have a working high-rise fire on the 3rd story of the Travelodge and report to Incident Base located at Yermo Rd. and Daggett-Yermo Rd.”*

3. Assignment of Responding Units

A. First Arriving Engine Company Assignment:

1. Assemble and bring appropriate equipment cache
2. Determine the location of the fire:
 - a. Use the buildings annunciator panel if equipped
 - b. Gather information from occupants
 - c. Determine the status of occupants in the immediate fire area, above the fire and below the fire.
3. Access and obtain keys for the affected areas of the building (Procure stairwell keys prior to ascending the stairwell).
4. Obtain lobby phone number, F.D. Comm. headset/ handset and designate “RED” stairwell.
5. Report During Ascent
 - a. Alarm panel status
 - b. Location of “Red” stairwell
 - c. Conditions of each floor during ascent
 - d. Designation of Staging floor- 2 floors below fire floor
 - e. Confirm conditions are adequate for Building Staging
6. Report of Conditions on the Fire Floor
 - a. Floor Number
 - b. Occupancy Type

- c. Conditions/ Percentage of Involvement
- d. Actions/ Rescue Problems
- e. Additional Resource Needs

7. Initiate fire attack once RIC is established

4. Second Arriving Engine Company Assignment:

- A. If directed by the responding Chief, assume command. (The responding Chief should acknowledge initial curbside, give ETA to the incident, and direct second arriving engine company to assume command if needed.)
- B. If the responding BC has assumed command, then the Captain and Firefighter will be assigned by the IC to report to the first arriving engine company to assist with fire attack.
- C. The Engineer will support the Fire Protection Systems/ FDC

IMPORTANT NOTE: Supplying water to the building standpipe/sprinkler system is the sole responsibility of the Engineer of the second arriving engine.

5. Third Arriving Engine Company Assignment:

- A. Establish RGS/ RIC 1 and report to 2 floors below the fire floor (Building Staging)
- B. Assemble accountability collection point
- C. Assemble and bring RIC tool cache
- D. Maintain accountability of all members engaged in the IDLH areas
- E. Reference RIC incident card
- F. Utilize the IPAD and Tablet Command for further objectives and to help maintain accountability

6. Fourth Arriving Engine Company Assignment:

- A. Report to the first arriving company to assist with fire attack

7. Fifth Arriving Engine Company Assignment:

- A. Establish Lobby Control
- B. Recall all elevators/ switch to FD service and operate elevators
- C. Post “RED” and “BLUE” stairwell signs
- D. Post FIRE FLOOR/ STAGING/ and OPERATIONS signs in “RED” stairwell
- E. Distribute building keys and lobby phone number to division/group supervisors
- F. Activate F.D. communication system/ distribute headsets
- G. Maintain accountability tracking log as companies come through the lobby
- H. Coordinate and pressurize stairwells if ventilation group has not been established
- I. Reference Lobby Control incident card
- J. Utilize and reference Tablet Command for further objectives

IMPORTANT NOTE: Elevators shall not be used until determined safe. Most likely will not be used by the initial assignment.

8. Sixth Arriving Engine Company Assignment:

- A. Assumes Building Staging Manager
- B. Initiate “Building Staging Area” two floors below the fire floor
- C. SCBA Cache
- D. High Rise Packs
- E. Forcible entry Cache
- F. Rehabilitation Area
- G. Consider logistical support
- H. Reference Building Staging incident card
- I. Utilize and reference Tablet Command for further objectives

9. Seventh Arriving Engine Company:

- A. Establish Incident Base
- B. BASE should be located outside the fire building a minimum of 200 feet away
- C. Establish a parking area for arriving vehicles
- D. All necessary equipment should be removed from apparatus and placed in BASE.
- E. Establish check-in, check-out procedures and maintain record of companies and equipment located at BASE.
- F. Reference BASE incident card
- G. Utilize and reference Tablet Command for further objectives

10. First Arriving Truck Company Priorities:

- A. Rescue with use of aerial
- B. Ventilation
- C. The truck companies are specialty equipment that will be given assignments based on the needs of the incident as deemed appropriate by the IC.

11. Second Arriving Truck:

- A. The second arriving truck company will be given an assignment based on the needs of the incident as deemed appropriate by the IC.

12. First Arriving Chief Officer:

- A. Assume Incident Command
- B. Establish appropriate response
- C. Establish an ICP and reporting location
- D. Establish a location for base and apparatus parking

13. Transfer of Command

- A. The transfer of command should follow these procedures:
 - 1. Arriving officer assuming command will meet face-to-face, when possible, with the officer being relieved and formally communicate the transfer via radio on the command and tactical frequencies.
 - 2. The officer being relieved will brief the officer assuming command indicating the following:
 - a. General situation status
 - b. Fire location, extent, and conditions.
 - c. Effectiveness of control efforts.

- d. Deployment and assignments of operating companies
- e. Appraisal of needs for additional resources
- f. Initiate transfer of tactical worksheet via Tablet Command

VIII. LARGE COMMERCIAL OCCUPANCY (LCO) INCIDENT PROCEDURES

1. Report on Conditions

A. The first arriving unit shall transmit a report on conditions on the assigned tactical channel including:

- 1. Unit identifier.
- 2. Confirm incident location
- 3. Building Description
 - a. Occupancy Type (Large Concrete Tilt-up, Large Warehouse, Factory)
 - b. Size
 - c. Business Name or Type of Business
- 4. Obvious Conditions (What is showing, smoke description, location).
- 5. Mode of Operation- Investigating, Attack or Command

Example: *“E392 is on scene of a large commercial concrete tilt-up, approximately 500,000 square feet, at the Walmart distribution Center. We have smoke showing from the loading docks on the Bravo side of the building. The Alpha side is going to be facing 5th Street. E392 will be driving to the affected area. I will give an updated report once we identify the specific location.”*

B. Choosing a Mode of Operation

1. The individual in charge of the first arriving unit must decide on an appropriate commitment for their unit.
2. **Investigating:** When the first company arrives on scene of an LCO with no obvious signs of a working fire from the exterior, then the investigative mode will be chosen as the mode of operation. These situations will require the investigation to be handled with the first two companies that arrive on scene. The personnel will utilize their portable radio to communicate conditions while in the process of investigating the conditions. Command function will remain with the person in charge of the first arriving unit and all findings during the investigation shall be reported on the tactical channel. The responding Battalion Chief will then transmit the reported findings on the command channel to the dispatch center.

Example: *“E392 on scene of a large commercial concrete tilt-up, approx. 700,000 square feet, doing business as Walmart distribution. We have nothing showing from the exterior. The Alpha side is going to be facing 5th Street. E392 and E392R will be investigating; contacting facility staff and reporting to the alarm panel.”*

3. **Attack:** Situations which require immediate action to stabilize the incident and require that the officer quickly decide how to commit the company. Where a rapid-fire attack is critical the first in company officer shall assume fire attack for exterior LCO fires or the division number correlating to the loading dock number and notify the responding units on the tactical channel of their action.
4. **Command:** Situations that require primarily command actions. Incidents by their size, complexity, or potential, which require strong, direct, overall command from the outset.

Example (Chief not on scene): *“E392 is on scene and will be assuming Waterman IC. The ICP location will be located on the Alpha side of the building, facing Waterman. Start a 2nd alarm with staging at Waterman and Orange St.”*

Example (Chief on scene): *“BERDU, C6000 on scene, assuming command as Waterman IC. The ICP location will be on Waterman, on the alpha side of the structure at my vehicle. We have a working fire in a large commercial occupancy, Amazon distribution center. This will be an offensive strategy. Start a second alarm with staging location at Waterman and Orange St., first arriving of the second alarm to take Staging Area Manager.”*

IMPORTANT NOTE: The following deployment reflects a 2-alarm response and accounts for the commitment of one unit as Staging Area Manager

C. Assignment of Responding Units

1. First Arriving Company Assignment:

a. Size-up / Curbside Report

b. Determine the location of the fire:

1. Drive directly to affected area if obvious / Drive 360 if possible
2. Gather information from facility staff / Conduct recon
3. Determine the status of occupants in the immediate fire area
4. Assume Division # (3-5 bay doors adjacent to fire area or further if additional buffer is needed)

c. Report from Operational Area

1. Conditions and scope of fire problem (fire in the area of dock 41)
 2. Designation of Division # (Division 46)
 3. Water supply status
 4. Actions / Rescue Problems
 5. Additional resource needs
- d. Position Apparatus for rapid hose deployment
1. Backing engine to loading dock
 2. Set-up 2.5" to bundles interior, outside of the cold smoke area
- e. Initiate fire attack once RIC is established

2. Second Arriving Engine Company Assignment:

- a. If directed by the responding BC, assume command. (The responding BC should acknowledge initial curbside, give ETA to the incident, and direct second arriving engine company to assume command if needed.)
- b. If the responding BC has assumed command, then the Captain and Firefighter will be assigned by the IC to function as Systems and Intel Unit:
 1. Confirm evacuation
 2. Identify hazards or hazardous materials
 3. Access alarm panel

4. Gather intel of special operating systems (ovens, boilers, emergency shut-offs, smoke control systems, specialized extinguishing systems, fire pumps)
 5. Determine location of utilities control room
 - c. The Engineer will support the Fire Protection Systems / FDC

IMPORTANT NOTE: Supplying water to the building standpipe/sprinkler system is the sole responsibility of the engineer of the second arriving engine.

3. Third Arriving Engine Company Assignment:
 - a. Forward lay a supply line to first-in engine if needed
 - b. Report to first arriving company officer to assist with fire attack
 - c. Assemble and bring bundles and tools
4. Fourth Arriving Engine Company Assignment:
 - a. Assigned as Rapid Intervention Crew (RIC)
 - b. Position apparatus close to operational area
 - c. Assemble and bring RIC tool cache
 - d. Maintain accountability of all members engaged in the IDLH areas
5. Fifth Arriving Engine Company Assignment:
 - a. Assigned as second fire attack crew

- b. Assume Division # (3-5 bay doors or further, adjacent to fire area, and opposite of initial attack crews) (e.g., Division 36)
- c. Report from Operational Area
 - 1. Confirm scope of fire problem
 - 2. Designation of Division # (Division 36)
 - 3. Water supply status
 - 4. Actions / Rescue Problems
 - 5. Additional resource needs
- d. Position Apparatus for rapid hose deployment
 - 1. Backing engine to loading dock
 - 2. Set-up 2.5" to bundles interior, outside of the cold smoke area
 - 3. Coordinate attack with adjacent Division Supervisor to avoid opposing hose streams

IMPORTANT NOTE: Goal of two attack teams is to pinch the fire and prevent lateral spread.

- 6. Sixth Arriving Engine Company Assignment:
 - a. Forward lay a supply line to fifth-in engine if needed
 - b. Report to fifth arriving company officer to assist with fire attack
 - c. Assemble and bring bundles and tools

IMPORTANT NOTE: Consideration should be given to position RIC in a central location of the two entry points, or assign/designate RIC 1 and RIC 2. If no Medic Squads are on the assignment, the IC can consider bypassing use of a Staging Area Manager.

7. Seventh Arriving Engine Company:

- a. Assigned to first division as “on deck” relief crew

8. Eighth Arriving Engine Company:

- a. Assigned to second division as “on deck” relief crew

9. First Arriving Truck Company Priorities:

- a. Assigned as Roof Division with use of aerial
- b. Ventilation
- c. The truck companies are specialty equipment that will be given assignments based on the needs of the incident as deemed appropriate by the IC.

10. Second Arriving Truck Company:

- a. May be assigned to assist Roof Division
 - 1. Report to first arriving truck company officer.
- b. The second arriving truck company will be given an assignment based on the needs of the incident as deemed appropriate by the IC.

11. Third Arriving Truck Company:

- a. May be assigned to assist Roof Division
 - 1. Report to first arriving truck company officer.
- b. The third arriving truck company will be given an assignment based on the needs of the incident as deemed appropriate by the IC.
 - 1. “Inside” Truck operations
 - 2. Salvage and overhaul

12. First Arriving Chief Officer:

- a. Assume Incident Command
- b. Establish appropriate response
- c. Establish an ICP and reporting location
- d. Establish a location for apparatus staging and incident access

13. Transfer of Command

- a. The transfer of command should follow these procedures:
 - 1. Arriving officer assuming command will meet face-to-face, when possible, with the officer being relieved and formally communicate the transfer via radio on the command and tactical frequencies.

- b. The second Chief to arrive at the incident should assume the role of Incident Commander and the first Battalion Chief should assume the role Operations Section Chief.
- c. The officer being relieved will brief the officer assuming command indicating the following:
 - 1. General situation status
 - 2. Fire location, extent, and conditions.
 - 3. Effectiveness of control efforts.
 - 4. Deployment and assignments of operating companies
 - 5. Appraisal of needs for additional resources
 - 6. Initiate transfer of tactical worksheet via Tablet Command

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: Mass Casualty Incident

POLICY NUMBER: 211

EFFECTIVE DATE:

I. PURPOSE

1. To establish standardized procedures for response to Multi Casualty Incidents (MCIs) to ensure effective scene management, triage, treatment, and transport of patients, as well as proper documentation.

II. POLICY

1. It is the policy of the Newberry Springs Fire Department to:
 - A. Declare and manage MCIs in a structured and coordinated manner.
 - B. Ensure early establishment of Incident Command and functional unit assignments.
 - C. Prioritize life safety through effective triage and resource allocation.
 - D. Maintain accountability and documentation for all patients.
 - E. Coordinate with regional EMS providers, hospitals, and other agencies for patient transport and communication.
 - F. Debrief and review all MCI responses to ensure continuous improvement.

III. PROCEDURE

1. Report on Conditions (Size-Up)

- A. When an incident is dispatched as an MCI, or when a tactical frequency package has already been assigned the first-due company officer shall transmit a report of conditions on the command channel and advise:
 1. Unit identifier

2. Incident location
 3. Obvious conditions:
 - a. Brief scene description
 - b. Describe best access path to scene
 - c. Advise of hazards
- B. When an incident is dispatched as a regular TC or other incident type, and the tactical frequency package has not been assigned, the first-due company officer shall give a report on conditions similar to 3.1.A.1-3 on the command channel.

2. Initiating Command

- A. The officer aboard the first-due unit assumes command and the following duties. A higher-ranking officer **MAY** relieve command, but the initial officer on scene is still responsible for end-of-call reporting as detailed below.
1. Declare MCI if not already done
 2. Name incident and ICP location
 3. Request tactical frequency package if one hasn't been assigned
 - a. A common package of frequencies will include:
 - i. Primary tac
 - ii. Ambulance response frequency
 - iii. Air ops tac
 - b. If incident has been declared an MCI as part of dispatch, these frequencies will be assigned.
 4. Request bed availability through BERDU
 5. Advise any changes for apparatus approach
 6. Advise additional hazards
 7. Advise if fire, extrication, hazardous material problem

8. Request total additional resources needed:
 - a. Engine, Water Tenders, Ground and Air ambulances
 - b. Establish level two staging and staging area manager
9. Get patient count and severity from Triage Unit Leader:
Immediate, Delayed, Minor, Deceased/Morgue
10. Coordinate to ensure completion of NFIRS and incident ePCR reflecting all patient tracking

3. Assignment of Units

A. Triage Unit Leader *(Typically the Engineer from first-due will assume)*

1. Obtain briefing from IC; brief crew and identify any known hazards
2. Initiate primary triage, using START procedure for adults, Newberry Springs Fire approved marking system (ribbons)
3. Coordinate with Treatment Leader for victim designation, once Treatment is established
4. Move immediate victims first
5. Report to IC once duties are completed and all victims have been triaged
6. May be reassigned to Treatment for movement of patients

4. Treatment Unit Leader *(Second-due apparatus)*

A. Obtain briefing from the IC, including:

1. Number of patients, hazards, desired location of Treatment area
2. Establish a treatment location

- B. Coordinate with Triage Unit Leader for movement of patients
- C. Designate the following patient treatment areas, using area tarps:
 - 1. Immediate (red)
 - 2. Delayed (yellow)
 - 3. Minor (green)
 - 4. Morgue (black)
- D. Assign treatment supervisor if personnel allows; ensure use of proper iPad or paper backup tracking forms
- E. Initiate secondary triage and primary patient tracking by applying triage tags
- F. Request proper resources with medical equipment
- G. Ensure continual triage of patients throughout treatment area
- H. Coordinate with Transportation Unit Leader for ambulance loading
- I. Give frequent updates to the IC

5. **Transport Unit Leader** (*Third-due apparatus*)

- A. Obtain briefing from IC
- B. Designate ambulance staging, if not already done
- C. Coordinate with Treatment Unit Leader
- D. Direct the transport of patients as determined
- E. Ensure patient tracking through triage tag system and iPad documents or paper forms; assign a recorder to assist where possible
- F. Ensure proper security, traffic control, and ambulance access
- G. Ensure quick ambulance departure

6. Extrication Group Supervisor

- A. Obtain briefing from IC
- B. Mitigate all extrication issues
- C. Report to IC with updates
- D. Coordinate with Triage and Treatment
- E. Prepare for reassignment

7. Air Operations Supervisor

- A. Obtain briefing from IC
- B. Determine number of helicopters ordered and their ETAs
- C. Air Ops tactical frequency
- D. Determine if the LZ will be on or off scene
- E. Designate an appropriate LZ:
 - 1. 100 x 100 foot area
 - 2. Clear of debris and with a secure perimeter
- F. Identify hazards, including:
 - 1. Light and power poles, overhead wires, wind direction and speed
 - 2. Communicate all hazards to the pilot on assigned appropriate channel
 - 3. Update IC when helos depart; communicate destination

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: Wildland Fire Incidents

POLICY NUMBER: 212

EFFECTIVE DATE:

I. POLICY

1. All personnel responding to wildland fire incidents shall follow these procedures to ensure effective communication, operational consistency, and safety. This policy applies to all Newberry Springs Fire Department personnel and mutual aid responders operating under Department jurisdiction.

II. REPORT ON CONDITIONS

1. The first arriving unit shall transmit a report on conditions using the assigned command channel, including:
 - A. Unit Identifier
 - B. Confirmation of Incident Location
 - C. Obvious Conditions (if known):
 1. Acreage involved
 2. Fuel type
 3. Rate of spread
 4. Topographic or weather influences
 5. Exposure threats (e.g., structures, infrastructure)
 6. Potential growth and extended attack likelihood
 7. Mode of operation (Investigating, Attack, Command)
 8. Additional resource needs

Example Report:

"BERDU, E392 is on scene of a 2-acre vegetation fire at 123 Newberry rd. Light flashy fuels, rapid rate of spread, wind-driven. Multiple structures threatened at the ridge. Potential for 100-acre spread. Request 3 closest engines with overhead for structure defense. E392 in attack mode, switching to tactical frequency."

III. CHOOSING A MODE OF OPERATION

1. The officer of the first arriving unit must determine the appropriate mode:

A. Investigating

1. Used when the nature of the incident is unclear. The officer investigates and relays findings over the command channel.

Example:

"BERDU, E392 on scene with light smoke from a backyard. E392 will be investigating. All units Level 1 stage and switch to tact channel."

B. Attack

1. Used when immediate action is needed to prevent escalation. First-in officer assumes command and engages the fire. Command is transferred upon arrival of the second unit.

Example:

"BERDU, E392 is on scene of a 1-acre vegetation fire, light flashy fuels, medium rate of spread. Structures threatened on the ridgeline. E392 in attack mode, switching to tact channel."

C. Command

1. Used when the situation requires immediate, coordinated command actions. First-in officer establishes command and identifies ICP.

Example Command Channel:

"BERDU, C-6000 is on scene, assuming command as Newberry IC. ICP at the corner of 123 Newberry rd. and Silver Valley Rd."

Example Tactical Channel:

"All units, C-6000 has established command as Newberry IC. ICP at the corner of 123 Newberry rd. and Silver Valley Rd.

IV. ESTABLISHING COMMAND

1. First or Second Unit

- A.** If the first unit initiates attack, the second arriving unit shall assume command if necessary. The Incident Commander (IC) maintains responsibility until relieved.
- B.** Use the format: "[Location] IC" (e.g., "123 IC or Newberry IC") — this designation remains throughout the incident.

2. First Chief Officer Responsibilities

- A.** Provide updated report on conditions
- B.** Verify Direct Protection Area (DPA)
- C.** Establish and communicate ICP location
- D.** Initiate Unified Command if multiple jurisdictions are involved

3. Unified Command

- A.** Utilized when multiple agencies have jurisdiction. Can include variations by:
 - 1.** Geographic boundaries
 - 2.** Governmental levels (LRA/SRA/FRA)
 - 3.** Functional/statutory responsibilities

V. TRANSFER OF COMMAND

- 1.** Incoming command officer shall conduct face-to-face transfer when possible and announce the transfer over command and tactical frequencies.
- 2.** The outgoing officer must provide a full briefing:
 - A.** Situation status
 - B.** Fire location and behavior
 - C.** Effectiveness of suppression efforts
 - D.** Current unit assignments
 - E.** Resource needs
 - F.** Transfer tactical worksheet via Tablet Command or Incident Report Form

Appendix A

WILDLAND FIRE INCIDENT PROCEDURES

1. Report on Conditions

A. The person in charge of the first arriving unit shall transmit a report on conditions on the assigned command channel including:

- 1) Unit identifier.
- 2) Confirm incident location
- 3) Obvious Conditions:
 - i. Size in acreage
 - ii. Fuel Type
 - iii. Rate of spread
 - iv. Topographic features or weather conditions affecting fire spread
 - v. Exposure threats (buildings/ infrastructure)
 - vi. Potential Growth rate (acreage size/ extended attack)
 - vii. Mode of Operation- Investigating, Attack or Command
 - viii. Additional Resource Needs

Example: "BERDU, BP392 is on scene of a 10-acre vegetation fire, at dispatched location, light flashy fuels, rapid rate of spread, well established in a going uphill and wind driven. There are multiple structures immediately threatened at the top of the ridgeline. This fire has the potential to go to 500 acres and be an extended attack. Start the 5 closest engines with overhead for structure defense, BP 392 will be in the attack mode switching to the tactical frequency."

2. Choosing a Mode of Operation

A. The individual in charge of the first arriving unit must decide on an appropriate commitment for their unit.

- 1) Investigating: These situations generally require investigation by the first arriving unit. The personnel will utilize their portable radio to communicate conditions while in the process of investigating the conditions. Command function will remain with the person in charge of the first arriving unit and all findings during the investigation shall be reported on the tactical channel. The responding Battalion Chief will then transmit the reported findings on the command channel to the dispatch center.

Example: "BERDU, BP392 on scene at reported location with light smoke from a backyard. BP 392 will be investigating, have all units Level 1 Stage and switch to Tack."

- 2) Attack: Situations which require immediate action to stabilize the incident, such as small quick moving fires, require that the officer quickly decide how to commit the company. Where a rapid-fire attack is critical the individual in charge shall notify Dispatch of their action. Command function will remain with the person in charge of the first arriving unit until arrival of the second unit, and then command will transfer to that officer.

Example: "BERDU, BP392 is on scene of a 1/4-acre vegetation fire, at dispatched location, light flashy fuels, medium rate of spread. There will be multiple structures threatened at the top of the ridgeline. BP392 will be in the attack mode switching to the tactical frequency."

- 3) Command: Situations that require primarily command actions. Incidents by their size, complexity, or potential, which require strong, direct, overall command from the outset. The person in charge of the first arriving unit will assume the command position and maintain that position until properly relieved. The person in charge of the first arriving unit will assign any remaining crew member as needed. Once command is established it shall be reported on both the command and tactical frequencies with the Incident Command Post (ICP) location.

Example: *Command Channel: "BERDU, Chief6000 is on scene assuming command as 5th IC, the ICP will be located on 5th at the heel of the fire."*

Tactical Channel: "All units on the 5th street incident, Chief6000 has established command as 5th IC, the ICP will be located on 5th at the heel of the fire."

3. Establishing Command

- A. First or Second Unit: If the first unit to arrive does not establish command (attack mode) the second unit or officer to arrive shall assume command. The IC shall remain in command until relieved or the incident is terminated. The radio designation "IC" shall be used with a brief description of the incident location with reference to major building, street, or geographical location. This designation will not change through the duration of the incident. Once command has been established, all communications with dispatch should come from the IC or designee.
- B. First Chief Officer
- a. Update report of conditions
 - b. Verify DPA
 - c. Establish Incident Command Post (ICP) and advise the UOP
 - d. Establish Unified Command if warranted
- C. Unified Command
- a. Unified Command may be utilized whenever multiple jurisdictions are involved in a response effort. These jurisdictions could be represented by:
 - i. Geographic boundaries
 - ii. Governmental levels (LRA, SRA, FRA)
 - iii. Functional Responsibilities
 - iv. Statutory Responsibilities

4. Assignment of Responding Units

- A. All units responding to a vegetation fire shall be given the following information by Comm-Center **(Refer to the San Bernardino County Operational Area Mutual Threat Area Initial Attack Communication Plan)**:
 - 1) Unified Ordering Point
 - 2) Incident name (if within the mutual threat zone)
 - 3) Designated Communications Plan with frequencies
- B. If the UOP is not determined prior to the first in engine company arrival then the report on conditions shall be transmitted to BERDU.
- C. All units assigned to the incident shall report their status to the designated UOP and check-in with the Incident Commander (if established) before engaging on the incident.
- D. All units responding to multiple unit responses shall follow standard responding and staging procedures.

5. Transfer of Command

- A. The transfer of command should follow these procedures:
 - 1) Arriving officer assuming command will meet face-to-face when possible with the officer being relieved and formally communicate the transfer via radio on the command and tactical frequencies.
 - 2) The officer being relieved will brief the officer assuming command indicating the following:
 - i. General situation status
 - ii. Fire location, extent, and conditions
 - iii. Effectiveness of control efforts.
 - iv. Deployment and assignments of operating companies
 - v. Appraisal of needs for additional resources
 - vi. Initiate transfer of tactical worksheet via Tablet Command or all paper reports

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Residential Structure Fire**

POLICY NUMBER: **213**

EFFECTIVE DATE:

I. PURPOSE

1. To establish the assignments and expectations of Fire Companies when responding to single-family residential structure fires.

II. STRATEGIC GOAL

1. Life safety is the highest priority at all structural fires; however, the potential for loss of life is most prominent in residential occupancies. Meeting this strategic goal should be achieved through interior fire containment and thorough primary search. All operational tactics should be assigned to support this strategic goal.
2. When present, rescue efforts should be addressed by a thorough interior primary search, focusing on tenable areas adjacent to the fire area, as well as bedrooms and means of egress. Coordinated ventilation efforts are essential in facilitating a primary search.
3. Fire containment and extinguishment should be achieved through an offensive interior attack. Responding personnel should anticipate an interior fire attack, unless otherwise indicated by the Incident Commander. Conservation of property, without undue risk to firefighters, should be a secondary strategic goal throughout the incident.

III. DEFINITIONS

1. Single-Family Residential Structure: A detached or attached structure constructed to dwell one or more families in a single place of residence; these dwellings may range from one to three stories.

2. Multi-Family Residential Structure: A structure constructed to house two or more families in a single building, such as apartments, duplexes, or townhouses; these structures may vary in height, typically ranging from one to three stories or more.
3. Rapid Intervention Crew (RIC): A group consisting of a minimum of three personnel; one should be of the rank of Captain or higher, formed to complete RIC operations and requirements.
4. 2 Out: Defined as two firefighters exterior of the fire building. One firefighter must be in position at the fire attack crew's point of entry, while the second firefighter may be engaged in ancillary fire ground tasks, but must be readily available. Minimum equipment is radio, irons & hose line.
5. 2 Out Line: A second hose line deployed to the point of entry for the fire attack crew. It is available to be used as an additional line, if requested by the fire attack crew. Consideration should be given to deploying an additional hose line.
6. RIC Line: A dedicated hose line deployed for and assigned to an established Rapid Intervention Crew (RIC). Consideration should be given to utilizing a secondary engine for the RIC Line.

IV. PROCEDURE

1. First Arriving Engine:
 - A. Report on conditions and water supply, if available.
 1. Address correctness
 2. Size and type of building
 3. Observed conditions
 4. Water supply status
 5. Exposures (wildland and/or structure(s))
 6. Additional resources
 7. Declare mode
 8. Pass or assume command
 - B. Fire Attack Mode: Assume IC or pass command, and CO joins crew for Fire Attack (*Offensive, Defensive, or Transitional*). If situation dictates, Fire Attack and Primary Search can be done simultaneously.

- C. Rescue Mode: Pass Command, CO joins crew. Primary search or Medical assist.
- D. Investigation Mode: Pass or Assume Command, Investigate.

2. Second Arriving Engine:

- A. Monitor Primary TAC; contact IC.
- B. Investigate hydrant locations.
- C. Secure water supply, if not yet obtained.
- D. Assume IC, if not assigned.
- E. Primary Search
- F. If assuming IC, contact first-in Company Officer and obtain CAN report.
- G. Ensure utilities have been shut off.
- H. Deploy and charge a secondary “Two Out” hose line.
- I. Crews fulfill “Two Out” for OSHA requirement.

3. Third Arriving Engine / First Arriving Truck:

- A. Contact IC on Primary TAC.
- B. Assign RIC
- C. Assigned Vent Group.
- D. Perform ventilation of structure.
- E. Assist with building access, search, rescue, and salvage.
- F. Ensure utilities have been shut off.

4. Fourth Arriving Engine:
 - A. Contact IC on Primary TAC.
 - B. Assigned Vent Group.
 - C. Perform ventilation of structure.
 - D. Assist with building access, search, rescue, and salvage.

5. Arriving Chief Officer:
 - A. Receive briefing from Incident Commander, may assume Command.
 - B. Reassign initial IC, as needed, Operations or Group Supervisor.
 - C. Ensure firefighter accountability.
 - D. Consider Personnel Accountability Report (PAR).

(Appendix A)

STRUCTURAL FIREFIGHTING INCIDENT PROCEDURES

1. Report of Conditions

- A. The person in charge of the first arriving unit shall transmit a report on conditions on the assigned tactical frequency including:
1. Unit identifier.
 2. Building Description.
 3. Occupancy (residential/ commercial/ single family/ multi-family).
 4. Size (small, medium, large).
 5. Arrangement (multi-story, garden style, etc.).
 6. Obvious conditions (What is showing, smoke description, location).
 7. Advise status of water supply.
 8. Operating Mode - investigating, attack, or command.
 9. May designate Alpha side during initial report or during 360 report

Example: "E392 is on scene of a large 2 story residential structure with black turbulent smoke showing from the first story Alpha/Bravo corner. E392 does not have a water supply and will be in the attack mode, standby for a 360."

2. "360 Report"

- A. The 360 report shall be given on the main frequency. If a walk around 360 is unable to be completed due to extenuating circumstances (fences, animals, size of occupancy, etc.) this will be transmitted as an incomplete 360 due to the above circumstances. The 360 report should include the following:
1. Update on conditions, confirm fire location.
 2. Rescue potential (if any exist).
 3. Exposure potential (if any exist and priority if multiple exist).

4. Life hazards (if any exist) - Reported directly to responding BC with acknowledgment.
5. Designate A (Alpha) side if not designated during initial report of conditions
6. Choose a Strategy (Offensive or Defensive) or update Mode of Operation.
7. Assume appropriate ICS position (IC, Fire Attack, Interior, Floor Division, Rescue Group, Exposure Group, etc.).

Example: "E392, 360 is complete. We have a well-established fire in the Alpha/Bravo corner, the alpha side will be the address side, this will be an offensive strategy and E392 will be assuming fire attack transitioning the fire until RIC is established."

Incomplete 360 Example: "E392, 360 is incomplete due to a large dog to the rear of the structure. We have a well-established fire in the Alpha/Bravo corner, the alpha side will be the address side and this will be an offensive strategy. E392 will be assuming fire attack transitioning the fire until RIC is established."

3. Choosing a Mode of Operation

- A. The individual in charge of the first arriving unit must decide on an appropriate commitment for their unit. This decision shall be stated as part of the "Curb Side" report but may be updated or changed after the "360 report". This will be one of the following three modes:

- i. **Investigating** – These situations generally require investigation by the first arriving unit. The personnel will utilize their portable radio to communicate conditions while in the process of investigating the conditions. Command function will remain with the person in charge of the first arriving unit and all findings during the investigation shall be reported on the main channel.

Example: "BERDU, E392 on scene we have a small single story residential with nothing showing, we'll be in the investigation mode."

- ii. **Attack** - situations which require immediate action to stabilize the incident, such as small interior fires, require

that the officer quickly decide how to commit the company. Where a rapid-fire attack is critical the individual in charge shall notify Dispatch of their action. Command function will remain with the person in charge of the first arriving unit until arrival of the second unit, and then command will transfer to that officer.

- iii. **Command** - situations that require primarily command actions. Incidents by their size, complexity, or potential, which require strong, direct, overall command from the outset. The person in charge of the first arriving unit will assume the command position and maintain that position until properly relieved. The person in charge of the first arriving unit will assign any remaining crew member as needed. Once command is established it shall be reported on both the command and tactical frequencies with the Incident Command Post (ICP) location.

Example: Command Channel: "BERDU, Chief 6000 is on scene assuming command as 5th IC, the ICP will be located on the A/B corner of the structure."

Tactical Channel: "All units on the 5th street incident, Chief 6000 has established command as 5th IC, the ICP location is on the A/B corner of the structure."

4. **Establishing Command**

- A. If the first unit to arrive does not establish command (attack mode) the second unit or officer to arrive shall assume command and remain in command until relieved or the incident is terminated. The radio designation "IC" shall be used with a brief description of the incident location with reference to major building, street, or geographical location. This designation will not change through the duration of the incident. The unit that assumes command will also give incident updates to Comm-Center as needed. Once command has been established, all communications with dispatch should come from the IC or designee.

5. **Assignment of responding units**

- A. All units responding to multiple unit responses shall follow standard responding and staging procedures.

- B. All units shall check in and receive an assignment from the IC prior to engaging in any operation at the scene.

6. Command Communications

- A. "All Clear" is the term to be used to notify dispatch that a primary search has been completed.
- B. "Under Control" indicates that the situation has been stabilized.

7. Transfer of Command

- A. The transfer of command should follow these procedures:
 - 1. The arriving officer assuming command will meet face-to-face if possible with the officer being relieved and formally communicate the transfer via radio on the command and tactical frequencies.
 - 2. The officer being relieved will brief the officer assuming command indicating the following:
 - a. General situation status
 - b. Fire location, extent, conditions and extension.
 - c. Effectiveness of control efforts.
 - d. Deployment and assignments of operating companies
 - e. Appraisal of needs for additional resources

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Employee Assault**

POLICY NUMBER: **214**

EFFECTIVE DATE:

I. **PURPOSE**

1. Identify standard procedures for incidents where personnel are threatened or assaulted.

II. **SCOPE**

1. This directive shall apply to all employees who respond to emergency incidents or interact with the public.

III. **POLICY**

1. The first effort is to try and avoid situations that may result in an assault of Newberry Fire personnel. If personnel find themselves in a situation where their safety is threatened the procedures in this directive should guide personnel action. Code 3 or 10-99 requests for Law Enforcement shall only be used for the immediate life safety of citizens and/or Newberry Fire personnel. Code 3 requests will imply that personnel are not Code 4 and cannot provide additional details.

IV. **PROCEDURE**

1. Unit or Personnel with Radio in Field
2. Any employee that feels threatened or that their safety is at risk should immediately attempt to exit from the interaction to a safe location.
3. Immediately contact dispatch and request law enforcement.
 - A. If you have successfully moved to a safe location, an example request would be "BERDU, E392 requesting law enforcement for threatening crowd, we have moved to 123 Main St. and are Code 4 at this time."

- B. If you are in immediate danger or being assaulted, you can use the “10-99” Code for immediate assistance. An example would be; “BERDU E392, 10-99.”
 - C. If you are in danger of being assaulted, you can also use clear text; “BERDU E392 requesting law enforcement Code 3. We are being assaulted and unable to retreat.”
- 4. Continue to attempt to escape or de-escalate the situation.
- 5. Give dispatch any additional information you can on your exact location and situation.
- 6. Personnel shall state Code 4 or all clear when law enforcement is on scene and personnel are safe.
- 7. Units or personnel not involved in the incident should not transmit on the affected radio channel. Dispatch will announce “Emergency Traffic Only” and may assign a secondary Command channel for use until the personnel state they are Code 4 and dispatch states “All Clear”.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **BEE Swarm Response**

POLICY NUMBER: **215**

EFFECTIVE DATE:

I. **PURPOSE**

1. To provide an emergency response guideline for dealing with incidents involving bee swarms.

II. **BACKGROUND**

1. Firefighters have earned a reputation for “being there” when needed and of being capable of handling any emergency situation.
2. AFRICANIZED HONEY BEE
 - A. The Africanized Honey Bee (AHB) is now approaching our operation area and the Fire Department must consider its role in a potential emergency situation involving these pests or their counterparts.
 - B. The European Honey Bee (EHB), for the intent of this response guide, will be treated as AHB attacks, if multiple stings or mass attack occurs.

III. **MISSION**

1. When responding to a rescue where bees are involved directly or indirectly, the mission of the Newberry Springs Fire Department shall be to rescue the individual from immediate danger and to provide emergency treatment as necessary.

IV. **POLICY**

1. Newberry Springs Fire Department **will respond only to life threatening situations that involve bee attacks.**
2. The purpose of Newberry Fire’s response is to remove any victim(s) from the hazard area and begin treatment as soon as possible

3. Newberry Springs Fire Department **shall not respond** to “pest control” calls (i.e. not posing an immediate threat to the public).

4. OPEN AREA

- A. Non-emergency situations shall be referred to the County Department of Agriculture/ Department of Weights and Measures for the County of San Bernardino if in an open area.

5. STRUCTURE

- A. A private pest control company shall be contacted if bees are in a structure.

V. PROCEDURE

1. All responding personnel shall be in full turnout gear including fire hood prior to arrival on scene.
2. The engine shall stop at a safe distance from the scene (one half mile).
 - A. **All personnel** shall tape each cuff, pant to boot, with duct tape.
 - B. **All personnel** shall don the bee net over the helmet and secure the tie strap.
 - C. The **engineer** may not don the bee net until he arrives on the scene.
 - D. **All personnel** shall then tape each sleeve to the glove with duct tape and seal the coat to pant with the elastic cord.
3. When arriving on scene the **captain** shall use the public address system to advise bystanders to leave the area or get inside a structure.
4. **Medical personnel** shall stand by in their vehicle with windows and vents closed.
5. If vehicles are equipped with air conditioning, it shall be turned on to maximum cold, this will slow bee activity if they are introduced into the vehicle.

VI. VICTIM RESCUE

1. Responding units should stage at least 100 feet from the incident.
2. If attack is still in progress:
 - A. Suppression crew sets up for foam application.
 - B. Hose lay is made and one firefighter extends the line to the victim with a fog pattern. Foam shall be set to no less than 1% nor more than 3%.
 - C. Foam is applied to the victim with a fog pattern 60 degrees.
 - D. If a flight path to the victim is observed, the foam spray should be directed vertically into it.
 - E. One Firefighter maintains the foam application, and the other firefighter will brush away any bees still on the victim.
3. If the victim is ambulatory:
 - A. Firefighters will walk the victim to the medic.
 - B. Vertical foam spray will be maintained for protection as needed.
4. If the victim is not ambulatory:
 - A. The engineer shall secure the equipment needed to move the patient and bring it to the victim.
 - B. Firefighters will move the patient to the medic unit.
 - C. Vertical foam spray will be maintained for protection as needed.
 - D. The patient will be washed off when in a safe location to remove foam application.

VII. POST RESCUE RESPONSIBILITIES

1. The engine company shall remain on the scene until:
 - A. Scene is secured.
 - B. Bees no longer present any danger to the public.

2. BEES IN OPEN AREA

- A. If the bees are located in an open area, such as brush or tree limb, destroy them with foam application.

3. BEES IN ENCLOSED AREA

- A. If the bees are located in an enclosed or hard to reach area, contact a Pest control company and advise:

- 1. You are on scene of a mass stinging incident.
- 2. You need to have the remaining bees destroyed.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Public Service Request – Dangerous Animals/Reptiles**

POLICY NUMBER: **216**

EFFECTIVE DATE:

I. **POLICY**

1. It has been established as Fire Department policy that the routine handling of dangerous animals or reptiles shall be referred to the local animal control authority, unless extenuating circumstances dictate a more rapid intervention.

II. **PROCEDURE**

1. The Department's dispatch center should be made aware of the proper local responder.

- A. Animal Control/Public Health.
- B. The Humane Society.

2. **RESPONDER NOT IMMEDIATELY AVAILABLE**

- A. If a life threatening or immediate health hazard exists, and the proper responder would not, or could not, arrive in a timely manner, then the Department should be responsible to take action until the arrival of the local animal authority.
- B. Proper action on the part of the engine company, in many cases, is dictated by the immediate situation and common sense.
- C. Suggested actions are:
 1. Notification of animal control and the local law enforcement.
 2. Keep citizens and animals away from rabid or poisonous animals.
 3. Keep track of the problem animal noting the direction of travel and description.

4. Dispatch should advise the reporting party to also keep track of the animal, if possible, without danger to themselves or others.
5. Shooting the animal by Department Peace Officers with weapons is not appropriate, unless, the on scene officer is directed to by animal control or the animal presents a direct physical threat to the citizenry.
6. Actions such as entrapment, containment, covering, freezing, etc., should only be conducted when there is a life threatening situation and employees can be safely protected.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Public Service Request – Locked Vehicle/Structure**

POLICY NUMBER: **217**

EFFECTIVE DATE:

I. **POLICY**

1. It is established as Fire Department policy that requests to open vehicles or structures in non-emergency situations shall be courteously referred to the appropriate private sector, e.g. locksmith, tow truck, etc.

II. **PROCEDURE**

1. We will lend our assistance in emergency situations, these include:

A. Locked car or structure with:

1. Ill or unconscious person(s).
2. Unattended children.
3. Unattended animals.

B. In situations that may have an immediate life-threatening problem because of:

1. Weather.
2. Fear.
3. Asphyxia.
4. Other related reasons requiring forcible entry.

C. If there is reason to believe that an emergency exists but is not readily visible to the responder, e.g. inside a structure.

2. Minimize Liability

A. As a minimum take the following steps to prevent or lessen liability if forcible entry is required:

1. Secure and record positive identification on requesting party and their interest in property, e.g. owner, lessor, etc.
2. Request law enforcement to respond to the scene.
3. Advise requestor that some damage can and will occur from forcible entry.
4. Try all openings, doors and windows first.
5. If glass must be broken consider occupant safety. Wind wings are the least expensive.
6. If victim is an animal, consider responder safety once entry is made, can the animal be controlled?

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: Staging

POLICY NUMBER: 710

EFFECTIVE DATE:

I. PURPOSE

1. To provide a uniform method of assembly upon arrival at an incident prior to deployment.
2. To reduce incident congestion and provide for the best tactical deployment model of resources on an Incident scene.

II. DEFINITIONS

1. I/C – Incident Commander
2. STAM – Staging Area Manager
3. LEO – Law Enforcement Officer
4. PSAP – Public Safety Answering Point

III. RESPONSIBILITY

1. All personnel shall be familiar and operate within Level 1 and Level 2 Staging areas as directed by the first in Company or I/C.
2. All personnel shall coordinate as directed while awaiting clearance or further direction from an LEO.

IV. PROCEDURE (FIRE BASED)

1. LEVEL 1 STAGING (FIRE BASED EVENT)

- A. Level 1 staging applies to normal day to day alarms that are usually handled by the initial assigned resources.
- B. The first-in engine company shall respond directly to the scene and position to allow for placement of additional specialized companies.
- C. All other units shall stage approximately 1-2 blocks from the scene until directed into the scene by the I/C. In the event the first-in company opts to commit to “Attack Mode”, by default the next in company shall respond in and the Company Officer shall assume I/C. Staging resources shall remain staged until directed in by the I/C to the scene.
- D. Units staging at least one block out shall notify BERDU verbally of their location and any additional information applicable to the event such as:
 - 1. Direction in relation to the incident
 - 2. Access
 - 3. Anything deemed appropriate to incident operations by the company officer
- E. Staged units should remain ready status to respond into the scene once summoned by the I/C (first-in Engine if I/C isn’t established).
- F. Special considerations should be given to staging location in relation to school zones, hospitals, churches, parks, etc., and the dynamic of civilian movement while staged.

2. LEVEL 2 STAGING (FIRE BASED EVENT)

- A. Level 2 staging area(s) should be established anytime an incident escalates beyond control of the normal first alarm resources or as determined by the I/C.

- B. Resources should report as directed by BERDU to the appropriate named staging area, check in with the STAM and remain ready for deployment.
- C. The STAM shall keep the I/C or Operations Section of resources that have arrived and are available for deployment.
- D. Upon request from the I/C or Operations Section, the STAM shall assign an available resource and communicate the reporting location, frequency (if any changes) and contact upon arrival to the assignment to the I/C, Operations Section (if assigned) and unit being deployed.
- E. If the staging area becomes depleted of available resources the STAM should notify either the I/C or Operations Section as a reminder for consideration of additional resource requests from BERDU.
- F. The STAM has the ability to go direct with BERDU to verify resources assigned to the event for tracking.
- G. In the event of a Life Hazard Alert, it shall be the responsibility of the STAM to assure that each resource assigned to the staging area has been briefed prior to deployment.
- H. Consideration must be given to size and type of resources being committed. In addition, a travel plan and parking area must be established.
- I. Consideration must be given for multiple staging areas based on capabilities (EMS, Fire, Law).

V. PROCEDURE (LAW BASED)

1. LEVEL 1 STAGING (LAW BASED EVENT)

- A. Level 1 staging for Law Enforcement based events is applied to routine day to day calls where assistance is required by LEO personnel for equipment, EMS or other needs.
- B. Based on the request from Law Enforcement the company shall either report to:

1. Reporting location on the scene
 2. Standby position established for LEO support (Swat op's, etc...)
 3. General location outside the perimeter as would normally be in effect for Fire based events.
- C. BERDU shall be notified of the general location resources are staging if not designated by Law Enforcement at the time of dispatch.
- D. Once staged a resource should check periodically with BERDU if not summoned into the scene within a reasonable amount of time by an LEO.

2. LEVEL 2 STAGING (LAW BASED EVENT)

- A. Level 2 staging for a Law Enforcement based event should be identified based on intelligence being gathered by Call Takers at both the Law PSAP and Fire PSAP.
- B. Should the event be deemed an escalating event in which there are potentially multiple victims or different levels of support are needed, every effort should be made to contact the LAW Incident Commander prior to arrival for direction.
- C. In the event that we are unable to establish a staging location prior to arrival, the first in Company Officer or Chief Officer shall advise all other units to Level 1 stage until further direction can be determined.
- D. The first in Company Officer or Chief Officer should report to an LEO on the perimeter and determine the location of Law Enforcement's ICP.
- E. Once an ICP location has been identified, the Company Officer or Duty Chief shall identify him/herself to the Incident Commander and advise of the resource commitment from fire/ems and our current status. Emphasis shall be placed on gathering intelligence about the incident (such as number of victims, situation, Law enforcement's needs from us, reporting location for our units).

- F. Efforts should also be placed on entering into a Unified Command (if applicable) to support the operational needs of the event. In this case, a staged unit shall be named STAM and shall assume control of Fire/EMS resources for deployment.
- G. The first in Company Officer (until relieved) or Chief Officer should not leave the ICP unless directed to do so by a LEO. Every effort shall be made to remain with the Law Enforcement Incident Commander (except to provide for personal safety).

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: INCIDENT STRESS DEBRIEFING

POLICY NUMBER: 401

EFFECTIVE DATE:

I. PURPOSE

1. To establish a policy and procedure to meet the needs of personnel in areas of incident stress debriefing and managing challenges we are faced with on a daily basis.

II. PROCEDURE: CRITICAL STRESS INCIDENT DEBRIEFING

1. Any Fire District Officer may initiate the process for personnel to be debriefed in situations such as, but not limited to:
 - A. Major fires
 - B. Mass casualty incidents
 - C. Incidents involving family members
 - D. Incidents involving other fire personnel
2. All requests for debriefing shall be approved by a Chief Officer or designee.

III. EMPLOYEE ASSISTANCE PROGRAM

1. For counseling, any Fire District personnel can request the services of “First Responder of California” for themselves and their family members by calling [\(408\) 869-5611](tel:4088695611) 24/7 services

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: PROTECTIVE CLOTHING

POLICY NUMBER: 402

EFFECTIVE DATE:

I. PURPOSE

1. To establish an inventory of personal protective clothing for all safety personnel and to provide guidelines for the proper use of protective clothing to ensure firefighter safety in hazardous environments.

II. COMPLIANCE

1. The Newberry Springs Fire Department provides appropriate personal protective safety clothing and equipment in accordance with applicable federal, state, and local laws and standards to protect personnel in hazardous situations.

III. RESPONSIBILITY

1. All personnel are responsible for wearing the appropriate protective clothing when responding to hazardous situations.
2. Any personnel entering the perimeter of an incident must wear the required protective clothing.

IV. STRUCTURAL TURNOUT GEAR

1. Complete structural turnout gear shall consist of the following:
 - A. Helmet (per NFPA 1972) Phoenix Style:
 1. Chief Officers – White
 2. Captains – Red
 3. All others – Yellow

B. Helmet Shields - “LA 6 inch Shields” (per NFPA 1972):

1. Chief Officers – White with white background and red lettering, 2 lines. The top line shall read the title. The bottom line shall display “NSFD”. Rank insignia in the center.
2. Captain – White with black background and white lettering, 2 lines. The top line shall read title. The bottom line shall display “NSFD”. Rank insignia in the center.
3. Engineer - Red with white background and black lettering, 2 lines. The top line shall read title. The bottom line shall display “NSFD”. Rank insignia in the center.
4. Firefighter – Black with White background and Black lettering, 2 lines. The top line shall read title. The bottom line shall display “NSFD”. FD Scramble insignia in the center.
5. Probation - Green with White background and Black lettering, 2 lines. The top line shall read title. The bottom line shall display “NSFD”. FD Scramble insignia in the center.

C. Turnout Coat – Fire Department Approved Turnout Coat

D. Turnout Pants – Fire Department Approved Turnout Pants

E. Turnout Suspenders (per department specifications; customized suspenders allowed with Company Officer approval)

F. Structure Gloves (per NFPA 1973)

G. Turnout Boots (per department specifications)

V. WILDLAND FIRE GEAR

1. Complete wildland gear shall consist of the following:

A. Wildland Helmet with full shroud, chin strap, and goggles

B. Wildland Jacket – Fire Department Approved Wildland Jacket

C. Wildland Pants (WorkRite Tactical Dual compliant Midnight navy or black pants)

1. NOTE: Dual Compliant Wildland Pants in the color BLACK are for Chief Officers only

D. Wildland Boots (department approved and OSHA approved)

E. Wildland Gloves

2. Web Gear, including:

A. Canteen

B. Fire Shelter

C. Web Harness

D. Flagging Tape

VI. UNDERGARMENT REQUIREMENTS

1. All personal protective clothing shall be worn only over natural fiber materials (e.g., cotton, wool) or Nomex clothing.
2. Full-length pants and a short-sleeved shirt must be worn underneath gear.
3. Undergarments shall also be made of natural fibers.

VII. GEAR USAGE REQUIREMENTS

1. Personnel must don personal safety gear before responding to an emergency.
2. Full structural protective clothing is required for:
 - A. Structure fires
 - B. Vehicle fires

C. Vehicle accidents

1. NOTE: Anything off the freeway, personnel may wear a wildland Jacket in replacement of structure jacket
2. Reflective vests and helmets required if traffic is the only hazard.

D. Hazardous materials incidents

3. Complete wildland protective clothing is required for all wildland incidents.

VIII. INCIDENT COMMAND EXCEPTIONS

1. The Incident Commander may authorize temporary deviations from this policy based on the needs and demands of the scene.
2. Personnel shall never engage in emergency activities without the appropriate protective clothing.

IX. PPE CLEANING & MAINTENANCE

1. To prevent contamination, all soiled personal protective equipment (PPE) must be properly cleaned after each incident and returned to service.
2. Protective clothing must be maintained per manufacturer instructions.
3. Regular inspection, proper repair, and timely retirement of gear are required.
4. Avoid storing clothing in direct sunlight to prevent UV degradation.

A. Inspection Procedures

1. Protective clothing must be inspected every six months and/or after exposure to hazardous conditions.
2. Key areas for inspection include rips, burns, stitching integrity, and moisture barrier seams.

B. Cleaning Procedures

1. Protective clothing must be washed every six months.
2. Only department-approved detergents and non-chlorine bleaches may be used.
3. Proper washing, rinsing, and air-drying techniques must be followed to maintain integrity.

C. Other Cleaning Procedures

1. **On-Scene Cleaning:** Flush clothing with water to remove contaminants.
2. **Public Exposure Precautions:** Avoid exposing soiled clothing to the public, particularly children.
3. **Spot Cleaning:** Pre-treat stains with approved detergents and spot cleaners.
4. **Boot and Glove Maintenance:** Leather boots and gloves must be maintained, cleaned, and replaced when necessary.
5. **Helmet and Goggle Cleaning:** Use mild detergent and non-abrasive cleaners.

X. GENERAL SAFETY EQUIPMENT

1. Issued safety equipment and clothing shall not be modified or altered.
2. Damaged or worn-out equipment must be reported and replaced immediately.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: BLOODBORNE PATHAGENS & POST-EXPOSURE PROTOCOLS

POLICY NUMBER: 403

EFFECTIVE DATE:

I. PURPOSE

1. The purpose of this policy is to establish comprehensive guidelines for the immediate and long-term management of Newberry Springs Fire Department (NSFD) personnel who experience occupational exposure to bloodborne pathogens or other communicable diseases. This policy ensures compliance with OSHA regulations, California Health & Safety Code §1797.188, and federal legislation including the Ryan White Comprehensive AIDS Resources Emergency Act.

II. SCOPE

1. This policy applies to all NSFD personnel who provide pre-hospital emergency care or may come into contact with potentially infectious materials in the course of their duties.

III. DEFINITIONS

1. Exposure: Direct or indirect contact with blood, bodily fluids, or airborne agents in a manner likely to transmit disease (e.g., needle stick, mucous membrane contact, contact with non-intact skin).

2. Communicable Disease: An infectious disease transmissible by contact with infected individuals or contaminated surfaces or substances.
3. Medical Surveillance Program: Ongoing monitoring and follow-up for personnel exposed to infectious agents.
4. Infection Control Officer (ICO): Designated individual responsible for reviewing, documenting, and managing infectious disease exposures within the department.
5. Ryan White Act: Federal legislation mandating notification of emergency responders when exposed to communicable diseases during transport or care of patients.

IV. POLICY STATEMENT

1. NSFD is committed to ensuring the health and safety of its personnel. Any member who has experienced a possible exposure to a communicable disease shall receive prompt evaluation, documentation, and follow-up care, including medical surveillance and counseling if needed.

V. IMMEDIATE POST-EXPOSURE PROCEDURES

1. Employee Responsibilities

A. Immediate Decontamination:

1. Wash the affected area with soap and water immediately.
2. If eyes are involved, flush with sterile saline or clean water for at least 15 minutes.

B. Report the Exposure:

1. Notify the on-duty Supervisor immediately.

2. Notify the Infection Control Officer as soon as practical.

C. Complete Exposure Documentation:

1. Fill out the "Communicable Disease Exposure and Notification Report" before the end of shift.

- a. Include full details:

- i. Nature of exposure (e.g., needle stick, splash, mucous membrane)
- ii. Activity being performed
- iii. Route of exposure (e.g., contact, airborne)
- iv. PPE used at the time
- v. Source patient details if known

D. Situations Requiring Reporting Include:

1. Needle stick injury
2. Laceration with contaminated object
3. Splash to eyes, mouth, or broken skin
4. Unprotected mouth-to-mouth resuscitation
5. Exposure deemed significant by the employee

VI. SUPERVISOR RESPONSIBILITIES

- 1.** Ensure immediate medical care is offered to the employee.
- 2.** Review the exposure report for completeness and accuracy.
- 3.** Forward the completed report to the Fire Chief.
- 4.** Initiate Workers' Compensation reporting if applicable.
- 5.** Provide emotional support and ensure the employee is not left alone during high-stress incidents.

VII. INFECTION CONTROL OFFICER (ICO) RESPONSIBILITIES

- 1.** Evaluate all submitted reports within 24 hours.
- 2.** If exposure is confirmed:
 - A.** Schedule a medical evaluation with the Department Physician or designated clinic within 48 hours.
 - B.** Contact the receiving medical facility to initiate patient source testing in accordance with the Ryan White Act.
- 3.** If no exposure is deemed to have occurred:
 - A.** Provide counseling to the employee regarding risk.

- B. Document findings and file accordingly.
- 4. Coordinate ongoing support:
 - A. Offer or refer for psychological counseling or stress management.
 - B. Include family/spouse in counseling as appropriate.
- 5. Log the incident in Emergency Reporting.
- 6. Coordinate any necessary follow-up testing or prophylaxis.

VIII. MEDICAL SURVEILLANCE PROGRAM

- 1. Offered to all personnel following significant exposure.
- 2. Includes:
 - A. Baseline and follow-up blood testing (e.g., HIV, Hep B, Hep C)
 - B. Medical evaluations
 - C. Immunizations or prophylactic treatments if needed
 - D. Crisis intervention support for personnel and family

IX. RYAN WHITE ACT COMPLIANCE

- 1. Under the Ryan White Act, medical facilities must notify NSFD of any patient that is transported and who is later diagnosed with an airborne communicable disease.

2. The Infection Control Officer will:
 - A. Notify the exposed personnel(s).
 - B. Schedule evaluations.
 - C. Ensure confidentiality of all patient information.

X. ADMINISTRATIVE PROCEDURES

1. Documentation Requirements

- A. The following documents must be completed and submitted as appropriate:

1. “Communicable Disease Exposure and Notification Report”

- a. Refer to Policy 403-A for the “Communicable Disease Exposure and Notification Report” form

2. “Employer’s Report of Occupational Injury or Illness” (DWC Form 5020)

- a. <https://www.dir.ca.gov/dosh/doshreg/form5020.pdf>

3. “Documentation of Possible Exposure to a Reportable Communicable Disease” (Public Health Form)

- a. <https://www.cdph.ca.gov/Programs/PSB/Pages/CommunicableDiseaseControl.aspx>

2. Form Handling

- A. Goldenrod copy: Sent to hospital Infection Control Office

- B. Canary copy: Sent to County Epidemiology
- C. White copy: Retained in department exposure file
- D. Pink copy: Retained by employee

XI. EXPOSURE DETERMINATION CRITERIA

1. Use the following to evaluate whether a true exposure has occurred:

A. Bloodborne Pathogen Exposure

1. Was there contact with:

- a. Blood?
- b. Semen?
- c. Vaginal secretions?
- d. Other visibly contaminated body fluids?

2. Did this contact occur via:

- a. Needle stick or cut?
- b. Non-intact skin?
- c. Mucous membrane?
- d. Eye, nose, or mouth?

3. If YES to both, exposure has occurred.

4. Other Exposure Types

- a. Airborne: Coughing, sneezing, or speaking by infected individual in close proximity.
- b. Fecal/Oral: Contact with contaminated water/food, ingestion of fecal matter.
- c. Vector-Borne: Disease transmitted via insects (e.g., ticks, mosquitoes).

XII. DISEASES REQUIRING IMMEDIATE NOTIFICATION

1. The following are examples of reportable communicable diseases (not exhaustive):

- A. Tuberculosis
- B. HIV/AIDS
- C. Hepatitis A, B, C
- D. Meningococcal Infections
- E. Diphtheria
- F. Rabies
- G. Measles
- H. Pertussis (Whooping Cough)

I. Ebola

2. Refer to California Department of Public Health for a full list of reportable diseases.
-

XIII. CONTACT INFORMATION

1. Maintain a current directory of local hospital infection control contacts and ensure all field units carry exposure documentation packets at all times. This information shall be reviewed and updated annually.

XIV. REVIEW AND TRAINING

1. This policy will be reviewed annually and updated as needed.
2. All personnel shall undergo annual training in exposure control procedures and the use of PPE.
3. Infection control drills may be conducted as part of regular training schedules.

XV. POLICY COMPLIANCE

1. Failure to comply with this policy may result in disciplinary action, up to and including termination, as well as potential exposure to infectious diseases without proper treatment or documentation.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Communicable Disease Exposure and Notification Report**

POLICY NUMBER: **403-A**

EFFECTIVE DATE:

Communicable Disease Exposure and Notification Report

This form must be completed and submitted before the end of shift following any exposure incident.

A. Employee Information

- **Name:** _____
 - **Employee ID (if applicable):** _____
 - **Job Title/Role:** _____
 - **Incident Number:** _____
 - **Date of Exposure:** ____ / ____ / ____
-

B. Exposure Incident Details

- **1. Nature of Exposure (check all that apply):**
 - ☐ Needle stick
 - ☐ Laceration with contaminated object
 - ☐ Splash to eyes
 - ☐ Splash to mouth
 - ☐ Splash to broken skin
 - ☐ Unprotected mouth-to-mouth resuscitation
 - ☐ Other (describe): _____

- **2. Activity Being Performed at Time of Exposure:**

- **3. Route of Exposure (check all that apply):**

- ☐ Percutaneous (e.g., needle stick)
- ☐ Mucous membrane (e.g., eyes, mouth)
- ☐ Contact with broken skin
- ☐ Airborne
- ☐ Other: _____

- **4. Personal Protective Equipment (PPE) Worn at Time:**

- ☐ Gloves
- ☐ Eye Protection
- ☐ Face Mask / N95
- ☐ Gown
- ☐ None
- ☐ Other: _____

C. Source Patient Information (if known)

- **Name:** _____
- **Date of Birth:** ____ / ____ / ____
- **Incident Number:** _____ - _____
- **Address of Incident:** _____
- **Suspected or Known Illness(es):**

D. Witness Information (if applicable)

- **Name of Witness(es):** _____
- **Contact Info:** _____
- **Statement/Notes:**

E. Reporting Criteria (Check if applies to this case):

- ☐ Needle stick injury
- ☐ Laceration with contaminated object
- ☐ Splash to eyes, mouth, or broken skin
- ☐ Unprotected mouth-to-mouth resuscitation
- ☐ Exposure deemed significant by the employee

F. Initial Actions Taken

- **First Aid Administered (describe):**

- **Reported To (Supervisor/Designated Officer):** _____

- **Date Reported to Supervisor: :** ____ / ____ / ____

- **Medical Evaluation Sought?** ☐ Yes ☐ No

o If yes, facility name: _____

G. Employee Signature

I certify the above information is true and complete to the best of my knowledge.

Signature: _____

Date: ____ / ____ / ____

H. Supervisor/Designated Officer Review

- **Reviewed by:** _____
- **Signature:** _____
- **Title:** _____
- **Date Reviewed:** ____ / ____ / ____
- **Comments/Follow-Up Actions:**

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: Bloodborne Pathogens – Scene Operations

POLICY NUMBER: 404

EFFECTIVE DATE:

I. PRECAUTIONS

1. The blood, body fluids, and tissues of all patients are considered potentially infectious. Universal Precautions and Body Substance Isolation procedures will be adhered to for all patient contact.
2. It is recommended that employees use maximal PPE for each situation.
3. While complete control of the emergency scene is not possible, every effort will be made to minimize splashing, spraying, or aerosolization of body fluids during scene operations.

II. MINIMUM EMPLOYEE CONTACT

1. The minimum number of employees necessary to safely complete the task will be utilized for all on-scene operations.
2. Employees not immediately required for operations will maintain a safe distance from the scene to avoid exposure to communicable diseases.

III. HAND WASHING

1. Hand washing is the most important infection control procedure.
2. Employees will wash their hands following these activities:
 - A. After removing PPE
 - B. After each patient contact
 - C. After handling potentially infectious materials
 - D. After cleaning or decontaminating equipment

- E. After using the bathroom
 - F. Before eating
 - G. Before and after handling or preparing food
3. Hand washing will be performed with liquid or granulated soap and water for 10-15 seconds.
 4. If soap and water are not available on-scene, a waterless hand wash may be used, but employees must perform a soap and water wash as soon as they return to quarters or a hospital.

IV. PROHIBITED ACTIONS

1. At the scene and/or enroute, the following actions are prohibited:
 - A. Eating
 - B. Drinking
 - C. Smoking
 - D. Handling contact lenses
 - E. Applying cosmetics or lip balm

V. SHARPS

1. Used needles and other sharps will be disposed of in approved sharps containers.
2. Needles must not be:
 - A. Recapped
 - B. Bent
 - C. Broken
 - D. Separated from disposable syringes
3. The most common occupational blood exposure occurs when needles are recapped.
4. Sharps containers will be readily accessible on-scene.

VI. RESUSCITATION

1. Disposable resuscitation equipment will be used whenever possible.
2. For CPR or Rescue Breathing, the order of preference is as follows:
 - A. Disposable bag-valve mask
 - B. Demand valve resuscitator with disposable mask
 - C. Disposable pocket mask with one-way valve
 - D. Mouth-to-mouth resuscitation
3. Mechanical ventilation devices (e.g., BVM, NPA, OPA) should be used as the optimal means for providing ventilatory support.
4. Mouth-to-Mouth and Mouth-to-Nose Resuscitation:
 - A. Mouth-to-mouth and mouth-to-nose resuscitation should only be performed as a last resort if no other equipment is available.
 - B. All employees will be issued pocket masks with one-way valves to minimize the need for mouth-to-mouth resuscitation.
 - C. Disposable resuscitation equipment will be kept readily available during on-scene operations.

VII. CONTAMINATED ITEMS

1. Contaminated items, such as gloves, gowns, airway adjuncts, and any bandaging materials, will be placed into red biohazard bags and disposed of appropriately.
2. The Fire Officer or scene supervisor will ensure that contaminated items, such as bandaging material, patient clothing (if contaminated with blood or bodily fluids), or sharps, are not left unattended at the emergency scene.
3. All contaminated items will be placed into a designated container or biohazard bag and transferred to the ambulance crew for proper disposal.
4. If the above procedures cannot be followed, contaminated items will be transported back to the fire station for disposal.

5. Personal protective equipment will be removed immediately upon leaving the work area and as soon as possible if contaminated.
6. After use, all PPE will be placed in leak-proof bags, color-coded, marked as biohazard, and transported back to the station or handed over to the ambulance service for disposal.
7. At the conclusion of on-scene operations, all potentially contaminated patient care equipment will be removed for proper disposal or decontamination and reuse.

VIII. PUBLIC RELATIONS

1. On-scene public relations will be managed by the Duty Officer or Senior Firefighter if Duty Officer isn't available.
2. The public will be reassured that infection control PPE is used routinely to protect employees and victims. The use of PPE does not imply the presence of a communicable disease in the patient.
3. No medical information will be disclosed at the scene.
4. Media inquiries will be referred to the Department's Chief Officers.
5. Patient confidentiality will be maintained at all times, including information about injured employees.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: HIGH-VISIBILITY PUBLIC SAFETY VESTS - USE OF

POLICY NUMBER: 405

EFFECTIVE DATE:

I. PURPOSE

1. In order to meet the Department of Transportation (DOT) requirements (23 CFR Part 634), the Department is mandated to provide and wear ANSI 107-2004 High-Visibility Public Safety Vests as of November 24, 2008. The new law is to reduce the likelihood of worker fatalities or injuries caused by motor vehicles along Federal-aid highways.

II. DEFINITION

1. Federal-Aid Highway – All roads (Inter-States, Highways, County Roads), which are eligible for federal aid. Defining exact roads would be difficult to pinpoint and keep updated. Therefore, the best practice for abiding by this regulation is to include all Inter-States, Highways and County Roads as ‘Federal-Aid Highways’.
2. Public Safety Vest- ANSI 107-2004 compliant High-Visibility Public Safety Vest as issued by the Department.

III. RESPONSIBILITY

1. Emergency responders and firefighters working within the right-of-way of any Roadway who are exposed to traffic shall wear the high-visibility safety vest.
2. It is the responsibility of each Company Officer, Duty Officer, and Fire Chief, to make sure that the personnel under their direct command are following this safety order.

3. Any County Fire employee while acting on duty and working in any situation on any Roadway shall perform such tasks while wearing an ANSI 107-2004 compliant vest under this safety order.

IV. PROCEDURE

1. All responders, when working on any Roadway where they are exposed to vehicle traffic and not directly exposed to heat, flame, fire or hazardous material must be wearing the vest.
2. All responders directing traffic along any Roadway must be wearing the public safety vest.
3. All operations on any Roadway shall be in accordance with the Department Directive 3021 Maneuvering/Safe Parking While Operating In Or Near Vehicle Traffic to assure maximum personnel safety.

V. VEST EXEMPTIONS

Several unique incident types may be encountered where the donning of a highway safety vest may actually increase the risk of injury for the fire department member or where wearing of a vest may in fact be otherwise impractical. In these cases, the wearing of a vest may actually conflict with employee safety and protective equipment due to competing hazards and personal protective equipment requirements established under OSHA, NFPA, and Code of Federal Regulations. Under these limited situations, the requirement for donning ANSI-compliant vests by members directly involved in hazard area “Hot Zone” activities is modified.

Incident Command is responsible for establishing a “Hot Zone” for areas of work to be performed and the personnel designated to be exempt from the vest requirements.

The exemptions for wearing a highway safety vest applies only to members directly involved in activities within an established “Hot Zone” and only when the “Hot Zone” is protected from the hazards of moving traffic by apparatus blocking, lane closures, etc. - Directive 3012.

The required ANSI-compliant Highway Safety vest need not be worn when a member is required to;

- A. Don structural PPE and SCBA to work in close proximity to a source of heat such as during suppression of a vehicle fire.
- B. Don hazardous material personal protective equipment to avoid potential exposure to chemicals or other contaminants.

- C. Don technical rescue PPE and/or equipment for a technical rescue incident such as extrication, high or low-angle rope rescue, swift water rescue, etc.
- D. Don wildland fire protective PPE during a wildland fire incident to work in close proximity to a source of heat such as during the suppression of a wildland fire.

All employees on-scene performing duties or involved in activities other than those listed above are required to don ANSI-compliant vests when working in or near moving traffic.

Employees directly involved in source of heat, chemical, or technical rescue activities as listed above whom complete their activities within the designated “Hot Zone” are required to don ANSI-compliant vests once their activities within the “Hot Zone” are completed or they leave the immediate “Hot Zone” area of the incident scene.

VI. GENERAL

1. The Department will provide the vest meeting ANSI 107-2004 Class 2 vest to each firefighter, PCF, Volunteer firefighter as part of the safety gear.
2. It is the employee’s responsibility to maintain and account for the vest as part of the individual PPE equipment assigned to the employee.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **BLOODBORNE PATHOGENS - POST-RESPONSE**

POLICY NUMBER: **406**

EFFECTIVE DATE:

I. CONTAMINATED EQUIPMENT

1. REPLACE WITH CLEAN EQUIPMENT

- A. Upon return to quarters, contaminated equipment will be removed and replaced with clean equipment.
- B. Supplies of PPE on response vehicles will be replenished.

2. CLEANING AND STORAGE

- A. Contaminated equipment will be stored only in the decontamination area
- B. Cleaning and decontamination will be performed as soon as practical.
- C. Disposable equipment and other biohazard waste generated during on-scene operations will be stored in the biohazard disposal area in appropriate leak proof containers.
- D. Sharps containers, when full, will be closed and placed in biohazard disposal area.
- E. Gloves will be worn for all contact with contaminated equipment or materials.
- F. Other PPE will be used depending on splash or spill potential.
- G. Heavy-duty utility gloves may be used for cleaning, disinfection, or decontamination of equipment.
- H. Eating, drinking, smoking, handling contact lenses, or applying cosmetics or lip balm is prohibited during cleaning or decontamination procedures.

- I. Disinfection will be performed with an approved disinfectant or with a 1:100 solution of bleach in water. All disinfectants will be tuberculocidal and EPA approved and registered.
- J. Any damaged equipment will be cleaned and disinfected before being sent out for repair.
- K. The manufacturer's guidelines will be used for the cleaning and decontamination of all equipment. Unless otherwise specified:

- 1. DURABLE EQUIPMENT:

- a. Such as backboards, splints, MAST pants, will be washed with hot soapy water, rinsed with clean water, and disinfected with an approved disinfectant or 1:100 bleach solution.
 - b. Equipment will be allowed to air dry

- 2. DELICATE EQUIPMENT:

- a. Such as radios, cardiac monitors, etc., will be wiped clean of any debris using hot soapy water, wiped with clean water, then wiped with disinfectant or 1:100 bleach solution.
 - b. Equipment will be allowed to air dry.

- 3. "BIO-HAZARD" CONTAMINATED SUPPLIES

- A. Supplies that are grossly contaminated with blood, or other body fluids, field decontamination shall not be performed immediately.
 - B. These supplies shall be collected at the scene or hospital and placed into a red plastic "**Bio-Hazard**" bag for later decontamination at the fire station.
 - C. Disposable gloves shall be worn while performing this procedure.

- 4. WORK SURFACES will be decontaminated with an appropriate disinfectant after completion of procedures and after spillage or contamination with blood or potentially infectious materials.

- 5. SEATS ON RESPONSE VEHICLES contaminated with body fluids from soiled PPE will be disinfected upon return to station.

II. CONTAMINATED STRUCTURAL FIREFIGHTING GEAR

1. CLEANING

- A. Contaminated structural firefighting gear (turnout coats/bunker pants) will be cleaned according to manufacturer's recommendations found on attached labels.
- B. Normally, this will consist of a wash with hot soapy water followed by a rinse with clean water.

2. PRECAUTIONS

- A. Turnout gear will be air-dried.
- B. Chlorine bleach may impair the fire- retardant properties of structural firefighting gear and will not be used.
- C. Contaminated boots will be brush-scrubbed with a hot solution of soapy water, rinsed with clean water, and allowed to air dry.

III. CONTAMINATED WORK CLOTHES

- 1. Jump suits, t-shirts, uniform pants, will be removed and exchanged for clean clothes.
- 2. The employee will shower if body fluids were in contact with skin under work clothes.
- 3. Contaminated work clothes will be laundered at the station using hot water.
- 4. Contaminated undergarments shall be rinsed in cold water to prevent the setting of bloodstains and then laundered and dried.
- 5. Under no circumstances will contaminated work clothes be laundered at home.
- 6. Infectious wastes generated during cleaning and decontamination operations will be properly bagged and placed in the biohazard disposal area.

IV. HAND WASHING

1. Upon returning to quarters, decontamination of equipment or following the removal of disposable gloves fire department personnel shall wash their hands with liquid or granulated soap and warm water.
2. While washing hands pay particular attention the fingernails.
3. After each hand washing apply protective hand lotion to prevent skin break down.
4. HAND WASHING SHALL PERFORMED IN DESIGNATED BIO-HAZARD AREAS, NOT IN THE KITCHEN AREA.
5. If the skin becomes grossly contaminated, hand washing should be followed by additional washing using an EPA approved skin disinfectant. (Refer to American Red Cross, AIDS Education for Emergency Workers -Basics of hand washing, see pages 5 & 6.)

V. VEHICLES

1. Passenger space and seats in vehicles and on apparatus should be scrubbed with an EPA-approved disinfectant when they have been in contact with contaminated clothing, turnout gear and other equipment.

VI. DISPOSAL

1. Sharps (needles, glass vials, scalpels, etc.) shall be disposed of in a puncture-proof container.
2. **Sharps containers shall be disposed of at designated hospitals when they are 3/4 full.**
3. Place all contaminated disposable supplies in a red plastic "Bio-Hazard" bag or the medical waste container (avoid contaminating outside of bag).
4. All emergency vehicles shall be equipped with a medical waste container that shall be emptied of contents into the fire station's medical waste container at the beginning of every shift.

5. All fire stations shall be equipped with a medical waste container(s) which shall be disposed of when **3/4** full in an approved Bio-waste Hazard Receiving site.
6. Red plastic "Bio-Hazard" bags, after use, shall be sealed and disposed of properly. Do **NOT** place any bag in passenger area of vehicles, apparatus, or living space in fire stations.

VII. **OTHER PRECAUTIONS**

1. Do not rinse or wash hands or equipment in kitchen sink.
2. Dry reusable equipment carefully and thoroughly to ensure complete disinfection.
3. Use disinfectants according to manufacturer's recommendations.
4. Pay close attention when cleaning the equipment handles, controls, compartment doors, portable radios, stethoscopes, BP cuffs, etc.
5. Disinfect all parts of any equipment that have been and will again be in contact with the patient.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **HOSE TESTING**

POLICY NUMBER: **501**

EFFECTIVE DATE:

I. PURPOSE

- A. The purpose of this policy is to establish standard operating procedures for the inspection, testing, maintenance, and replacement of fire hoses used by the Newberry Springs Fire Department (NSFD) in accordance with NFPA 1962 – Standard for the Care, Use, Inspection, Service Testing, and Replacement of Fire Hose, Couplings, Nozzles, and Fire Hose Appliances.
- B. This policy ensures that all hoses remain serviceable, reliable, and safe for use in fire suppression operations while reducing the risk of hose failure, injury, or equipment damage during operations.

II. SCOPE

- A. This policy applies to all Newberry Springs Fire Department personnel who are responsible for the care, inspection, and testing of fire hoses. It provides guidelines for:
 - 1. Routine hose inspections
 - 2. Annual service testing
 - 3. Hose maintenance and record-keeping
 - 4. Criteria for hose repair and replacement
- B. All testing and inspections shall be conducted in compliance with NFPA 1962 and OSHA regulations for occupational safety.

III. DEFINITIONS

A. Fire Hose Types (Per NFPA 1962)

1. Attack Hose: Used to deliver water from the pump to the nozzle in interior or exterior fire suppression. Common sizes: 1.5" to 2.5" diameter.
2. Supply Hose: Used to move water between hydrants, pumps, or tankers. Common sizes: 2.5" and larger.
3. Wildland Hose: Lightweight hose used for wildland firefighting. Typically, 1" to 1.5" diameter.
4. Booster Hose: Non-collapsible hose used for small fires and vehicle operations.

B. Service Test Pressure (NFPA 1962)

1. Attack Hose: 300 PSI for 5 minutes
2. Supply Hose: 200 PSI for 5 minutes
3. Wildland Hose: 250 PSI for 5 minutes
4. Booster Hose: Test per manufacturer specifications

C. Other Terms

1. Annual Hose Testing: A comprehensive pressure test conducted once per year to ensure hoses can withstand operational stress.
2. Hose Jacket Separation: A failure where the inner lining detaches from the outer fabric, making the hose unsafe for use.
3. Hose Whip: Dangerous movement caused by sudden hose failure under pressure, posing a severe safety risk.

IV. POLICY

A. Hose Testing Frequency

1. Annual Service Testing:

- i. All in-service fire hoses must be tested annually to ensure compliance with NFPA 1962.
- ii. New hoses must be tested before their first use.
- iii. Hoses that have been repaired, exposed to extreme conditions, or suspected of damage must be re-tested before returning to service.

2. After-Incident Inspection:

- i. Fire hoses shall be visually inspected after every incident, training drill, or exposure to chemicals or extreme heat.
- ii. Any damaged, leaking, or suspicious hoses shall be immediately removed from service and tagged for evaluation.

B. Hose Retirement Criteria:

1. Fire hose older than 10 years should be carefully evaluated for replacement.
2. Hoses with persistent leaks, excessive abrasion, damaged couplings, delamination, or reduced flexibility must be removed from service.

V. PROCEDURES

A. Hose Inspection

1. Before testing, each hose shall be thoroughly inspected for:

- i. Cracks, cuts, or abrasions along the jacket.
- ii. Soft spots, bulges, or blisters, indicating internal separation.
- iii. Corrosion, damage, or loose threads on couplings.

- iv. Signs of mold or mildew, which can weaken the hose fabric
- 2. Hoses that fail inspection shall not be tested and must be tagged "Out of Service" along with the male end of the hose to be tied in a knot for further evaluation.

B. Hose Testing Location & Safety

- 1. Hose testing shall be conducted in a secure, open area away from personnel, vehicles, or structures.
- 2. Only trained personnel shall conduct hose tests.
- 3. A safety perimeter of at least 15 feet shall be maintained around pressurized hoses.
- 4. All personnel shall wear gloves, safety Glasses or Goggles, and Brush Coat during testing.

C. Hose Testing Process (Per NFPA 1962)

- 1. Connect Hose to Test Pump:
 - i. Attach hose to a hose testing machine or a fire pump with an inline pressure gauge.
 - ii. Secure couplings using spanner wrenches.
 - iii. Ensure the hose is laid out straight and free of kinks.
- 2. Slowly Pressurize the Hose:
 - i. Increase pressure to 45 PSI and inspect for leaks.
 - ii. If no leaks are found, continue increasing to the required service test pressure.
 - iii. Maintain test pressure for 5 minutes, monitoring for leaks, bulges, or signs of failure.
- 3. Monitor and Inspect:
 - i. Stand clear of the hose while under pressure.
 - ii. Check for any leaks, bulges, or failing couplings.

- iii. If a failure occurs, immediately release pressure and remove the hose from service.
- 4. Depressurize and Drain:
 - i. Slowly reduce pressure to zero.
 - ii. Drain excess water and allow hoses to dry completely before storage.

VI. HOSE MAINTENANCE & RECORDKEEPING

A. Hose Maintenance

- 1. After testing, hoses shall be cleaned, dried, and properly stored to prevent mildew and deterioration.
- 2. Hoses should be rolled loosely in a single or double roll to avoid damage.
- 3. Avoid direct sunlight and excessive heat when storing hoses.

B. Recordkeeping & Documentation

- 1. All hose testing results shall be recorded in a Hose Testing Log under (Fire Hose Recordkeeping and Documentation Appendix A) .
- 2. Each hose entry must include:
 - i. Hose size, length, and identification number
 - ii. Test date and pressure level
 - iii. Pass/Fail status
 - iv. Notes on repairs or replacements
- 3. Test records shall be kept on file for a minimum of 3 years, per NFPA recommendations.

VII. RESPONSIBILITIES

A. Fire Chief or Designee:

1. Ensure compliance with NFPA 1962 and OSHA regulations.
2. Approve annual hose testing schedules.
3. Ensure all personnel receive training on proper hose care and testing.

B. Company Officers:

1. Oversee hose testing operations and report failed hoses.
2. Maintain accurate hose testing records.
3. Ensure all personnel follow safety procedures during testing.

C. Firefighters:

1. Conduct hose inspections after each use.
2. Report any damaged or failing hoses.
3. Follow proper handling, storage, and testing procedures.

VIII. TRAINING & COMPLIANCE

A. All department personnel involved in hose testing shall receive annual training on:

1. Proper hose inspection, testing, and maintenance
2. Hose safety protocols and NFPA 1962 requirements
3. Recordkeeping procedures for compliance

B. This policy shall be reviewed annually and revised as necessary to meet updated NFPA standards.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Fireworks**

POLICY NUMBER: **502**

EFFECTIVE DATE:

1. Purpose:

To ensure the safety of the residents, protect property, and reduce the risk of fire in the Town of Newberry Springs, the Newberry Springs Fire Department (NSFD) strictly prohibits the use, sale, and possession of fireworks within town limits.

2. Scope

This policy applies to all residents, renters, visitors, and businesses within the town of Newberry Springs.

3. Definitions

- **Fireworks:** Any device containing combustible or explosive compositions used for the purpose of producing a visible or audible effect by combustion, deflagration, or detonation.
- **Violation:** The act of igniting or possessing fireworks within town limits.
- **Fire Incident:** Any fire resulting from the use of fireworks that necessitates a response from the Newberry Springs Fire Department.

4. Policy

4.1) Prohibition:

- o The use, sale, and possession of all types of fireworks are strictly prohibited within the Town of Newberry Springs.
- o This prohibition includes all public and private properties within town limits.

4.2) Violation and Fines:

- o Any individual or entity found in violation of this policy will be subject to fines and penalties as outlined below.

5. Fire Incident Response

- 5.1) A response from Newberry Springs Fire Department that facilitates in the use of fireworks, the responsible individual(s) will be fined a minimum of \$500 for endangering public safety.
- 5.2) If fireworks usage results in a fire, additional charges for NSFD Equipment and Personnel may be imposed based on the extent of the fire and damages incurred.
- 5.3) If the violation is confirmed, the responsible individual(s) will be fined according to the hourly cost of any NSFD Equipment and Personnel used at scene.

5.3.1) Equipment Use and Personnel Fine Breakdown (HOURLY COST):

NSFD Equipment Rates (Not Including Personnel) HOURLY:

- o Brush Patrol..... \$169.29
- o Engine Type 1..... \$235.40
- o Water Tender..... \$245.88

NSFD Personnel (Not Including Equipment) HOURLY:

- o Fire Chief..... \$285.89
- o Assistant Fire Chief..... \$206.86
- o Captain..... \$154.30
- o Engineer..... \$129.16
- o Fire Fighter EMT..... \$82.29
- o Fire Fighter Trainee..... \$33.72
- o Fire Suppression Aide (extra help)..... \$14.24

6. Legal Actions

- 6.1) Individuals found responsible for fire incidents due to fireworks may face criminal charges including but not limited to reckless endangerment, destruction of property, and arson.

- 6.2)** The Newberry Springs Fire Department will cooperate fully with law enforcement in the investigation and prosecution of such cases.

7. Review and Amendments

This policy will be reviewed annually by the Fire Chief and the Newberry Community Services District (NCSD). Amendments will be made as necessary to ensure the continued safety of the community.

Approved by: Daphne Lanier, Fire Chief

Date: 06/15/2024

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: Fire Letter / Conditioning Letter Requirements

POLICY NUMBER: 503

EFFECTIVE DATE:

I. POLICY

1. Fire conditioning is a critical tool developed in recent years to bridge the gap between building and safety structural requirements and the increasingly stringent fire safety codes. Due to California's history of significant fire events, the state has become a leader in fire safety standards aimed at reducing the impact of these losses. As cities and counties frequently adopt modifications to the State Code, it has become common practice for local fire departments to review building plans to ensure that necessary fire safety conditions are met.
2. Newberry CSD has adopted the 2019 California Fire Code, without amendments, as the current State Code. All fire conditioning requirements are based on this standard. The following procedure must be followed for all fire conditioning requests. Please note that while Newberry Springs Fire Department is customer-oriented, it is an all-volunteer organization, and the completion of work depends on the availability of volunteer time.

II. WHEN IS FIRE CONDITIONING REQUIRED?

1. Fire conditioning is required in the following situations:
 - A. When submitting a building permit through San Bernardino County Building and Safety.
 - B. Under certain applications for a Conditional Use Permit.
 - C. Fire conditioning is not required for land subdivisions unless a specific use for the land is defined as part of the subdivision.

III. WHAT IS A "FIRE LETTER"?

1. A Fire Letter is a document issued by Newberry Springs Fire Department that outlines the specific fire conditioning requirements for a project. It is often referred to as the "fire conditioning document."

IV. WHAT IS NEEDED TO OBTAIN CONDITIONING OR A "FIRE LETTER"?

1. The required documentation to obtain fire conditioning will vary depending on the type of project:
 - A. Residential Projects: Two copies of the project plans are required. One copy should be marked with any changes and returned to the Fire Department, while the second copy is retained for future reference.
 - B. Commercial Projects: At least two complete sets of plans (additional copies may be required based on project scope) are needed, along with a detailed description of the processes and operations. A list of any hazardous materials and their respective quantities is also required. Additional vendor-specific information may be requested.
2. In cases where Newberry Springs Fire determines that department resources are insufficient (due to time or the complexity of the project), the department reserves the right to contact an engineering firm specializing in fire conditioning services to ensure proper completion.

V. WHY IS THERE A FEE ASSOCIATED WITH CONDITIONING SERVICES?

1. Fire conditioning services require the Fire Department to maintain current reference materials, specialized equipment, and personnel training, all of which incur significant costs. These resources, along with operational costs, are funded through a stipend that is based on the estimated time required to complete each project.

VI. WHEN ARE FEES DUE?

1. Fees for fire conditioning services are due at the time of the request.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: Fire Conditioning Letter – Fee Schedule

POLICY NUMBER: 504

EFFECTIVE DATE:

I. PREVENTION ACTIVITIES

1. Construction Conditioning (Less than 3500 sqft. to existing structure):
 - A. Single Family dwelling, plan review, site visit/inspection: \$100.00
 - B. Multi-Family dwelling, plan review, site visit/inspection: \$150.00
 - C. Out building, storage structure, detached from residence: \$10.00 / 100 sqft
 - D. Public Assembly: \$35.00 / hr
 - E. Commercial Occupancy: \$35.00 / hr
 - F. Sprinkler, Residential, inspection during construction, pre-final: \$100.00
 - G. Sprinkler, Residential, Final acceptance inspection: \$50.00
 - H. Sprinkler/System inspection, Commercial: \$50.00 / hr

II. New Construction:

1. New Construction, addition exceeding 3500 sqft to existing structure: \$25.00 / 100 sqft
2. New Structure, single or multi-family dwelling (up to 4 plex): \$10.00 / 100 sqft
3. Public Assembly: \$35.00 / hr
4. Commercial Occupancy: \$35.00 / hr
5. Commercial Fire Conditioning with Hazmat: \$45.00 / hr

6. Standby for UST removal/cleanup, 1 Engine or 1 Water Tender: \$250.00 / hr

III. ADDITIONAL CONDITIONS:

1. *Newberry Springs Fire reserves the right to contract unusually difficult, time-consuming, or backlogged conditioning requests either due to urgency or complexity. Under such conditions, the applicant shall pay the full cost of the contracted services plus a 10% administrative fee and all other applicable service/inspection fees. Estimated fees shall be collected prior to commencement of any contracted work.*
2. Commercial and Commercial with Hazardous Materials may require additional permitting and business plans to be filed with San Bernardino County Fire's Hazardous Materials Unit. Proof of submission to San Bernardino County Fire is required before final inspection.

IV. INSPECTIONS:

1. Residential, pre-plan, insurance letter: \$100.00
2. Missed scheduled site inspection (1st): \$50.00
3. Missed scheduled site inspection (2nd): \$100.00
4. Commercial annual walk-around: \$50.00 (No charge for subsequent inspections)
5. Citation clearance, first-time offense: \$50.00 (No charge for subsequent offenses)
6. Citation clearance, repeat offense: \$100.00

V. Hydrant Flow Test:

1. Pressurized (1st): \$50.00
2. Pressurized (multiples): \$25.00 each
3. Pumped (1st): \$50.00
4. Pumped (multiples): \$25.00 each

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Application For Fire Conditioning Letter**

POLICY NUMBER: 505

EFFECTIVE DATE:

APPLICATION FOR FIRE CONDITIONING LETTER

First And Last Name of Applicant: _____

Phone: _____

Email Address: _____

Mailing

Address: _____

City: _____ **State:** _____ **Zip:** _____

Physical Address for Project: _____

First & Last Name of Contractor: _____

Contractor's Phone Number: _____

E-mail Address: _____

APN: _____ **Permit #:** _____

Type of Project: _____

Residential:

Submit **(2)** complete sets of drawings including plot plans and **(1)** copy of permit application.

- **Square footage:** _____

Project Type	Rate	Total Cost
Single Family: Remodel / Addition	\$100.00	\$ _____
Multifamily: Remodel / Addition	\$150.00	\$ _____
Detached / Out Building	\$10.00 / 100 sqft.	\$ _____
New single or multifamily (up to 4 plex)	\$10.00 / 100 sqft.	\$ _____
New single family over 3500 sqft.	\$25.00 / 100 sqft.	\$ _____
Sprinklers?	\$150.00	\$ _____

Water system capacity: _____ GPM

Private Well _____ Community System _____

Is this for commercial use?

COMMERCIAL:

Submit **(2)** complete copies of project drawings and a description of operation or process, including chemical inventory or MSDS sheets for evaluation and estimate of conditioning costs. All costs must be paid in advance before conditioning is started.

Conditional Use Permits and Hazardous Materials permits and plans are to be processed through San Bernardino County Land Use and Fire Departments, respectively.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: Contents of A Fire Conditioning Letter Application

POLICY NUMBER: 505

EFFECTIVE DATE:

APPLICATION FOR FIRE CONDITIONING LETTER

First And Last Name of Applicant: _____

Phone: _____

Email Address: _____

Mailing

Address: _____

City: _____ **State:** _____ **Zip:** _____

Physical Address for Project: _____

First & Last Name of Contractor: _____

Contractor's Phone Number: _____

E-mail Address: _____

APN: _____ **Permit #:** _____

Type of Project: _____

Residential:

Submit **(2)** complete sets of drawings including plot plans and **(1)** copy of permit application.

- **Square footage:** _____

Project Type	Rate	Total Cost
Single Family: Remodel / Addition	\$100.00	\$ _____
Multifamily: Remodel / Addition	\$150.00	\$ _____
Detached / Out Building	\$10.00 / 100 sqft.	\$ _____
New single or multifamily (up to 4 plex)	\$10.00 / 100 sqft.	\$ _____
New single family over 3500 sqft.	\$25.00 / 100 sqft.	\$ _____
Sprinklers?	\$150.00	\$ _____

Water system capacity: _____ GPM

Private Well _____ **Community System** _____

Is this for commercial use?

COMMERCIAL:

Submit **(2)** complete copies of project drawings and a description of operation or process, including chemical inventory or MSDS sheets for evaluation and estimate of conditioning costs. All costs must be paid in advance before conditioning is started.

Conditional Use Permits and Hazardous Materials permits and plans are to be processed through San Bernardino County Land Use and Fire Departments, respectively.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Public Assists**

POLICY NUMBER: **601**

EFFECTIVE DATE:

I. PURPOSE

1. To establish a policy for handling public assist requests, ensuring that Newberry Springs Fire Department personnel respond appropriately to non-emergency situations while prioritizing emergency response obligations.

II. POLICY:

1. Public Assist Calls:
 - A. Public assist calls are non-emergency situations that may require fire department assistance but do not involve immediate threats to life or property. Examples may include, but are not limited to, trapped animals, lockouts, and other general requests from the public.
 - B. The department will render assistance in such cases as long as it does not interfere with our primary mission of responding to emergencies.
2. Assessment and Evaluation:
 - A. Upon receiving a public assist request, responding personnel shall evaluate the situation upon arrival and determine if it can be handled safely and effectively with the available resources.
 - B. If the situation is deemed safe and manageable, personnel may proceed with mitigation efforts to assist the public.
3. Escalation of Assistance:
 - A. If the incident exceeds the capabilities of the on-scene personnel or is deemed unsafe, the crew shall immediately notify ECC for additional resources.

4. Responding:

A. Personnel shall not respond to public assist calls with "Emergency Code" (lights and sirens or lights or sirens) unless the situation is immediately life-threatening.

1. In all non-emergency public assist calls, vehicles will be driven safely, following all traffic laws and speed limits.

5. Prioritization of Emergency Response:

A. Non-emergency public assist calls should never delay or interfere with emergency response operations.

B. Personnel must prioritize emergency calls to protect life, property, and the environment.

C. Public assist calls must be handled without compromising emergency operations.

III. PROCEDURE

1. Upon receiving a public assist call, personnel will assess the nature of the request and determine whether they can safely assist.
2. If personnel have the capability to assist, they shall proceed with the task.
3. If the situation is beyond the capability of on-scene personnel additional resources or specialized services will be requested to resolve the situation.
4. All non-emergency public assist calls should be handled efficiently without compromising emergency response times.

IV. RESPONSIBILITIES

1. On-Scene Personnel:

A. Evaluate public assist requests and determine the level of assistance needed.

B. Handle requests within the scope of their training and available resources.

C. Ensure non-emergency calls do not delay emergency response efforts.

V. REPORTING AND DOCUMENTATION:

1. All public assist calls, including the assessment and actions taken, should be documented in the department's records management system.
2. The crew should report any issues or concerns with findings during the public assist call to the Chief Officer along with stating what you have found in the report.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **APPARATUS MAINTENANCE**

POLICY NUMBER: **701**

EFFECTIVE DATE:

I. PURPOSE

- a. To establish standardized procedures for the maintenance, repair, and documentation of fire department equipment, ensuring operational readiness and safety.

II. POLICY

1) Major Repairs:

- a. All major repairs to fire department equipment must be performed under the direction of a Duty Officer and the department's maintenance personnel or a designated service provider.

2) Modifications & Additions:

- a. Any modifications or additions to department equipment must receive prior approval from a Duty Officer and the department's maintenance personnel to ensure compliance with safety regulations and operational standards.

3) Minor Repairs:

- a. On-duty personnel at each station are responsible for conducting minor repairs, including but not limited to:
 - i. Replacing light bulbs and windshield wipers
 - ii. Tightening fan belts
 - iii. Securing loose screws, nuts, and bolts
 - iv. Addressing minor electrical wiring issues

4) Preventive Maintenance:

- a. Routine maintenance tasks such as the following shall be completed by on-duty personnel:
 - i. Cleaning and lubricating external pump valves
 - ii. Lubricating the pump and adjusting pump packing
 - iii. Adjusting brakes
 - iv. Cleaning battery terminals and replacing batteries as needed

5) Documentation of Maintenance & Repairs:

- a. Any minor repairs or preventive maintenance completed must be documented on an equipment repair form (Appendix A) and submitted to a Duty Officer for recordkeeping and follow-up.

6) Reporting Equipment Issues:

- a. Any mechanical issue or malfunction must be reported immediately to a Duty Officer and maintenance personnel.
- b. Reports should include a detailed description of the problem and any troubleshooting steps performed before escalation.

7) Apparatus Fleet Management:

- a. The department maintains a fleet of emergency vehicles, including engines, water tenders, and Brush Patrols.
- b. If a front-line apparatus is taken out of service, a reserve unit may be assigned as a temporary replacement.
- c. Reserve units are considered “second-out” apparatus and may not be fully equipped to front-line standards.

III. COMPLIANCE & RESPONSIBILITY

- a.** **All personnel** are responsible for ensuring the proper care and maintenance of department equipment.
- b.** The **Duty Officer** will oversee the execution of this policy, ensuring adherence to department standards and NFPA regulations.

(Appendix A)

NEWBERRY SPRINGS FIRE DEPARTMENT EQUIPMENT REPAIR FORM

Date of Report: _____

Time of Report: _____

1. EQUIPMENT INFORMATION

- **Equipment Type:** ☐ Engine ☐ Water Tender ☐ Brush Patrol ☐ Other: _____
- **Apparatus ID #:** _____
- **Odometer/Hour Meter Reading:** _____

2. PROBLEM DESCRIPTION

- **Describe the issue:** (Be specific – noises, leaks, electrical malfunctions, etc.)

- **Has troubleshooting been attempted?** ☐ Yes ☐ No
- **If yes, describe the actions taken:**

3. URGENCY LEVEL

- ☐ **Critical** (Immediate repair needed – equipment out of service)
- ☐ **Moderate** (Affects performance but can still be used)
- ☐ **Minor** (Routine maintenance or minor issue)

4. MAINTENANCE ACTIONS

- **Date of Inspection:** _____
- **Findings & Diagnosis:**

- **Repairs Completed?** ☐ Yes ☐ No ☐ Pending Parts
- **Details of Repairs Performed:**

- **Technician Name:** _____
- **Signature:** _____

5. APPROVAL & FOLLOW-UP

- **Duty Officer Name:** _____
- **Signature:** _____
- **Date:** _____
- **Additional Notes or Follow-Up Required:**

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **FUELING THE FIRE APPARATUS'**

POLICY NUMBER: **702**

EFFECTIVE DATE:

I. PURPOSE

1. To establish a standard procedure for refueling fire apparatus to ensure operational readiness and to prevent fuel shortages during emergency responses.

II. POLICY

1. All fire apparatus shall be refueled and maintained at a fuel level no lower than half ($\frac{1}{2}$) a tank at all times. If an apparatus' fuel level falls below half a tank, it must be refueled at the earliest possible convenience.

III. REFUELING LOCATIONS

1. Fire personnel may refuel fire apparatus at the following locations:

- A. Primary Fueling Location:

- i. Silver Valley Unified School District
 - ii. Address: 35320 Daggett Yermo Rd., Daggett, CA

2. Alternative Fueling Locations:

- A. Any fueling station that the designated fuel card holder deems necessary for immediate operational needs.

IV. PROCEDURE FOR REFUELING AT A FUEL STATION

1. When refueling at a commercial fuel station, the following steps must be completed:
 - A. Obtain and Print a Receipt
 - i. Ensure the receipt is printed after completing the fuel transaction.
 - B. Document Required Information on the Receipt
 - i. Driver's Name – Initial the receipt.
 - ii. Apparatus Unit Identifier – Clearly write the unit identifier on the receipt.
 - iii. Odometer Reading – Record the current odometer reading of the apparatus on the receipt.
 - C. Submit the Receipt
 - i. The completed receipt shall be submitted to the appropriate department personnel for tracking and accounting purposes.

V. RESPONSIBILITIES

1. All Fire Personnel shall ensure that apparatus fuel levels do not drop below half a tank and follow proper refueling procedures.
2. The Apparatus Operator or Assigned Driver is responsible for obtaining, documenting, and submitting the fuel receipt after refueling.
3. Company Officers shall ensure compliance with this policy and address any issues regarding apparatus fuel levels.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: FIRE APPARATUS SAFETY

POLICY NUMBER: 703

EFFECTIVE DATE:

I. PURPOSE

1. The purpose of this policy is to establish comprehensive safety procedures, operational guidelines, and expectations for the operation, maintenance, and positioning of fire department apparatus. The safety of department personnel, members of the public, and protection of department property and assets shall be of the highest priority. This policy provides clear instruction for emergency and non-emergency operations, including but not limited to, pre-trip inspections, backing procedures, freeway driving, and compliance with applicable California traffic laws.

II. SCOPE

1. This policy applies to all personnel of the Newberry Springs Fire Department who are authorized to operate or ride in department fire apparatus. This includes all engines, water tenders, aerial ladders, rescue vehicles, command units, and utility/support vehicles.

III. POLICY

1. All fire apparatus shall be operated in a safe, professional, and controlled manner. Apparatus shall be driven only by trained and authorized personnel who demonstrate a working knowledge of department policies and applicable state laws. At no time shall any department vehicle be operated in a way that endangers personnel, civilians, or department property.

IV. PROCEDURES

1. Operator Requirements

- A. Only members possessing a valid California driver's license, appropriate for the class of vehicle being operated (Class C with firefighter endorsement, or Class B as required), may operate fire apparatus.
- B. All operators must be approved by the Fire Chief or their designee and listed on the department's authorized driver roster.
- C. Operators must complete initial and annual driver/operator training, including:
 - 1. Vehicle handling
 - 2. Defensive driving
 - 3. Emergency response procedures
 - 4. Equipment checks and documentation
 - 5. Fireground Tactics
- D. Operators shall immediately notify their supervisor if their license is suspended, revoked, or if any condition affects their ability to drive safely.

2. Pre-Trip Inspections

- A. A full pre-trip inspection shall be completed at the beginning of each shift or operational period.
- B. Inspections shall be documented in Emergency Reporting
- C. Inspection items include but are not limited to:
 - 1. Tires (pressure, tread, and condition)
 - 2. Lights (headlights, brake lights, turn signals, emergency lights)
 - 3. Sirens and audible warning devices

4. Fluid levels (oil, coolant, transmission, windshield washer)
 5. Brake systems (air or hydraulic)
 6. Horn, wipers, mirrors
 7. Fuel level
 8. Loose items in the cab or compartments
 9. Equipment inventory (SCBAs, hoses, tools, medical kits)
- D. Any discrepancy shall be reported to the officer in charge and the apparatus shall be removed from service if safety is compromised.

3. Seat Belts

- A. All personnel must be seated and wearing seat belts whenever the vehicle is in motion.
- B. No exceptions shall be made, including during emergency responses.
- C. Apparatus shall not move until all passengers confirm they are seated and secured.
- D. The driver is responsible for verifying seat belt use.

4. Emergency Response Operations

- A. Apparatus shall be operated with extreme caution and due regard for public safety, even when responding with emergency lights and sirens (Code 3). Operators must balance response urgency with the risk to public and firefighter safety.
- B. Speed Limits:
 1. Non-Emergency Driving:
 - a. Follow all posted speed limits and California Vehicle Code (CVC) requirements.
 - b. Speed shall be reduced in inclement weather, poor visibility, residential zones, and when traffic conditions dictate.

2. Emergency Response (Code 3):

- a. Operators may exceed posted speed limits only under the following conditions (CVC §21055 and §21806):
 - i. Apparatus is responding to an emergency call.
 - ii. Emergency lights and sirens are continuously activated.
 - iii. The operator is exercising due regard for safety.
 - iv. Speed shall not exceed 10 mph over the posted limit.
- b. Reduce speed when approaching intersections, pedestrian areas, School zones or when visibility is reduced.

3. School Bus Requirements (CVC §22454):

- a. Operators must stop for any school bus displaying flashing red lights and an extended stop sign arm.
- b. This requirement applies regardless of direction of travel unless on a divided highway with a median.
- c. Emergency response status does not exempt compliance.

4. Freeway Operations (Code 3):

- a. When operating Code 3 on freeways or multi-lane highways:
 - i. Use the leftmost (fast) lane when safe and practical.
 - 1. If the apparatus is unable to maintain the posted speed limit or the prevailing flow of traffic while responding Code 3, the driver shall downgrade the response to non-emergency status. The vehicle shall remain in the far-right lane until approaching the incident scene, at which point emergency lights and sirens may be reactivated and a safe transition made to the appropriate lane for incident access.
 - ii. Activate emergency lights and sirens continuously.

- iii. Do not use the shoulder for travel unless traffic is stopped and there is no alternative.
- iv. Avoid abrupt lane changes. Signal intent and maintain predictable movements.
- v. Prepare for erratic behavior from civilian drivers.
- vi. Follow the California Basic Speed Law (CVC §22350) – drive at a speed that is safe for current road, traffic, and weather conditions, regardless of posted limits.

5. Use of Center Divider on Freeways:

- a. Apparatus operators shall not use the center divider (median) to turn around, make a U-turn, or cross over to the opposite side of a divided freeway unless:
 - i. The maneuver is necessary for emergency response,
 - ii. Traffic conditions prevent normal travel,
 - iii. There is a designated emergency crossover,
 - iv. The action is taken with due regard for safety, and
 - v. The maneuver is compliant with California Vehicle Code (CVC §21055).
- b. Before using a center divider or emergency crossover:
 - i. The driver must evaluate the surface, width, and any obstructions.
 - ii. The apparatus must slow significantly and proceed with all emergency lighting activated.
 - iii. Coordination with CHP or other law enforcement agencies is encouraged when time permits.
 - iv. Use extreme caution and ensure clear visibility in both directions.

v. Under no circumstances shall center divider travel be conducted in a reckless or haphazard manner.

c. All reliability remains on the driver operator

5. Jake Brake Usage:

- A. Engine retarders (Jake brakes) shall not be used during wet, icy, or snowy road conditions.
- B. When Jake brakes are used during normal dry-weather operations, they must be applied smoothly.
- C. Operators must adjust speed and increase following distances during poor weather or steep grades.

6. Apparatus Positioning – Traffic Incident Management (TIM)

- A. Apparatus positioning is a critical component of firefighter and public safety on roadways. All operators and officers shall follow TIM principles in accordance with California Manual on Uniform Traffic Control Devices (CA MUTCD) and department protocol.
- B. First-arriving unit shall be used as a blocker and positioned upstream at a 45° angle.
- C. Front wheels turned away from the scene.
- D. Use emergency lights, hazard lights, and if available, directional arrows.
- E. Deploy cones, flares, or portable signs in accordance with training.
- F. Additional units should be placed downstream for resource access, lighting, and incident support.
- G. Coordinate with law enforcement and allied agencies to develop a unified traffic control zone.

- H. Personnel operating in or near traffic shall wear ANSI-compliant reflective vests over their PPE unless involved in fire suppression operations.

7. Backing Procedures

- A. A spotter is required when backing any apparatus. Spotters must maintain visual or radio contact.
- B. If no spotter is available, a full walk-around must be performed prior to backing.
- C. Back slowly and use backup cameras if available. The operator remains responsible.
- D. Use hazard lights when backing.

8. On-Scene Safety

- A. Wheel chocks shall be used when parking on an incline or when operating in pump mode.
- B. Use scene lighting and reflective gear in low-visibility situations.
- C. Operators must be aware of surroundings and prevent apparatus from becoming an additional hazard.

9. Maintenance and Repairs

- A. Apparatus must be maintained according to manufacturer schedules and NFPA standards.
- B. Issues identified during inspections must be documented and immediately reported.
- C. Only certified personnel or authorized vendors may perform mechanical repairs.

- D. Apparatus out of service shall be clearly marked and notification made to all affected personnel.

10. Responsibilities

- A. Fire Chief: Responsible for policy enforcement, training oversight, and final authorization of operators.
- B. Company Officers: Ensures safe operation is enforced.
- C. Apparatus Operators: Conduct inspections, Pre-Trip Inspections, drive safely, follow all policy requirements, and report issues.
- D. All Personnel: Must comply with safety rules while riding or operating around department vehicles.

V. Policy Violations

- 1. Failure to comply with this policy may result in disciplinary action including retraining, loss of driving privileges, suspension, or further administrative action as determined by the Fire Chief.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Apparatus Out-of-Service Notification**

POLICY NUMBER: **703-A**

EFFECTIVE DATE:

Newberry Springs Fire Department

Damaged or Missing Equipment Report

(Apparatus Out-of-Service Notification)

1. Apparatus Information

- **Apparatus Type (check one):**
 - ☐ Engine
 - ☐ Brush Patrol
 - ☐ Water Tender
 - **Unit ID/Number:** _____
 - **Station:** _____
 - **Date Reported:** ____ / ____ / ____
 - **Time Reported:** _____ (24-hour format)
-

2. Reporting Member Information

- **Name:** _____
 - **Rank/Title:** _____
 - **Phone or Contact Info (if needed):** _____
-

3. Equipment Status

Item Name	Status Missing/Damaged	Description of Issue	Estimated Replacement/Repair Need

NOTES:

4. Apparatus Operational Status

- **Is the Apparatus Currently In-Service?**
 - ☐ Yes
 - ☐ No
- **If No, can the Apparatus Return to Service Without This Equipment?**
 - ☐ Yes (Explain below)
 - ☐ No (Explain below)

Explanation/Comments:

5. Immediate Action Taken

- ☐ Item Removed for Repair
- ☐ Item Reported as Missing
- ☐ Replacement Requested
- ☐ Item Located (Resolved)
- ☐ Other: _____

Details of Action Taken:

6. Officer Review

- **Reviewed by (Supervisor/Officer):** _____
- **Rank/Title:** _____
- **Date:** ____ / ____ / ____
- **Follow-up Action Required:**
☐ Yes (Describe Below) ☐ No

Follow-up Notes / Recommendations:

7. Equipment Coordinator Use (if applicable)

- **Replaced / Repaired On:** ____ / ____ / ____
- **Performed by:** _____
- **Notes:**

 *This form must be submitted to the Station Officer or Apparatus Supervisor as soon as damage or missing equipment is discovered. A copy shall be kept on file until resolution is documented.*

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **VEHICLE USE**

POLICY NUMBER: **704**

EFFECTIVE DATE:

I. POLICY

1. This policy establishes guidelines for the use of all Newberry Springs Fire Department vehicles to ensure safety, compliance, and legal protection for personnel and the district.

II. PROCEDURE

1. Emergency Vehicle Use

- A. Emergency vehicles, including engines, brush patrols, water tenders or any vehicle owned by the Newberry Springs Fire Department shall be used only by qualified District personnel for:
 1. Responding to emergency calls.
 2. Conducting official District business within District boundaries.
- B. Use of emergency vehicles outside District boundaries requires approval from a Chief Officer.
- C. All personnel must complete a training program and be certified by the Fire Chief or Assistant Chief before operating any new fire apparatus.

2. Fire Apparatus Operator Requirements

- A. Personnel operating any District fire apparatus must meet the following minimum standards:
 - 1. Certification from the Fire Chief or Assistant Chief verifying competency in:
 - a. Driving skills.
 - b. Pump operations.
 - c. Fire ground tactics
- B. Completion of CFSTES Driver Operator 1A and 1B.
- C. A valid California driver's license appropriate for the vehicle class.
- D. A valid EMS certification appropriate to the personnel's classification.

3. Driver/Operator Training Requirements

- A. Before being signed off to operate District vehicles, personnel must complete a total of 20 hours of drive time, consisting of:
 - 1. 10 hours of non-emergency (non-Code) driving under supervision.
 - 2. 10 hours of emergency (Code 3) driving under supervision.
- B. After completing the required 20 hours of drive time, personnel must successfully complete the Emergency Vehicle Operator

Course (EVOC) driving test to receive final authorization to operate District vehicles independently.

4. Class C Vehicles (25,999 lbs GVW or Less)

A. Personnel operating a Class C vehicle must meet the following requirements:

1. Employed by NSFD.
2. Possess a valid Class “C” or higher California driver’s license.
3. Complete the District’s Emergency Vehicle Operator Course (EVOC).

5. Driver/Operator Performance Requirements

- A. All certified driver/operators shall undergo an annual performance evaluation.
- B. Each certified driver/operator must complete a minimum of two (2) hours of Driver Operator Training annually as established by the Fire Chief or Assistant Chief.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **DMV Licensing Requirements To Operate Firefighting Apparatus**

POLICY NUMBER: **705**

EFFECTIVE DATE:

I. POLICY

1. All suppression personnel are subject to the DMV licensing requirements found in the most current edition of the California Vehicle Code available online at www.dmv.ca.gov. See section 12804.11 for detailed information.

II. PURPOSE

1. The Newberry Springs Fire Department requires that all suppression personnel acquire and maintain a minimum of a Class 'C' license with a firefighter endorsement for the positions of firefighter, engineer, and captain. This ensures that suppression personnel are operating within the law while driving firefighting equipment.
2. The intent of this directive is to provide all Fire Department personnel with the information necessary to ensure that they are in compliance with current driver license requirements defined in the California Vehicle Code.

III. RESPONSIBILITIES

1. Training division:
 - A. Provide new employees proof of current employment as a firefighter on department letterhead from the chief of the fire department, or his or her designee.
 - B. Provide fire suppression personnel who require it with Fire Apparatus Driver/Operator 1A training taught by an instructor registered with the Office of the State Fire Marshal.
 - C. Provide fire suppression personnel who successfully complete the course with evidence of fire equipment operation training on department letterhead from the Chief of the fire department, or his or her designee.

2. Maintain the employee's training records including the following:
 - A. Enter all training in the Fire Department training database.
 - B. Maintain a current copy of a Class 'C' Driver's License, with Firefighter endorsement.
 - C. Maintain a copy of a Fire Apparatus Driver/Operator 1A certificate or equivalent.
 - D. Maintain a current copy of a DL 546 receipt or equivalent, generated by the DMV.

IV. SUPPRESSION EMPLOYEES

1. Obtain and maintain a minimum of a Class 'C' license with a firefighter endorsement.
2. Pay all DMV fees required to obtain, maintain, and renew a DMV Class 'C' license with a firefighter endorsement.
3. Complete and maintain a valid health questionnaire (DL 546) as required by CVC 12804.11.
4. Obtain a health questionnaire (DL 546) receipt or equivalent from the DMV.
5. Provide the training division with copies of the following:
 - A. Valid Class 'C' license with firefighter endorsement.
 - B. Valid health questionnaire (DL 546) receipt or equivalent from the DMV.
 - C. Driver/Operator 1A course completion/certificate if applicable.

V. PROCEDURES

1. New suppression employees requiring the firefighter endorsement:
 - A. You must have a Class 'C' license at minimum and submit all of the following to the DMV. Probationary employees are required to have a Class 'C' firefighter endorsement within 1 year, as a condition of completing their probation.

- B. Evidence of fire equipment operation training (Driver Operator 1A) on department letterhead from the chief of the fire department, or his or her designee.
 - C. Proof of current employment as a firefighter on department letterhead from the chief of the fire department, or his or her designee.
2. The applicant must successfully pass the written firefighter endorsement test, which consists of general firefighting knowledge and driver operator 1A information generated by the Office of the State Fire Marshal and the DMV.

VI. LICENSE DOWNGRADING AND RENEWAL

1. Current Class 'A' or 'B' restricted firefighter license holders:
- A. The DMV has automatically added the firefighter endorsement (restriction 50) to the driver record of a suppression employee who holds a Class 'A' or 'B' restricted commercial firefighter license. The current restricted commercial firefighter driver license will be honored until the time of renewal.
 - B. Maintain a current health questionnaire (DL 546) until you have to renew your license. They expire every 2 years, be sure to provide the training division with a copy of a DMV receipt or equivalent.
 - C. If you are eligible for a "renewal by mail" or "vision test only" renewal, all written tests can be waived (with the exception of hazardous materials if applicable). If you are not eligible for a "renewal by mail" or "vision test only" renewal, all written tests are applicable.
 - D. When renewing and/or downgrading to a Class 'C' with a firefighting endorsement, you will need to fill out the appropriate DMV renewal forms, pay the applicable fee, take and pass any applicable tests (Class C license test and general firefighting knowledge).
2. **Current Commercial Class 'A' or 'B' license holders:**
- A. Not required to add the firefighter endorsement to continue operating firefighting equipment, as long as their Commercial Driving License includes all applicable endorsements for the vehicle they are operating.
 - B. When downgrading you will be required to:

1. Complete a Driver's License Application (DL 44) form.
2. Have the comment "firefighter endorsement valid" or an "F" firefighter endorsement on your driver record or provide a completed Firefighter Endorsement Card (DL 88) form, or provide evidence of fire equipment operation training (Driver Operator 1A) on department letterhead from the chief of the fire department, or his or her designee.
3. Have a valid DL51 or DL 546 on your driver license record.
4. Pay the applicable fee.
5. Pass any required knowledge test(s). A driving test is not required.

VII. DEFINITIONS

1. CALIFORNIA VEHICLE CODE 12804.11

- A. Firefighter Endorsement in conjunction with maintaining the minimum of a Class C license is mandatory to operate 'firefighting equipment' as described in CVC 29804.11.
- B. 'Firefighting equipment' is any Class A or Class B motor vehicle that is used to travel to and from the scene of an emergency situation, or to transport equipment used in the control of an emergency situation, and that is owned, leased, or rented by the fire department. (CVC 12804.9 & 12804.11)

2. ASSEMBLY BILL 1648

- A. Enacted on January 1st, 2011, made changes to CVC 12804.8 – 12804.11.
- B. Set forth new driver's license requirements for firefighters operating firefighting equipment.
- C. Exempts firefighters from needing to obtain a commercial driver's license to operate firefighting equipment with a gross vehicle weight rating over 26,000 pounds as long as they hold a firefighter endorsement and the minimum of a Class 'C' license.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: Ground Ladder Maintenance / Repair

POLICY NUMBER:

EFFECTIVE DATE:

I. PURPOSE

1. The purpose of this policy is to establish clear standards and procedures for the routine inspection, maintenance, repair, and annual testing of ground ladders. These procedures are designed to ensure compliance with applicable Cal-OSHA and NFPA regulations and to ensure the continued safety and readiness of ground ladders used in fire department operations.

II. POLICY

1. Ground ladders shall be inspected and tested Yearly to ensure they are safe and service ready.
2. Inspections shall be performed by department personnel following the procedures outlined in this policy.
3. Yearly testing shall be conducted by a certified individual or company recognized by the department.
 - A. Any repairs must be performed by certified personnel only.
 - B. All ground ladder discrepancies or signs of damage shall result in the immediate removal of the ladder from service until repaired or removed from inventory.

III. PROCEDURE

1. Care and Maintenance (Post-Use)

A. Cleaning

1. Use clean water and a dry cloth.
2. For grease or dirt, use mild soap and water.

B. Post-Use Inspection

1. Perform a visual check for any damage.
2. Inspect heat sensors (mounted inside the rails); if exposed to high heat, sensors will turn black.

C. Ladder Inspection

1. Removed from apparatus and cleaned.
2. Any commercial car wax may be used to restore surface finish.
3. Visually inspected for:
 - a. Heat sensor label discoloration.
 - b. Presence of required labels (electrical hazard, positioning, length).
 - c. Rung integrity: snugness, dents, or wear.
 - d. Bolt and rivet tightness.
 - e. Welds for cracks or defects.

- f. Beam/rung integrity: cracks, splintering, deformation, gouges.
- g. Butt spurs: excessive wear.
- h. Halyards: fraying or kinks.
- i. Roof hooks: sharpness and function.
- j. Surface corrosion.
- k. Ladder slide areas: galling, absence of wax.
- l. Pawl assembly operation.

Note:

- 4. Any signs of damage or defect shall result in the ladder being taken out of service until repaired or destroyed.
- 5. Scratches/dents are not cause for failure if the ladder passes load testing.

D. Lubrication

- 1. Wax all moving parts (areas where surfaces contact).
- 2. Use candle wax as it adheres well and resists wash-off.

E. Testing Requirements (per NFPA 1931 and 1932)

- 1. Service Testing Personnel Requirements
 - a. Must be certified by the ladder manufacturer.
 - b. Must be fully trained in testing procedures and equipment.
 - c. All assistants must operate under direct supervision of certified personnel.
 - d. Contracted services must be certified by the ladder manufacturer.

F. Service Testing Schedule

- 1. Ladders shall be tested:

- a. Yearly
- b. If suspected of being unsafe
- c. After overloading
- d. After impact or unusual use
- e. After heat exposure
- f. After repairs (excluding halyard-only replacements)

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Apparatus Checks - (Pre-Trips)**

POLICY NUMBER: **707**

EFFECTIVE DATE:

I. PURPOSE

1. The purpose of this Operations Directive is to establish standardized procedures for conducting daily, weekly, and monthly maintenance checks. These standards are designed to ensure the safety, reliability, and operational readiness of all department vehicles and equipment.

II. SAFETY ITEMS

1. Non-Compliant Safety Items:
 - A. Any safety-related item found to be non-compliant during an inspection will result in the immediate removal of the vehicle or equipment from service.
2. Notification Protocol:
 - A. A supervisor must be notified immediately upon discovery of any non-compliant safety item.
3. Other Maintenance Issues:
 - A. All non-safety-related deficiencies must be documented and submitted using a Faulty Equipment Repair Order Form for corrective action.

III. RESPONSIBILITY

1. OPERATOR
 - A. The operator of each vehicle is responsible to ensure the inspections are completed as outlined in this directive and as per the current Department of Motor Vehicles handbook.

- B. The operator is required to make all entries into the maintenance logbook before each shift.
- C. All NSFD Apparatus' that have not been inspected prior to a call must be inspected upon returning to the station.

IV. CHECK STANDARDS AND PROCEDURES – ALL APPARATUS

1. BEFORE EACH SHIFT CHECK STANDARDS

- A. ENGINE OIL
- B. FAN BELTS
- C. RADIATOR
- D. COOLANT HOSES
- E. POWER STEERING
- F. STEERING SYSTEM
- G. AUTOMATIC TRANSMISSION
- H. SUSPENSION SYSTEM
- I. TIRES, LUGS, WHEELS
- J. LIGHTS AND REFLECTORS
- K. SIREN & HORN
- L. BRAKE SYSTEM/ “COLA” (Air Compressor cuts in, Air Compressor cuts out, Low Pressure warning, Air Leaking)
- M. BODY, SEAT, DOORS
- N. WINDSHIELD/MIRRORS
- O. WINDSHIELD WIPERS
- P. BATTERIES/WIRING
- Q. AIR TANKS
- R. FUEL & FUEL TANKS
- S. DRIVE SHAFT
- T. EXHAUST SYSTEM

- U. EMERGENCY EQUIPMENT
- V. DASH GAUGES/CONTROLS
- W. AIR SYSTEM
- X. PERFORMANCE TEST
- Y. WATER TANK
- Z. BREATHING APPARATUS
- AA. BLS EQUIPMENT
- BB. INVENTORY AND HOSE LOADS
- CC. HAND LIGHTS
- DD. WATER GOVERNOR AND RELIEF VALVE
- EE. FIRE PUMP COMPONENTS

2. METHOD OF PROCEDURE - BEFORE EACH SHIFT CHECK

A. GENERAL LOCATION FRONT OF VEHICLE

1. Level, not leaning
2. Could indicate a shifted load, broken springs / suspension
3. No apparent damage to vehicle
4. No puddles / fluid leaks (Example: Coolant, Fuel, Transmission Fluid, Engine Oil)
5. No broken hoses hanging down
6. No broken belts hanging down
7. No mounts, bolts / nuts, brackets hanging down

3. CLEARANCE LIGHTS / MARKER LIGHTS AND REFLECTORS (TOP OF CAB)

- A. Operating
- B. Clean
- C. Not broken or cracked
- D. Proper color (yellow/amber) facing forward

4. EMERGENCY LIGHTS

- A. Secure
- B. Operating
- C. Clean
- D. Not broken or cracked
- E. Proper color (Red and Yellow)

5. HEAD LIGHTS

- A. Secure
- B. High / low beams
- C. Operating
- D. Clean
- E. Not broken or cracked

6. TURN SIGNALS (LEFT & RIGHT) AND 4 WAY FLASHERS

- A. Secure
- B. Operating
- C. Clean
- D. Not broken or cracked
- E. Proper color (yellow/amber) facing forward

7. ENGINE COMPARTMENT

- A. Air Compressor/Belt
- B. Leaks and Hose
- C. Alternator/Belt
- D. Water Pump/Belt
- E. Coolant Level
- F. Oil Level
- G. Power Steering Fluid/Belt

8. AIR COMPRESSOR

- A. Securely mounted
- B. No leaks
- C. Hoses are secure, not cracked, frayed, and no bulges
- D. Clamps secure
- E. Pulley secure and in line with other pulleys (castle nut and cotter pin intact)
- F. Belt, if not gear driven
 - 1. Tension $\frac{3}{4}$ inch on center on all belts.
 - 2. Condition – not frayed, cracked, no tears or separation.

9. COMPRESSOR GOVERNOR

- A. Securely mounted

10. LEAKS AND HOSES

- A. No leaking fluids – no oil trails
- B. No broken mounts, brackets, hoses
- C. Fuel pump – no leaking fuel

- D. No oil leaking
- E. Clamps secure on all hoses
- F. No cracks, frays, or bulges in any hoses

11. HEATER HOSES

- A. Secure
- B. Not cracked, frayed, and no bulges
- C. Clamps secure

12. ALTERNATOR

- A. Securely mounted
- B. No exposed or loose wires
- C. Pulley secure and in line with other pulleys

13. BELTS

- A. Tension $\frac{3}{4}$ inch on center on all belts
- B. Condition – not frayed, cracked, no tears or separations

14. WATER PUMP

- A. Securely mounted – no leaks
- B. Hoses
 - 1. Secure
 - 2. Not cracked
 - 3. Frayed, and no bulges
- C. Clamps secure

- D. Pulleys – secure and in line with other pulleys

15. BELTS

- A. Tension $\frac{3}{4}$ inch on center on all belts
- B. Condition – not frayed, cracked, no tears or separations

16. COOLANT LEVEL (*IF COLD OK TO OPEN CAP, IF HOT USE SIGHT GLASS*)

A. OVERFLOW TANK

- 1. Systems with an overflow bottle – fill the radiator to the cap and check coolant in overflow bottle.
- 2. Secure to vehicle
- B. Cap on tight
- C. Hoses – secure, not cracked, frayed, and no bulges
- D. Clamps secure
- E. No fluid leaking

17. RADIATOR

- A. Secure
- B. Brackets mounted
- C. No loose bolts
- D. Condition – no leaks, no cracks or holes
- E. Check radiator level
- F. Systems without an overflow bottle – fill to 1” below cap
- G. Check for contaminants
- H. Hoses are secure, not cracked, frayed, and no bulges
- I. Rust spots or stains as well as coolant or a white buildup at or near ends and clamps would indicate leakage

- J. Clamps secure
- K. Fan clearance – not touching radiator

18. OIL LEVEL (*CHECK COLD – ENGINE OFF*)

- A. Check dipstick
- B. Add fluid if low
- C. Check for any fuel leaks around or under vehicle
- D. Check for contaminants in engine oil
- E. Oil fill cap – secure

19. AUTOMATIC TRANSMISSION FLUID

- A. Check dipstick
- B. Add oil if low

20. POWER STEERING FLUID LEVEL

- A. Check while engine running
- B. Fill to fill line if at or below the add mark
- C. Observe pump, hoses, ram for leaks
- D. Check for soft hoses

21. POWER STEERING PUMP

- A. Securely mounted
- B. No leaks
- C. Hoses secure, not cracked, frayed, and no bulges
- D. Clamps secure
- E. May be gear driven, but if not –
 - 1. Pulleys secure
 - 2. Belt tension $\frac{3}{4}$ inch on center on all belts
 - 3. Condition – not frayed, cracked, no tears or separation

22. STEERING SYSTEM GEAR BOX

- A. Securely mounted
- B. No missing bolts
- C. No leaking fluids

23. HOSES

- A. Secure
- B. Clamps secure
- C. Not leaking
- D. Not cracked, frayed, and no bulges

24. STEERING LINKAGE

- A. Pitman arm
- B. Drag link
- C. Steering ring knuckle, and tie rod
- D. Secure, not loose
- E. No missing bolts
- F. Castle nuts and cotter pins intact
- G. Check for play in steering wheel – in a manual 20” steering wheel, play should not exceed 10°, approximately 2” movement
- H. Power steering – with the engine running, check for excessive play by turning the steering wheel back and forth (tire should barely move)

WHEEL AND TIRE FRONT AXLE – (DRIVER'S SIDE)

25. INSIDE HUB OIL SEAL

- A. No oil spray on inside of axle
- B. Would indicate bad seal

26. INSIDE RIM

- A. Roundness
- B. No cracks, dents
- C. No welds
- D. Good contact with tire

**27. TIRE (INSIDE AND OUTSIDE)
C.I.D. CONDITION**

- A. No cuts over 1 inch
- B. No bulges
- C. No blisters
- D. No steel or fabric showing
- E. No foreign objects
- F. Even tread wear

28. INFLATION

- A. 100 – 120 psi or manufacturer specifications
- B. Check with gauge / rap test with mallet

29. DEPTH OF TREAD

- A. 4/32 of an inch on steering tires. No retreads / recaps on steering axles.

30. OUTSIDE RIM

- A. Roundness
- B. No cracks, or dents
- C. No welds
- D. Good contact with tire

31. VALVE STEM

- A. Secure
- B. Not bent
- C. Cap intact

32. LUG NUTS

- A. Tightness – no rust trails (any signs of rust means looseness) or shiny threads or metal shavings
- B. Cannot be missing more than 1 in 5 or 2 in 10

33. OUTSIDE HUB OIL SEAL

- A. Not leaking
- B. Fluid level – sight glass or remove cap and check level

34. SPLASH GUARDS (MUD FLAPS)

- A. Splash guards present
- B. Not damaged
- C. Properly fastened – not dragging on ground or rubbing tires

35. BRAKES – FRONT AXLE (DRIVER'S SIDE)

- A. Secure to frame and brake chamber
 - 1. Clamps secure
- B. No leaks
- C. Not cracked, frayed, and no bulges

36. BRAKE CHAMBER

- A. Secure on brake bracket
- B. Clamps secure (around chamber)

- C. *Note – there are no spring brakes on the front*
- D. Check for loose or missing bolts on “S” cam housing, air can mount, and spider

37. SLACK ADJUSTERS

- A. Secure on the brake bracket
- B. Unapplied position – should be a little over 90° when the brakes are released
- C. Applied position – between 80° and 105° when the brakes are applied
- D. Adjustment – 1 inch slack when pulled by hand
- E. Push rods, clevis pins, and cotter pins secure

38. BRAKE LINING (*MAY HAVE DUST COVERS*)

- A. No missing rivets
- B. Pads = generally 3/16” on continuous pad and ¼” on multi-pad is minimum thickness
- C. No metal showing
- D. No grease or oil on pads

39. BRAKE DRUM / DISK

- A. No cracks
- B. No welds
- C. No bluing
- D. No grease or oil on drum / disk

SUSPENSION – FRONT AXLE (DRIVER'S SIDE)

40. SHOCK ABSORBER

- A. Securely mounted
- B. Not broken
- C. Not leaking

41. SPRINGS MOUNTED

- A. Securely mounted
- B. No missing bolts or nuts
- C. Not moving around

42. LEAF SPRINGS – Securely mounted to mounts

- A. Inspect springs for cracks or missing leaves (More than $\frac{1}{4}$ or more are missing or broken, the unit is out of service. Broken main leaf will place the vehicle out of service)
- B. Look for broken and misaligned coil springs, if equipped
- C. Inspect hangers for missing or loose bolts, or hanger itself for cracks
- D. Check leaves for misalignment
- E. Check frame for cracks
- F. Check all bolts on frame rails for missing, broken, or loose bolts
- G. Check torsion arms and other suspension components to ensure all are mounted securely and not damaged

43. U-BOLTS

- A. Secure
- B. Intact
- C. Not broken
- D. No missing nuts

CAB – DRIVER’S SIDE

44. MIRROR / WINDSHIELD

- A. Both should be cleaned at the beginning of each shift
- B. Check for cracks
- C. Check for no illegal decals or stickers, no obstructions
- D. Check mirrors for proper adjustment
- E. Check mirror mounts for looseness
- F. Check washer fluid level and ensure cap is secured

45. DOOR

- A. Operation – opens and closes properly
- B. Hinges – secure, not cracked

46. WINDOW

- A. Operation – rolls up and down
- B. Lock operation
- C. Test locks (do this with windows down)

47. BATTERY

- A. Securely mounted to vehicle
- B. Battery secure inside box
- C. Cables are tight
- D. No corrosion, good contact
- E. Maintenance – check battery water level in each cell; fill to lower ring with distilled water
- F. Ensure all caps are in place (except for maintenance-free batteries)

VEHICLE COMPARTMENTS – (DRIVER’S SIDE)

48. CLEARANCE LIGHTS AND REFLECTORS

- A. Secure
- B. Operational
- C. Clean
- D. Not broken or cracked
- E. Proper color – yellow/amber facing front, red facing rear

49. DOORS AND COMPARTMENT

- A. Operation – opens and closes properly
- B. Hinges – secure, not cracked, broken, or rusted
- C. Latches – operates properly

50. PUMP PANEL

- A. Should be operated a minimum of six times; all ball valves should be opened and closed
- B. Check primer – observe vacuum on gauge with unit in pump mode
- C. Valve handles are secure
- D. Test all components associated with the pump according to department standards:
 - 1. Function correctly
 - 2. Proper position
 - 3. Gauges intact, not broken

51. HOSE AND EQUIPMENT

- A. Visually inspect each compartment for missing or out-of-place items
- B. Each shift must communicate if a hose is replaced after a fire
- C. Do hose loads appear, correct? Ensure they are secure and in the proper location

52. REAR OF APPARATUS

A. DOORS

- 1. Operates – opens and closes properly
- 2. Locks and latches operate correctly
- 3. Hinges – not cracked, broken, or rusted

53. HOSE AND EQUIPMENT

- A. Secure
- B. In proper location

54. PORTABLE ENGINES

- A. Check fuel and oil levels

55. GENERAL CONDITION

- A. No major damage
- B. Clearance lights and reflectors in good condition

VEHICLE COMPARTMENTS – (PASSENGER SIDE)

56. CLEARANCE LIGHTS AND REFLECTORS

- A. Secure
- B. Function properly
- C. Clean
- D. Not broken or cracked
- E. Proper color (yellow/amber front, red rear)

57. DOORS AND COMPARTMENTS

- A. Operates – opens and closes properly
- B. Hinges – secure, not cracked, broken, or rusted
- C. Latches operate properly

58. HOSE AND EQUIPMENT

- A. Visually inspect each compartment for missing or misplaced items
- B. Each shift must communicate if a hose is replaced after a fire
- C. Hose loads appear correct – secure and in proper location

CAB – DRIVER'S SIDE

59. MIRROR / WINDSHIELD

- A. Both should be cleaned at the beginning of each shift
- B. Check for cracks
- C. No illegal decals, stickers, or obstructions
- D. Mirrors properly adjusted
- E. Mirror mounts secure – not loose
- F. Washer fluid level sufficient, cap secured

60. DOOR

- A. Operates – opens and closes properly
- B. Hinges – secure, not cracked

61. WINDOW

- A. Operates – up/down movement
- B. Lock operates
- C. Test locks with windows down

62. BATTERY

- A. Securely mounted to vehicle
- B. Battery secure inside the box
- C. Cables tight
- D. No corrosion – good contact
- E. Maintenance – check water level in each cell, fill to lower ring with distilled water
- F. All caps in place (except maintenance-free batteries)
- G. Inspect indicator light

WHEEL AND TIRE – FRONT AXLE (PASSENGER SIDE)

63. INSIDE HUB OIL SEAL

- A. No oil spray on inside of axle
- B. Oil spray would indicate a bad seal

64. INSIDE RIM

- A. Roundness
- B. No cracks or dents
- C. No welds
- D. Good contact with tire

65. TIRE (INSIDE AND OUTSIDE) CONDITION

- A. No cuts over 1 inch
- B. No bulges
- C. No blisters
- D. No steel or fabric showing
- E. No foreign objects
- F. Even tread wear

66. INFLATION

- A. 100–120 psi or per manufacturer specifications
- B. Check with gauge or use mallet for rap test

67. DEPTH OF TREAD

- A. Minimum 4/32 inch on steering tires
- B. No retreads or recaps on steering axles

68. OUTSIDE RIM

- A. Roundness
- B. No cracks or dents
- C. No welds
- D. Good contact with tire

69. VALVE STEM

- A. Secure
- B. Not bent
- C. Cap intact

70. LUG NUTS

- A. Tight – no rust trails (rust indicates looseness), shiny threads, or metal shavings
- B. No more than 1 in 5 or 2 in 10 may be missing

71. OUTSIDE HUB OIL SEAL

- A. Not leaking
- B. Check fluid level – use sight glass or remove cap

72. SPLASH GUARDS (MUD FLAPS)

- A. Present
- B. Not damaged
- C. Properly fastened – not dragging or rubbing tires

73. BRAKES – FRONT AXLE (PASSENGER SIDE)

- A. Secure to frame and brake chamber – clamps secure
- B. No leaks
- C. Hoses not cracked, frayed, or bulging

74. BRAKE CHAMBER

- A. Secure on brake bracket
- B. Clamps secure (around chamber)
- C. No spring brakes on the front
- D. No loose or missing bolts on “S” cam housing, air can mount, or spider

75. SLACK ADJUSTERS

- A. Secure on brake bracket
- B. Unapplied – slightly over 90°
- C. Applied – between 80° and 105°
- D. Adjustment = 1 inch slack when pulled by hand
- E. Push rods, clevis pins, and cotter pins secure

76. BRAKE LINING (MAY HAVE DUST COVERS)

- A. No missing rivets
- B. Pad thickness – minimum 3/16" (continuous pad), 1/4" (multi-pad)
- C. No metal showing
- D. No grease or oil on pads

77. BRAKE DRUM / DISK

- A. No cracks
- B. No welds
- C. No bluing
- D. No grease or oil present

SUSPENSION – FRONT AXLE (PASSENGER SIDE)

78. SHOCK ABSORBER

- A. Securely mounted
- B. Not broken
- C. Not leaking

79. SPRINGS MOUNTED

- A. Securely mounted
- B. No missing bolts or nuts
- C. Not shifting or loose

80. LEAF SPRINGS

- A. Securely mounted to mounts
- B. No cracks or missing leaves (more than 1/4 missing = out of service)
- C. Broken main leaf = out of service
- D. Check for broken/misaligned coil springs (if equipped)
- E. Hangers – no missing/loose bolts or cracks
- F. Leaves properly aligned
- G. Frame – no cracks
- H. Frame bolts – not missing, broken, or loose
- I. Torsion arms and other suspension components securely mounted and undamaged

81. U-BOLTS

- A. Secure
- B. Intact
- C. Not broken
- D. No missing nuts

82. UNDER VEHICLE

- A. No puddles or fluid leaks
- B. No broken hoses hanging down
- C. No broken belts hanging down
- D. No loose mounts, bolts, nuts, or brackets

83. DRIVE SHAFT

- A. Inspect for bends or cracks
- B. Couplers clear of foreign objects

84. FUEL AND FUEL TANK

- A. Check fuel level – allow space for expansion
- B. No leaks from tank
- C. Tank mounting brackets and bolts secure
- D. Maintain minimum 1/2 tank

85. AIR TANKS

- A. No cracks or dents
- B. Mounts and bolts – secure and not broken or missing
- C. Drain moisture from all tanks

86. EXHAUST

- A. Securely mounted
- B. Not cracked
- C. No leaks
- D. No black carbon residue (indicates leak)
- E. Heat shield intact

87. FRAME

- A. Straight
- B. Not broken, cracked, or loose
- C. No illegal welds
- D. No missing or broken brackets

WHEEL AND TIRE – REAR AXLE (DRIVER’S SIDE)

88. INSIDE HUB OIL SEAL

- A. No oil spray on inside of axle
- B. Spray indicates a bad seal

89. INSIDE RIM

- A. Round with no cracks, dents, or welds
- B. Good contact with tire

90. TIRE (INSIDE AND OUTSIDE) REAR CONDITION:

- A. No cuts over 1 inch
- B. No bulges, blisters, exposed steel or fabric
- C. No foreign objects
- D. Even tread wear

91. INFLATION:

- A. 100–120 psi or per manufacturer specs
- B. Check with gauge orallet test

92. TREAD DEPTH:

- A. Minimum 2/32" on non-steering tires
- B. No retreads or recaps on steering axles

93. OUTSIDE RIM

- A. Round, no cracks, dents, or welds
- B. Good contact with tire

94. VALVE STEM

- A. Secure, not bent, cap intact

95. LUG NUTS

- A. Tight, no rust trails, shiny threads, or metal shavings
- B. No more than 1 missing in 5 or 2 in 10

96. OUTSIDE HUB OIL SEAL

- A. Not leaking
- B. Check fluid level via sight glass or remove cap

97. SPLASH GUARDS (MUD FLAPS)

- A. Present, undamaged, properly fastened
- B. Not dragging or rubbing on tires

BRAKES – FRONT AXLE (DRIVER’S SIDE)

98. AIR LINES

- A. Secure to frame and brake chamber
- B. No leaks, cracks, frays, or bulges

99. BRAKE CHAMBER

- A. Secure to bracket, clamps intact
- B. No front spring brakes
- C. No loose or missing bolts on S-cam housing, air can, or spider

100.SLACK ADJUSTERS

- A. Secure to bracket
- B. Over 90° when brakes released, 80°–105° applied
- C. 1" slack when pulled by hand
- D. Push rods, clevis pins, and cotter pins secure

101.BRAKE LINING

- A. No missing rivets
- B. Min. pad thickness: 3/16" continuous, 1/4" multi-pad
- C. No metal showing, grease, or oil

102.BRAKE DRUM / DISK

- A. No cracks, welds, bluing, grease, or oil

SUSPENSION – REAR AXLE

103.SHOCK ABSORBER

- A. Securely mounted, not broken, not leaking

104.SPRINGS MOUNTED

- A. Securely mounted
- B. No missing bolts or nuts
- C. Not moving around

105.LEAF SPRINGS

- A. Securely mounted to mounts
- B. No cracks or missing leaves (Out of service if over 25% missing or main leaf broken)
- C. No broken/misaligned coil springs (if present)
- D. Inspect hangers for loose/missing bolts or cracks
- E. Check alignment, frame, and bolts for damage
- F. Ensure torsion arms and other components are secure and undamaged

106.U-BOLTS

- A. Secure, intact, not broken, no missing nuts

107.PROCEDURE FOR MEASURING PUSHROD STROKE

- A. Park on level surface with chocks
- B. Ensure cut-out at 100–125 psi (max 130 psi)
- C. Shut engine off and release spring brakes

- D. Mark pushrod at chamber or fixed point
- E. Have assistant fully press brake pedal
- F. Measure stroke length and compare with brake chamber type (e.g., 30 = 2" max travel)

108.BRAKE LINING

- A. No missing rivets
- B. Pad min: 3/16" continuous, 1/4" multi-pad
- C. No metal, grease, or oil on pads

109.BRAKE DRUM / DISK

- A. No cracks, welds, bluing, grease, or oil

WHEEL AND TIRE – REAR AXLE (PASSENGER SIDE)

110.INSIDE HUB OIL SEAL

- A. No oil spray on inside of axle (indicates bad seal)

111.INSIDE RIM

- A. Round, no cracks, dents, or welds
- B. Good contact with tire

112.IN-CAB INSPECTION

- A. Accountability Board
- B. Present with tags for all members

113.WINDSHIELD

- A. Clean and clear
- B. No cracks, splits, spidering, or holes larger than a quarter
- C. No illegal stickers

114.WIPERS / WASHERS

- A. Blades in good condition, no tears or fold-over
- B. Good contact and wiper pattern
- C. Adequate washer fluid application

115.MIRRORS

- A. Clean, securely mounted, not broken
- B. Adjusted for operator

116.WATER TEMPERATURE GAUGE

- A. Normal = 170–195°F

117.OIL PRESSURE GAUGE

- A. Normal = 35–75 psi

118.VOLTMETER

- A. Normal = 12–14 volts

119.TACHOMETER

- A. Rev engine to confirm smooth needle movement (no sticking)

120.LIGHTS

- A. Headlights, dash lights, and high-beam indicator operational

121.EMERGENCY LIGHTS

- A. Switches and lights functional (not part of DMV test but must be checked daily)

122.HEATER / DEFROSTER

- A. Operates with airflow at vents

123.EMERGENCY BRAKE

- A. Secure, functional, not broken

124.STEERING WHEEL

- A. Max 2" free play (10° in a 20" wheel)

125.HORN AND SIREN

- A. Check both electric and air horns

126.TURN SIGNALS

- A. Left and right indicators functional on dash

127.4-WAY FLASHERS

- A. Dash indicators functional

128. SEAT BELTS

- A. Secure, adjustable, locking/releasing properly
- B. Not frayed

129. BREATHING APPARATUS AND HAND LIGHTS

- A. Inspected per department standard

130. EMERGENCY EQUIPMENT – FUSES / CIRCUIT BREAKERS

- A. Spare fuses for each type, breakers not tripped

131. FIRE EXTINGUISHER

- A. Charged, secure, and proper rating

132. TRIANGLES / FLARES

- A. Three triangles or multiple flares, not damaged

133. FIRST AID KIT / ALS/BLS GEAR / OTHER EQUIPMENT

- A. Inspected to department standard
- B. Check for tire chains (if needed), accident report kit, and fuel card

1. AIR SYSTEM - C.O.L.A. AIR BRAKE INSPECTION

All the air brakes system tests in this section are considered important parts of the in-cab air brakes tests. The items listed in this section are required for testing purposes during the pre-trip portion of the CDL driving test. They may be performed in any order if they are performed correctly and effectively.

2. GOVERNOR CUT OUT

To perform this test, the air pressure for the vehicle must be rising when the engine is running. Governor cut-out occurs when the needle stops rising. The air compressor should cut-out no higher than 140 psi (max). For testing purposes, you must identify the pressure at which governor cut-out occurred and verbalize the maximum pressure (cut-out) at which this can occur.

Note: The air dryer exhausting should not be referenced as governor cut-out.

3. GOVERNOR CUT IN

To perform this test, the air pressure for the vehicle cannot be rising when the engine is running. With the engine idling, slowly pump the brake pedal to reduce the air tank pressure. Watch the air pressure gauge between pumps to identify when the compressor cuts in (needle starts to rise). This should occur no lower than 85 psi, if gauges do not move upward (governor cut in), continue to pump brakes slowly (as above) release about 5 psi each time until governor cuts in.

4. LOW AIR WARNING

To perform this test, the vehicle must have enough air pressure so the low pressure warning signal is off. The engine may be on or off; however, the key must be in the “on” or “battery charge” position. Next, begin fanning off the air pressure by rapidly applying and releasing the foot brake. The low pressure warning signal (buzzer, light, or flag) will generally activate when the air pressure falls between 55–75 psi.

5. APPLIED AIR TEST

To perform this test, the vehicle’s air pressure should be built up to maximum pressure (cut-out). With the air pressure built up, shut off the engine, chock the wheels if necessary, release the parking brake (all vehicles) and the tractor protection valve (combination vehicle), and firmly apply the foot brake. Then hold the foot brake for 1 minute after stabilization of the air gauge. Check the air gauge to see that the air pressure drops no more than 3 psi in 1 minute (single vehicle).

6. CHECK THAT SPRING BRAKES COME ON AUTOMATICALLY

Release all parking brakes. Fan off the air pressure by stepping on and off the brake pedal to reduce tank pressure. The tractor protection valve and parking brake valve should close (pop out) on a tractor-trailer combination vehicle and the parking brake valve should close (pop out) on other combination and single vehicle types when the air pressure falls to the manufacturer's specification (20–45 psi). This will cause the spring brakes to come on.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **SCBA Inspection and Maintenance**

POLICY NUMBER: **720**

EFFECTIVE DATE:

I. PURPOSE

1. This policy establishes the standards and responsibilities for the inspection, maintenance, use, and testing of Self-Contained Breathing Apparatus (SCBA) equipment within the Newberry Springs Fire Department (NSFD). It is intended to ensure firefighter safety, regulatory compliance, and operational readiness at all times. This policy is specifically tailored for the **3M™ Scott™ Air-Pak™ X3 Pro SCBA units with 5.5 high-pressure cylinders and facepieces** currently in service with NSFD.

II. SCOPE

1. This policy applies to all fire department personnel who operate or maintain SCBAs. The policy includes requirements for daily inspections, after-use decontamination, facepiece maintenance, hydrostatic testing of air cylinders, and fit testing in accordance with applicable OSHA, NFPA, DOT, and manufacturer standards.

III. DEFINITIONS

1. SCBA: Self-Contained Breathing Apparatus used to provide breathable air in hazardous environments.
2. Facepiece/Mask: The component worn on the firefighter's face that seals around the nose and mouth and connects to the SCBA regulator.
3. PASS Device: Personal Alert Safety System integrated with the SCBA to emit alerts in the event of firefighter inactivity.

4. HUD: Heads-Up Display that shows real-time cylinder pressure within the user's field of vision.
5. Hydrostatic Testing: Pressure testing of cylinders to check structural integrity.
6. Fit Test: A required process to ensure a proper seal between the SCBA mask and the user's face.

IV. DAILY SCBA INSPECTION PROCEDURE

1. Each on-duty firefighter is responsible for performing a full inspection of their assigned SCBA at the start of each shift and after each use. The following procedure must be followed:

A. CYLINDER

1. Verify cylinder is securely attached and seated in the backframe bracket.
2. Confirm pressure gauge reads at or above 5,500 psi (full).
3. Ensure cylinder valve is hand-tightened and free of debris or corrosion.

B. SCBA ASSEMBLY

1. Check shoulder and waist straps for fraying, excessive wear, or contamination.
2. Inspect the backframe and harness for structural integrity and cleanliness.
3. Confirm that buckles, fasteners, and webbing are in working order and adjusted properly.

C. PASS DEVICE & HUD

1. Press the green button to confirm battery level (replace if two yellow bars or fewer are shown).

2. Ensure all audible and visual alarms activate in all stages of activation when the unit is powered on.
3. Confirm proper activation of the pre-alert mode (after 20 seconds of no movement) and that full alarm is triggered when appropriate.
4. Reset alarm by double-tapping the Yellow button.

D. REGULATOR

1. Inspect regulator for cracks, broken seals, and debris.
2. Test donning and doffing procedures, including regulator locking/unlocking into facepiece.
3. Ensure positive pressure flow begins when the regulator is inserted into the facepiece and unit is pressurized.

E. FUNCTIONAL CHECK

1. Open cylinder valve fully.
2. Check that pressure readings on HUD and cylinder gauge are consistent within ± 225 psi.
3. Listen for leaks or abnormal sounds.
4. Verify PASS and HUD function during pressurization and depressurization.

V. FACEPIECE INSPECTION AND MAINTENANCE

1. SCBA facepieces are a critical life safety component and shall be maintained in optimal condition.
2. DAILY AND PRE-USE INSPECTION CHECK FACEPIECE FOR:

A. Cracks or scratches in lens

- B. Broken or damaged amplifier, if attached
- C. Worn head straps or damaged buckles
- D. Loose or missing mounting components
- E. Dry or cracked sealing surfaces
- F. Verify cleanliness and integrity of the inhalation and exhalation valves.
- G. Ensure regulator connection port is unobstructed and properly aligned.
- H. Confirm tight seal and proper fit through user seal check.

3. CLEANING PROCEDURE (AFTER USE)

- A. Remove regulator before cleaning.
- B. Wash mask with mild soap and warm water (or an approved SCBA mask cleaning solution).
- C. Disinfect using a germicidal wipe or manufacturer-approved disinfectant.
- D. Rinse thoroughly and allow to air dry. Do not use heat sources to dry masks.
- E. Store mask in a clean, dry, and ventilated bag or compartment to avoid lens distortion.

4. MONTHLY INSPECTION

- A. Facepiece shall be inspected by company officers and documented.
- B. Special attention shall be given to the voicemitter diaphragm, head harness integrity, seal ring, and lens clarity.

Note: Any damage or defect must result in immediate removal from service. A replacement shall be issued and the damaged mask logged for repair or disposal.

VI. CYLINDER INSPECTION AND HYDROSTATIC TESTING

1. ROUTINE INSPECTION

A. Conduct visual inspection for signs of:

1. Impact damage
2. Cracks, dents, or corrosion
3. Missing or illegible labels or hydrostatic dates
4. Debris in valve threads

2. HYDROSTATIC TESTING REQUIREMENTS

- A. Composite 5.5 cylinders shall be tested every 5 years in accordance with DOT and NFPA 1852.
- B. Maximum service life is 15 years from manufacture date.
- C. Cylinders that fail hydrostatic testing or exceed 15 years shall be permanently removed from service and documented.
- D. All testing shall be conducted by certified DOT-authorized testing centers. Test records shall be retained in department archives.

VII. POST-USE DECONTAMINATION

1. After use in fire, hazmat, or contaminated environments:

SCBA and mask shall be cleaned immediately upon return to quarters.

Use soft brushes and mild detergents to remove soot and chemical residues.

Perform complete system check once cleaning is finished and unit is dry.

Document decontamination in equipment log.

VIII. ANNUAL FIT TESTING REQUIREMENTS

Per OSHA 29 CFR 1910.134:

All personnel assigned an SCBA shall undergo an annual fit test.

Tests shall be conducted for the specific mask make/model assigned.

Fit testing is required:

Initially

Annually

After significant facial changes (e.g., weight change, surgery, scarring)

When changing to a new mask model or size

Records of completed fit tests shall be retained in each member's personnel training file.

IX. TRAINING

All department personnel shall be trained upon initial assignment and annually thereafter.

Training shall include:

Donning and doffing procedures

Emergency operation (e.g., low air alarm, trapped firefighter drills)

Proper inspection and cleaning

Use of HUD and PASS system

Facepiece seal checks

Mayday procedures

Training will be documented and reviewed by the department's Training Officer.

X. OUT-OF-SERVICE PROCEDURE

Any SCBA or component (cylinder, facepiece, regulator, etc.) found to be:

Damaged

Failing inspection

Beyond hydrostatic test date

Missing parts

Exhibiting alarm malfunctions

...shall be immediately removed from service, tagged “Out of Service,” and reported to the company officer. Equipment shall be evaluated and repaired by certified SCBA technicians only.

XI. DOCUMENTATION

Daily, weekly, and monthly inspection logs shall be maintained in binders at the station and uploaded digitally if available.

Fit test records shall be retained for a minimum of 3 years.

Hydrostatic testing records shall be maintained for the service life of each cylinder.

XII. RESPONSIBILITIES

Firefighters: Conduct all required inspections, report defects, clean equipment after use.

Company Officers: Ensure compliance with daily/monthly inspections, review logs, submit repair requests.

Training Officer: Schedule fit testing, SCBA drills, and maintain training documentation.

Chief Officers: Ensure budgetary provisions for replacement, testing, and service of SCBA equipment.

XIII. REFERENCES

NFPA 1981: Standard on Open-Circuit SCBAs for Emergency Services

NFPA 1852: Standard on Selection, Care, and Maintenance of SCBAs

OSHA 29 CFR 1910.134: Respiratory Protection

3M Scott Air-Pak X3 Pro SCBA – Functional Test & Inspection Procedure

Daily Pre-Use Inspection

Purpose: Before each use (or at the start of each shift), perform a thorough inspection and safely in the field¹. If any component fails to meet the expected parameters during this use the SCBA – remove it from service and tag it for repair².

Procedure: Follow these step-by-step instructions for the daily pre-use

1. **General Visual Inspection of All Components:** Examine the entire SCBA for cleanliness, wear³.
2. **Harness & Straps:** Check the shoulder straps, waist belt, and cylinder retention strap for cuts, fraying, broken stitching, or burns. All buckles and fasteners should missing parts)³.
3. **Hoses & Lines:** Inspect all hoses (high-pressure and low-pressure) and rubber parts splitting, brittleness, or abrasion. Ensure the **pressure reducer** (first-stage backframe) is securely mounted and not visibly⁴⁵. The **remote gauge line** and wires (for HUD or PASS) should be properly routed and protected by the harness⁶.
4. **Facepiece:** Inspect the facepiece thoroughly. The rubber **face seal** must be pliable and deformation, tears, or cracks. Check the **lens** for any scratches, cracks, clouding melting, or distortion that could impair vision. Verify the lens frame is intact (no cracks) all frame screws or clamps are present and tight. Examine the head harness webbing for damage; all straps should be correctly threaded and anchors firmly attached. exhalation valve is clean (no debris visible from inside) and the cover is
5. **Mask-Mounted Regulator (Second-Stage Regulator):** Remove the regulator from the facepiece (rotate and pull to release it) and inspect it for cracks, missing/damaged parts, or⁵. The regulator's **O-ring/gasket** around the outlet must be in place and undamaged (no tears)¹¹. Check that the locking mechanism (latch) is functional and not broken. Also **purge valve knob** is not cracked and can turn from stop to stop smoothly (half-turn¹²
6. **PASS Device & Electronics:** Ensure the Personal Alert Safety System (PASS) device is present and securely attached (console on the shoulder strap and sensor module on the backframe). Look for any damage to the PASS components or loose connections. The PASS should **blink green** to indicate a charged battery and standby mode once activated (you will confirm this during operation). If your SCBA has a built-in voice amplifier or **fresh batteries** for those devices as well (per manufacturer¹³
7. **Cylinder Connection & UEBSS/RIC Ports:** Verify that the cylinder is firmly locked into the backframe cylinder strap/clamp. For the **Universal EBSS** (Emergency Breathing Support System, if equipped – a buddy-breathing hose), make sure the hose is properly stored and its quick-connect coupling dust caps are in place. Inspect the EBSS hose for cuts or

Intervention Crew Universal Air Connection) on the SCBA (usually a fill port on the reducer remove its dust cover and ensure the coupling is clean and free of dirt . **Replace the dust** after inspection¹⁴ .

8. ***Criteria – Remove from Service if:*** **Any signs of worn or damaged components are found that could compromise safety – for example, cracked lenses, torn harnesses, missing O-rings, or other critical damage** – must result in immediate corrective action**. Minor issues (loose screws, dirty components) should be corrected before use; major issues require service for repair¹⁵ .

9. **Cylinder and Valve Inspection:** The breathing air cylinder must be serviceable and full for

10. **Cylinder Pressure:** Check the cylinder's pressure gauge. It should read **full (near 100% pressure)**. If the cylinder is less than full, replace it with a fully charged cylinder before (Many departments define "full" as at least 90% of the rated pressure; e.g. ~4950 psi on a cylinder ¹⁷ .)
11. **Cylinder Body Condition:** Visually inspect the cylinder for any physical damage or heat exposure. **Look for:** dents, gouges, deep scratches, or signs of high heat exposure such as discoloration of the paint (paint turned brown/black), charred or melted decals, a melted distorted bumper on the cylinder neck. **Bulging** of any composite cylinder wall or cracks composite wrap are critical issues.
12. **Hydrostatic Test Date:** Check the cylinder's manufacture or last hydro test date, usually stamped on the cylinder crown or label. Ensure it is within the required **hydrostatic re-test interval** (e.g., 5 years for composite cylinders, as specified on the cylinder). **If the hydro test must not be used** ¹⁹ .
13. **Cylinder Valve Assembly:** Inspect the cylinder valve and its components: verify the **hand wheel** is not bent or cracked and turns smoothly. Check the valve **outlet** for damage – if a threaded CGA outlet, the threads should be clean and not cross-threaded; undamaged and free of dirt or debris¹⁴ . Look at the **burst disc (pressure relief valve)** on the – it should not be bulging or showing signs of leakage or ¹⁴
14. ***Criteria – Remove from Service if:*** **The cylinder has any physical damage as described (cracks, bulge, severe heat damage) or an expired hydro test date**.** Such cylinders should service, drained of air, and sent for evaluation/testing or disposal as ²⁰ ²¹ . Also, if cylinder is under-filled (below acceptable pressure) and a full cylinder is not available, do not use that SCBA for entry.
15. **Preparation Before Air-Up:** Position the SCBA for testing and set all controls correctly prior to pressurizing the system.
16. Ensure the **cylinder valve is closed** at the start (you will open it in the next step). The cylinder should be securely attached to the SCBA backframe.
17. Verify that the **red purge valve** on the regulator is fully **closed** (turned clockwise so the straight up,¹⁸ .
18. Verify the regulator's **donning switch** (also called air-saver switch) is engaged. On Scott mask- mounted regulators, this is done by depressing the center paddle (this stops airflow upon connection). If your regulator has a side toggle for donning (E-Z Flo C5 style), ensure it is in the "standby" position. This prevents free-flow of air when

19. Attach the regulator to the facepiece or be prepared to attach it quickly after charging.
*If you do not attach it yet, have the regulator ready in hand and ensure the facepiece is within reach, because once the system is pressurized and the donning switch is off, the regulator can free-flow if not sealed. Many users prefer to leave the regulator **disconnected** during the initial pressurization but will **immediately listen for leaks** and then attach it for the breathing test.**
20. Make sure you and anyone nearby are aware you are testing the PASS alarm. (It will sound.)
21. **Pressurize the SCBA (Open Cylinder Valve):** Slowly and fully open the cylinder valve by counter-clockwise (at least two full turns) . As the system charges with air, **observe** the following automatic:
 22. **Vibralert “chirp”:** The **Vibralert end-of-service alarm** (a tactile vibrating alert in the regulator) should momentarily actuate when the system initially pressurizes, then stop. indicates the vibralert is functional²² . (Note: The Scott Air-Pak’s vibralert might not always opening if the pressure comes up smoothly, but a momentary rattle is commonly noted.)
 23. **Heads-Up Display (HUD) initialization:** The SCBA’s HUD (in-mask display) should about 20 seconds at start-up . This self-test confirms each LED is working. After 20 HUD will show the actual cylinder level (detailed in Step 5). If any HUD lights fail to illuminate during the self-check, that is a fault condition.
 24. **PASS Device activation:** If equipped with the Pak-Alert PASS, you should hear **three quick** from the PASS alarm as it powers on with the air flow . Also look at the PASS console – a light should begin flashing, indicating the PASS is in monitoring (standby) mode.
 25. **Leak check (audible/visual):** As the system becomes pressurized, **listen for any hissing or popping sounds** that continue after the initial surge. **No continuous air leaks should be** anywhere on the SCBA . Also observe the pressure gauge: it should climb up to the pressure and then hold steady (not slowly dropping). If you detect a leak (hissing sound or the gauge falling), you will address this in later steps, but **significant leaks require halting the test.**

flashing, it indicates the SCBA’s battery is low³⁶ . In that case, **replace the batteries** proceeding further, as a low battery can cause HUD or PASS failure during use . The may also give a low-battery chirp or orange light if its batteries are low. Any low-battery signal means the SCBA is not ready for use until batteries are changed.
27. **Initial Gauge Reading:** The remote pressure gauge (on your chest console) should quickly move to show the current cylinder pressure. (We will verify its accuracy in the next step, but note roughly where it stops.)
28. **Pressure Gauge & HUD Reading Verification:** Check that the **air pressure readings and indicators agree**, as this is critical for confidence in your gauges:
29. **Cylinder vs. Remote Gauge:** Compare the reading on the **remote gauge** (chest-mounted analog gauge on the PASS console) to the **cylinder’s own gauge** on the tank valve. These **within 10% of each other**²⁷ . For example, if the cylinder is at 4500 psi, the remote gauge

read roughly between 4050 and 4950 psi (within ~10%). A small difference is normal due to calibration, but a large discrepancy (e.g., one says full and the other says 1/2) is

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30. **Head-In Display Level:** After the initial 20-second self-check, the HUD will display the pressure level in a series of colored LEDs. Verify that the **HUD matches the gauge readings**. On the Scott X3 Pro HUD (E-Z Flo+ regulator with AV-3000 HT facepiece, for
- **Full to 3/4 cylinder:** Two green lights should show near the center of the²⁸
 - **Between 1/2 and 3/4:** One green light (single green) is displayed.
 - **Between 1/3 and 1/2:** A yellow light flashes slowly (typically 1x per second) indicating roughly half capacity.
 - **Below 1/3:** A red light on the far left flashes rapidly (approximately 10x per second) indicating low air²⁹. (This red flashing is the HUD's end-of-service indicator critically low – we will intentionally trigger it in Step 9.)
 - **Low Battery:** In normal operation, the **round red low-battery LED** on the HUD should **not**
31. **If any discrepancies are found:** The gauge and HUD should all correlate reasonably.
- Criteria – Remove from Service if:** the **remote gauge is off by more than ~10% from the** or the **HUD does not display correctly**³⁰. For instance, if the cylinder is full but HUD shows if any expected light is out, the SCBA has an instrumentation problem – tag it out serviced before use. Minor deviations (e.g., 200 psi difference) can be noted, but if it manufacturer's spec or your department's allowed tolerance, do not use
32. **Regulator and Facepiece Function Test (Breathing Check):** Now test the SCBA's ability to deliver air properly when you breathe. This verifies the second-stage regulator and mask seal
33. **Don the Facepiece:** If not already on, don the facepiece and tighten the straps to achieve a proper seal on your face. (If you prefer not to fully don for this test, hold the facepiece firmly to your face to create an airtight seal.) Make sure the regulator is ready to be attached – typically, align and insert the regulator into the facepiece port and rotate it clockwise until it locks regulator's donning switch and start the flow of air. You should immediately receive air several normal breaths. **Expected result:** Breathing should feel **normal and unrestricted**, as the regulator supplies air on demand. The SCBA is a positive-pressure system, so you may notice a slight positive pressure in the mask (which is good for safety). There should be **no delay or hesitation** in airflow when you inhale.
35. **Check for Leaks While Breathing:** As you breathe, **listen for any whistling or hissing** around the facepiece or regulator, which could indicate a leak or improper seal. Also watch the HUD – it may momentarily flicker if pressure fluctuates, but it should not drop significantly just from a few breaths. If you feel or hear air leaking around the face seal, adjust the mask and straps. If a leak persists, the facepiece may not be sealing (check straps, hair intrusion, or mask size/fit). Any leak from the regulator connection could indicate a bad O-ring or improper lock – stop and investigate.
36. **Remove Regulator (Positive Pressure Test):** Next, while air is flowing, remove the regulator from the facepiece (or pull it away to break the seal). The regulator should of air out of the regulator when it's not³³
37. **Stop Air Flow (Donning Switch):** Re-engage the regulator's donning switch to stop the air flow. For the Air-Pak's E-Z Flo regulator, this means pressing the center **air-saver button** on

firmly. The air flow should **immediately cease**. (If you had removed the regulator, you may to reconnect it to the facepiece then hit the air-saver, or some models allow engaging it out of the mask.) Once activated, no air should be heard flowing.

38. **Facepiece Exhalation Valve:** While the facepiece is on, also take a moment to exhale; ensure that the exhalation valve opens to vent your breath and then closes properly. You should not feel pressure build up on exhale (a stuck exhalation valve) nor significant inward leakage on inhale (which a malfunctioning exhalation valve could cause during negative pressure). If something seems off (e.g., you cannot exhale or the mask doesn't hold a seal on inhale), the exhalation valve or mask seal may be faulty.
39. **Criteria – Remove from Service if:** the regulator does **not provide air on demand** or does so sluggishly, if **any free-flow cannot be stopped** (other than via purge valve use in Step 7) indicating a donning switch failure, or if you cannot achieve a proper face seal. Essentially, any failure in breathing performance (e.g., no air upon inhalation, significant leaks) means
40. **Bypass/Purge Valve Test:** The red purge valve (emergency bypass) on the regulator allows manual airflow in case of regulator failure or to depressurize. Test its function:
41. **Open Purge:** Rotate the purge knob **counter-clockwise about half a turn** (from the 12 o'clock "closed" position toward 6 o'clock). This will open the bypass path. **Expected result:** **freely** into the facepiece (you'll hear a strong hiss of air) without needing to inhale. If holding the regulator in open air, you'll feel a strong stream; if attached to the mask, you'll feel a rush of air inside the mask.
42. **Close Purge:** Turn the purge knob **clockwise back to the fully closed** position (pointer straight ³⁶). The free-flowing air should **stop completely**. There should be no trickle of airflow purge is fully
43. **Criteria – Remove from Service if:** the purge valve is **difficult to turn**, does not turn its full range, or if **air continues to leak** out of the regulator when you've closed it tightly. A malfunctioning purge (either stuck closed or unable to shut off) is a critical issue – the SCBA ¹² ³⁷.
44. **PASS Device Alarm Test:** Verify the proper function of the PASS (Personal Alert Safety System), which provides motion alarm and manual distress signaling. The Air-Pak X3 Pro's PASS (Pak-Alert) is integrated and should have activated on cylinder open (green flashing LED). Now test both automatic and manual alarm modes:
45. **Motion Sensor (Pre-Alarm and Full Alarm):** Set the SCBA down or remain perfectly still for about **20 seconds**. The PASS should register lack of motion. First, you will hear a **pre-alarm chirp** or tone pattern – a muted escalating alarm accompanied by the console light turning from green to an alternating color (often red flashing). Immediately after the pre-alarm (if no motion is detected), it will escalate to a **full alarm** (~10 more seconds of no movement). The full PASS alarm is a loud, continuously oscillating siren with flashing console ³⁸. Allow the PASS to go into full alarm for a moment to ensure it reaches full. Everyone nearby should hear this loud alarm.
46. **Reset Motion Alarm:** Press the **reset button(s)** on the PASS console to silence the alarm. Scott PASS consoles typically have a yellow reset button – press it twice in succession to

models one press will  . Verify that the alarm silences and the unit monitoring (blinking green LED). Alternatively, vigorous movement of the SCBA can also reset the pre-alarm, but using the button is the surest way once full alarm is sounding.

47. **Manual Alarm Activation:** Next, test the manual activation. Press and hold the **red alarm button** on the PASS control console (usually labeled or a red cover) for a second, and the PASS should immediately go into full alarm mode on demand. This replicates a firefighter activating the distress signal. Confirm the alarm sounds loudly and the lights flash. Then reset the PASS again by pressing the reset/yellow button twice to stop the alarm.
48. **PASS Lights:** During these tests, also observe the **visual indicators** on the PASS: the backframe **sensor module LED** (if your model has one visible from behind) should flash green normally and flash red in alarm. The control console may have an LCD or LEDs that show status as well (some Scott models have a HUD in the gauge that might mirror HUD or show "PASS alarm"). Ensure all these visual cues function (at least one bright blinking red).
50. **Criteria – Remove from Service if:** the PASS device **fails to enter alarm**, sounds **weak or distorted**, or fails to reset properly. Also, if any control button is not working (e.g., reset or manual alarm button stuck), that is a failure. The PASS is a life-safety device – any malfunction means the SCBA must be serviced (battery replacement is a the field .
51. **Low-Air Alarm (EOSTI) Test:** This test simulates reaching a low cylinder air supply to ensure the automatic **End-of-Service-Time Indicators (EOSTI)** – namely the Vibralert and HUD low-air warnings – function correctly. **Ensure you are in a safe environment to do this (not in an IDLH atmosphere)**, as it will temporarily deplete some air from the cylinder.
52. **Close Cylinder Valve:** Begin by turning the cylinder valve **fully off** (all the way clockwise). The SCBA is now running on the residual air in the system.
53. **Slowly Bleed Air via Purge:** Open the regulator purge valve **slightly** (crack it open) to start air and dropping the pressure in the system. You can watch the **remote gauge needle** begin fall from full. Do this slowly; you want to catch the moment the low-air alarms activate. As the pressure falls, **observe the HUD lights** – they should step down from green to yellow as the pressure passes the 1/2 mark.
54. **Watch for Low-Air Threshold:** The Scott Air-Pak's low-air alarm typically activates at **1/3 of the cylinder's capacity** (NFPA 2018 standard EOSTI setpoint) . For example, on a 4500 cylinder, 1/3 is ~1500 psi; on a 5500 psi cylinder, 1/3 is ~1830 psi. As the needle approaches that area (the one-third mark on the gauge, just before the red "empty" zone), be ready.
55. **Confirm Vibralert Activation:** When the system reaches the trigger pressure, the **Vibralert** buzz that signals low air . This is a primary end-of-service indicator and must work.
56. **Confirm HUD Low-Air Indicator:** Simultaneously, the HUD's far-left **red light will start rapidly (~10x per second)** to signal low supply. The flashing red HUD coupled with the indicates the user has reached one-third cylinder pressure. *(If your SCBA's HUD also has a distinct pattern for exactly 1/4, note that the standard is 1/3; older models were 1/4. The X3 Pro per 2018 spec uses 33% as the alarm point, so the alarm should come on as the gauge enters the red zone.)*

57. **Confirm PASS Low-Air Signal:** Many integrated PASS devices will also recognize the low-air state. On the Scott SCBA, the **remote gauge console may illuminate a red light** or display a colored when low air is reached . If your PASS has this feature, verify that the **console's low-air solid red** or the appropriate indicator is shown. (Some models also emit a distinct tone or for low air – check your model's specifics.)
58. **Do Not Empty Completely Yet:** Once the vibralert and other low-air alarms are confirmed, **close the purge valve** to stop further venting momentarily. This preserves a bit of air and allows you to verify the alarms maintain while pressure is at that threshold. **All of the following should be occurring together:** regulator is vibrating, HUD flashing red, PASS gauge light red. If any of these did not activate, note it.
59. **Resume Bleed-Down:** Now reopen the purge valve to continue bleeding the remaining air, extinguish as pressure diminishes . The vibralert will usually continue to flutter until the is very low, then stop. The PASS low-air light (if any) may start flashing as the HUD dies (depending on design).
60. **All Alarms Stop at 0:** When the system pressure reaches **zero** (remote gauge at "Empty"), the vibralert should stop and the HUD lights will be off. The PASS will likely go into full alarm due to lack of motion during this period – if it has, reset it once more after you fully bleed the system. (On some models, once the air is drained, the PASS might pressure – just reset it as normal .)
61. **Electronic EOSTI Reset:** If your SCBA/PASS has an **electronic EOSTI** (some newer PASS devices sound a distinct alarm at low air, separate from vibralert), make sure to after the air is drained. Typically, pressing the PASS reset button twice will .
62. **Close Purge:** Don't forget to turn the purge valve fully **off (closed)** once finished, to ensure the system is ready to be refilled without leaking.
63. **Criteria – Remove from Service if: any low-air warning fails to operate** properly. All end-of-service indicators (vibralert tactile alarm, HUD red flash, and PASS low-air signal) designed; if one or more did not activate at the threshold, the SCBA is not safe . For example, if the vibralert did not buzz at ~1/3 remaining, or the HUD gave no red flashing light, **do not use the unit** until it's repaired. These alarms are critical for knowing when to exit a hazardous area.
64. **Repacking and Documentation:** After completing the functional tests, take the following steps to ready the SCBA for service and record the inspection:
- **Return to Standby:** Ensure the cylinder is **closed** (it was closed for the low-air test) and the system is fully depressurized (gauges at zero, no airflow). The regulator purge should be closed. **Press the PASS reset** if it is still activated, and confirm the PASS is off or in standby with green flash. Detach the regulator from the facepiece (if still attached) and stow it on the holder/clips provided on the harness. Make sure all valves (cylinder and purge) are off so the SCBA doesn't leak down any new cylinder you put on.
 - **Refill/Replace Cylinder:** Because you vented some air, the cylinder is no longer full. department's minimum fill standard (e.g., >9 %) . If you started with a training partially filled one for testing, swap back in your full operational cylinder. Secure the cylinder in the backframe strap and double-check the valve is fully off.

- **Final Visual once-over:** Do one last quick look at the SCBA: all straps extended and not twisted, dust caps on any quick-connects (RIC/UAC, EBSS, regulator if applicable), and that you didn't leave anything disconnected. This ensures the next user can do it quickly.
- **Log the Inspection:** Record the daily inspection in the appropriate log (equipment check sheet or electronic tracking system). Include key details such as date/time, your name/ID, cylinder pressure (after refill), and note **any deficiencies** found and corrective actions taken. For example, "Replaced cylinder, tightened PASS battery cover, all tests OK" or "SCBA out-of-service for regulator leak – reported to before each use¹". Remember that OSHA requires at least **monthly** inspections of kept for emergency use³, and many departments require a documented check every ⁴⁴. Adhering to this daily inspection routine and logging it not only follows guidance but also meets these regulatory requirements, ensuring the SCBA will properly when needed⁵.

Periodic Maintenance Inspection (Monthly or Scheduled)

Purpose: In addition to daily use checks, a more detailed **periodic inspection** should be conducted on a scheduled basis (commonly monthly, or as required by your respiratory Scott Air-Pak X3 Pro SCBA). These inspections often align with OSHA's mandate for monthly emergency equipment and NFPA 1852 recommendations. A periodic inspection typically includes all elements of the daily check *plus* deeper maintenance tasks, thorough cleaning (if needed), and verification of compliance items (like hydro test dates and battery changes). It is often performed by a designated SCBA technician or an experienced firefighter assigned to equipment

Scope: The periodic maintenance inspection can be thought of as a "fine-tooth comb" approach – you will inspect every component in detail, perform any routine maintenance (such as battery replacement or cleaning), and ensure the SCBA meets all criteria for service. The inspection departments use a checklist form for monthly SCBA ⁴⁶ ⁴⁷).

Procedure: Conduct the following steps during the periodic (monthly)

- **1. Complete Disassembly & Visual Examination:** Take the SCBA out of its case/apparatus bracket and lay it out on a workbench. If practical, detach the cylinder from the backframe and remove the facepiece and regulator, so you can inspect everything individually.
- **Harness and Backframe:** Inspect the backframe for cracks or deformation. Then *flex and examine the harness thoroughly*; fully extend all straps (shoulder straps, waist belt) to or weak. Look for any areas of the webbing that have been cut, burned, or severely abraded; special attention to areas where the harness rubs on the backframe or buckle assemblies. **Check all buckles, clips, and straps for functionality** – operate the waist belt buckle, make sure it latches and releases properly; test the adjustment slides for smooth motion. The cylinder retention mechanism (strap and latch or clamp) should be intact – should securely hold a cylinder when latched⁴⁸.

- **Soft Goods and Padding:** Inspect any padding (shoulder pads, lumbar pads) for tears or damage to the fabric. Ensure the harness stitching that holds these pads is secure. Verify the **shoulder harness assembly and waist pad are firmly attached** to the backframe at all screws or snaps⁶. Some Air-Pak X3 Pro models have removable harness assemblies; are properly reattached if recently serviced. Check that the **drag rescue loop** (if present at the top of backframe) is secure and not frayed.
- **Hoses and Cables:** With the SCBA unpressurized, gently flex the **high-pressure hose** from the cylinder to the reducer and the **medium-pressure hose** from the reducer to the regulator. Look for any blistering, cracking, or deformity along their lengths. The hoses holding the hoses/cables in the proper position. Inspect the PASS device's **wires or cables** (wired HUD or buddy lights) for insulation damage or
- **Labels and Markings:** Ensure the unit's labeling (serial numbers, compliance labels, etc.) are present. The Air-Pak X3 Pro typically has labels on the backframe with model and serial info – make sure they are legible. Check any personal or department ID tags on the SCBA for accuracy. Worn or missing labels might need replacement to maintain compliance.

• 2. Breathing Air Cylinder & Air Supply

- **Cylinder Pressure & Refill:** Verify the cylinder currently installed is **full or near full**. If it's not 90% of capacity, refill it or replace it with a charged cylinder. *For monthly checks*, it's top off cylinders or rotate them to ensure all packs have full bottles. Record the pressure in the log.
- **Cylinder Condition (Detailed):** Inspect the cylinder as in the daily check but even more closely. Remove the cylinder from the backframe to examine **all sides** of it. Use a flashlight to look for any hairline cracks in the composite (if composite cylinder) and check the bottom for impact damage (dents or gouges in the metal dome). If you find **anything more than cosmetic scratches**, consult a technician or the cylinder manufacturer's criteria for removal. **Heat indicators:** Some cylinders have an adhesive heat indicator that changes color if removal from ¹⁸ ²¹.
- **Hydrostatic Test Date:** Confirm the cylinder's hydro test is current. Note the month/year of the last test (or manufacture) on the cylinder. If the cylinder is due (or will come due before the next scheduled check), plan to send it for testing. **Document this** (many column). Per regulations, do not use cylinders past their test ¹⁹.
- **Cylinder Valve Inspection:** Examine the valve thoroughly: operate the hand wheel to see that it turns smoothly and isn't bent. Check the **CGA threads or quick-connect post** for wear – threads should not be badly dinged or galled; quick-connect nipple should have its O-ring clean ¹⁴. Inspect around the base of the hand wheel and valve stem for any signs of slow white residue could indicate air leak with moisture). Verify the **burst disc** is present and not obviously bulging or leaking. If your SCBA cylinders have a **rubber bumper** on the on Scott cylinders), check it for distortion or cracking (distortion can be a heat exposure).
- **RIC/UAC Port:** The RIC/UAC high-pressure fill port on the SCBA (usually near the reducer or attached to the cylinder valve on some models) should be examined. **Remove its dust** dirt, debris, or corrosion inside the quick-connect coupling. Wipe it clean with a lint-Test that the dust cap's tether is secure and the cap itself fits snugly to keep contaminants out. *If possible (and authorized)*, attach a RIC fitting from a fill hose

coupling mates properly, then remove it. **If any damage or malfunction is noted (e.g., the coupling won't connect or is bent), tag the SCBA for repair** – the RIC/UAC is a critical feature ¹⁴. Replace the dust cap after

- **Reducer and High-Pressure Lines:** Check the **high-pressure hose** from the cylinder valve to the reducer: ensure the coupling at the cylinder valve is hand-tight and not loose. (Do not overtighten; just ensure it's snug by hand .) Inspect the reducer (pressure reducer regulator on the backframe) body for any signs of damage or loose fittings. There are usually one or two relief valves on the reducer; make sure they are not damaged or clogged. Lightly wiggle the reducer – it should be solidly mounted to the backframe (most Scott reducers latch); verify it's locked in place . If you can remove it (some maintenance levels allow check the mounting mechanism for

• 3. Mask-Mounted Regulator (MMR) and Low-Pressure

- **Regulator Detailed Inspection:** Take the second-stage regulator (the one that attaches to the facepiece) and inspect its exterior and interior. Remove the regulator gasket (O-ring seal) if possible to examine it closely for cracks or deformities, then re-seat ¹¹. Check the regulator housing for any hairline cracks, especially around the locking purge knob area. Operate the locking **latch mechanism** multiple times (press and release the latch that secures it to the mask) – ensure the spring and latch move freely and that it securely latches when you insert it into a facepiece port.
- **Purge Valve & Donning Switch:** Rotate the purge valve fully open and closed a few times (unpressurized) to feel for smooth action. There should be no grit or sticking in its purge knob feels loose on its stem or is cracked, schedule a repair. Depress the donning switch (air- saver) – it should depress fully and pop back up smartly. If it's sluggish or sticks down, that could indicate a need for cleaning or repair. Sometimes debris can collect under the switch cover – clean gently if needed.
- **Intermediate-Pressure Hose:** Inspect the medium-pressure hose that connects the reducer to the mask-mounted regulator. Check the coupling at the reducer end (if Quick Connect, ensure the QC coupling is locking properly; if threaded, ensure it's snug). Look for any kinks or wear points on this hose. Many Scott SCBAs have a **dual EBSS hose assembly** where one hose goes to the regulator and another is the EBSS buddy-breathing hose – inspect both hoses and their split from the reducer for integrity. If quick-disconnect fittings are present (for either the regulator or EBSS), test their operation: they should snap on securely and release only when intended. Lightly lubricate O-rings
- **Heads-Up Display (HUD) Unit:** The HUD on the Air-Pak X3 Pro is typically integrated into the regulator or facepiece. Check the **HUD lens** (the small clear window on the regulator or in the mask) for cracks or heavy scratches. Ensure no moisture is trapped inside. If the HUD has a separate battery (some older models did, newer integrate with PASS battery), verify its battery status as well. During the functional test (later step), you will confirm the HUD lights; here, just clean the exterior and note any physical damage

• 4. Facepiece Assembly:

- **Facepiece Rubber & Seal:** Inspect the **face seal** all around for any nicks, tears, or tackiness. Gently stretch it in a few spots to check for hidden cracks. Pay attention to the chin and nose cup area where stress is common. If the rubber is beginning to dry rot need replacement per manufacturer's retirement ⁷
- **Lens and Frame:** Take a very close look at the **facepiece lens** in good light. Minor scratches surface are normal, but deep gouges or areas of melting/distortion are not acceptable from inside-out and outside-in for any signs of delamination or cloudiness. **Ensure the lens is securely mounted** in its frame/bezel. Check the lens frame (bezel) for cracks, regulator port opening and where the straps attach ⁸. Also verify that all **lens frame clamp rings are present and tight** (if the model uses them) ⁹.
- **Head Harness:** Examine the head harness (net or straps that go around the head). All straps should be supple, not overly worn or losing elasticity. Check the attachment harness anchors should not be cracked or loose ¹⁰. If it's a five-point strap system, strap is threaded correctly through its buckle and not twisted. For a mesh head net, ensure it's not torn.
- **Inhalation and Exhalation Valves:** Remove the **nose cup** from inside the facepiece if it's easily removable (many Scott facepieces have a detachable nose cup). Inspect the two inhalation check valves (usually little flat disks in the nose cup or behind it) – they should be present, lie flat, and not be warped or damaged. Next, inspect the **exhalation valve** at the bottom of the facepiece. Visually confirm the rubber mushroom valve is clean, flexible, and free of distortion. You can do a quick function check: gently push it open from inside ¹¹.
- **Voicemitter and Accessories:** If the facepiece has voicemitters (speaking diaphragms) on the side, ensure they are not cracked or missing. They should be seated properly with tight ⁵¹. If a voice amplifier is attached, remove it and check the voicemitter beneath as amplifier's gasket. Also test the amplifier's function (power it on to see if it has battery life and sound) – replace its batteries if weak. Clean the amplifier per its ⁵².

• 5. Firefighter Safety Equipment (PASS, Electronics)

- **PASS Device Batteries:** The periodic inspection is a good time to **replace PASS device batteries** on a regular schedule. The 3M Scott Air-Pak X3 Pro PASS (Pak-Alert) typically uses disposable batteries (e.g., AA batteries in a pack). Even if the PASS hasn't indicated low battery yet, many departments choose to replace these batteries on a set schedule (monthly or quarterly) to ensure they never run low during an incident. Check your department policy. If replacing, follow the manufacturer's procedure (usually turning the access batteries) ⁴³. Always use the correct battery type and quantity as specified. After test that the PASS powers on and chirps normally.
- **Sensor Module & Alarms:** Inspect the PASS **sensor module** on the backframe (the part that emits the loud alarm). Make sure the sound ports are not clogged with debris. You can clean them gently with a dry cloth. Verify the module is firmly attached (some are bolted, some clipped). If the SCBA has an **external HUD or buddy lights** on the backframe (flashing lights for others to see air status), verify those lenses are clean and not cracked.
- **Electronics & Wiring:** Trace any wiring from the PASS or HUD systems. Ensure ⁴⁴

housing) intact. If there is a digital display (some newer models), power it on to check all segments. Clean the console lens.

- **Buddy Breather/EBSS Hose:** If your SCBA has a **Universal EBSS** hose (a second regulator hose with a quick connect for buddy breathing), inspect it end-to-end. Make sure both the **male and female quick-connect fittings** are clean and their dust caps are in place. *Functional test:* If department policy allows, you can test the EBSS by connecting two SCBAs together at low pressure: with both SCBAs off, connect their EBSS couplings, then slightly open one cylinder to equalize and see air flowing to the other system. (Use caution: open valve slowly to avoid pressure shock, and do not fully pressurize both packs to full cylinder pressure through EBSS.) This confirms the one-way valve operation. Disconnect and bleed down after test. At minimum, ensure you can connect and disconnect the EBSS couplings
- **6. Operational Testing (Function Check on Air):** After the detailed visual inspection and any maintenance tasks, perform a **complete functional test** of the SCBA (essentially repeating the daily inspection steps 4–9) to ensure everything works together. This should be done using a **full cylinder**. *Key points to verify during this test:*
 - **Initial Pressurization:** Open the cylinder valve slowly. Check for leaks now that components may have been moved during inspection. The vibralert should give the initial . If you replaced batteries, ensure the HUD and PASS initiate properly (no error)
 - **Gauge Alignment:** Verify the remote and cylinder gauges are within 10% as 
 - **Breathing and Regulator:** Breathe from the facepiece; confirm positive pressure and flow as in daily test. No new issues should appear (sometimes after cleaning or parts replacement, a problem can surface – this test will catch it).
 - **Purge and Donning Switch:** Test purge valve function again. Also, confirm that the donning switch properly keeps the system sealed when pressed (with a full tank, you can test by pressing donning switch, taking the regulator off the mask, and seeing that it does *not* free-flow until you hit the manual override or inhale).
 - **PASS Alarm:** Test the PASS pre-alarm and full alarm as done daily. Fresh batteries should result in a loud alarm.
 - **Low-Air Alarm Setpoint:** Pay particular attention to when the **low-air Vibralert and HUD activate** during the bleed-down. Note the PSI at which it triggers and ensure it is roughly one-third of the cylinder (within expected tolerance). This is also a good time to verify the mark, that's a calibration issue requiring 
 - **Extended Leak Test:** After confirming alarms, you might perform an extended leak check. With the system pressurized (full cylinder open), **close the cylinder valve** and **watch the remote gauge** for a few minutes. A drop of a few hundred nsi over 10 minutes might indicate pressure should remain nearly steady for at least **1 minute** with no noticeable drop. If continuous drop, attempt to pinpoint the source (spraying a soap solution on connections can reveal bubbling at a leak). Fix any loose connections if found, or tag for repair if it's something like a valve seat leak.
 - **Reserve Air Check (if applicable):** Some departments check the functionality of any *transfill or escape* capabilities during periodic maintenance. For instance, if there is a separate

connection to a supplied airline (not typical on Fire SCBA, more for industrial), those would be tested. (The X3 Pro is a standalone SCBA, so likely not applicable beyond RIC/UAC)

- **7. Recordkeeping & Corrective**

- **Complete the Inspection Log:** Fill out the SCBA monthly (periodic) inspection checklist or electronic log. Include details like SCBA ID or serial, cylinder pressure, hydro date status, PASS battery replacement (yes/no), and a pass/fail for each component check. There should be a section for notes – record anything you did (e.g., “replaced PASS batteries,” “cleaned regulator gasket,” “tightened waist belt screw”) and any issues that need follow-up. Sign or initial the form as required. These records are often kept on file to demonstrate history.
- **Tag Out Problematic Units: Criteria – Remove from Service if:** any component did not meet inspection criteria and cannot be immediately fixed. For example, if you found a **damaged facemiece lens or a leaking reducer**, that SCBA should be **taken out of service** and tagged for certified technicians. Do not put it back on the truck hoping to fix it later. Attach a red indicating it's out of service and what's wrong, so nobody accidentally uses it. Arrange for a spare SCBA if needed to replace it in service.
- **Perform or Schedule Repairs:** Some minor issues can be corrected on the spot during periodic maintenance if you are trained/authorized (e.g., replacing O-rings, installing a new battery, tightening loose screws). Ensure you use only manufacturer-approved parts. For anything beyond basic maintenance, schedule the SCBA for service by a **3M Scott Certified Technician** (often annually SCBAs get flow-tested and overhauled by certified techs). Make a note of when the next **flow test** or annual maintenance is due (per NFPA, usually an SCBA should undergo a comprehensive flow test at least annually by **1910.134** requirements for emergency respirators (at least monthly and documented) helps satisfy **NFPA 1852** (Selection, Care, and Maintenance of SCBA) guidelines for regular unit maintenance. Keeping detailed records of these inspections and any repairs is crucial for liability and safety audits. It demonstrates that the fire department or industrial team is exercising due diligence in SCBA upkeep.

By conducting thorough periodic maintenance inspections, you will catch issues that daily quick-checks might miss, ensure longevity of the equipment through proper care (cleaning, timely hydro tests, battery changes), and maintain **complete compliance** with safety regulations. Always refer to the 3M Scott operating and maintenance manual for any specific maintenance tasks and intervals safety is paramount².

Post-Use Inspection and Servicing

Purpose: After each use of the SCBA – whether it's after a fire incident, a training exercise, or even a simple air consumption drill – the SCBA must be cleaned, inspected, and serviced to **restore it to ready condition**. The intense conditions of use (heat, moisture, physical stress) can introduce new damage or wear, so a post-use inspection ensures any such issues are addressed before the next

alignment with manufacturer recommendations (the Scott manual advises to clean and use) ¹ .

Procedure: Perform the following actions after SCBA use, once you are in a safe air environment and have doffed the SCBA:

1. **Initial Safe Shutdown:**
2. **Close the Cylinder:** Upon exiting the hazardous environment and removing the SCBA, first make sure the cylinder valve is fully closed. This prevents any remaining air from leaking out unintentionally.
3. **Bleed Pressure:** Slowly open the regulator purge valve to bleed off the remaining air in the system (if it didn't go empty during use). Watch the gauge drop to zero. This step ensures the SCBA is depressurized for transport and cleaning. It also triggers the low-air vibralert if it wasn't already activated during use – note if you **do not feel the vibralert** when bleeding down after use (and the cylinder had more than 1/3 remaining), that could indicate it failed during use; mark that for further inspection.
4. **Deactivate PASS:** If the PASS device is in alarm (it might have gone off during doffing if left motionless), reset it. If you're going directly to cleaning and will be moving the SCBA around, you can leave the PASS on (it will sense motion). Otherwise, you may turn it off. Typically, after bleed-down, the PASS will power down automatically or after a reset ³⁹
5. **Remove Cylinder (if nearly empty):** If the cylinder was largely used (especially if the low-air alarm went off), remove it from the backframe now and set it aside for refilling. It's often practical to swap in a fresh full cylinder at this point if one is available, so that after cleaning you can test and put the SCBA back in service with a full tank. *Be mindful to tag cylinders that need refill or hydro test.*
6. **Transport to Cleaning Area:** Carry or transport the SCBA (and facepiece) to the station's
7. **Cleaning and Decontamination:** Follow the procedures in **Chapter 3: Cleaning & Storing** Scott manual for the Air-Pak X3 Pro to properly clean the SCBA . This
8. **Facepiece Cleaning:** Detach the facepiece (and nose cup, straps etc., as needed) and wash it in warm water with a mild detergent or manufacturer-approved disinfectant. **Do not use solvents or harsh chemicals** that could damage rubber or polycarbonate. Scrub the face seal and lens gently with a soft cloth or sponge. Rinse thoroughly in clean water. Sanitize with a suitable disinfectant rinse if required (especially important if shared between users). Shake out excess water and allow to air dry. You may use clean, dry compressed voicemitters or exhalation valve . (Cleaning note: follow any CDC or departmental guidelines disinfection – e.g., a bleach solution or specialized facepiece cleaner – then rinse well to prevent residue.)
9. **Regulator Cleaning:** Per Scott's instructions, **do not immerse the entire regulator in water**, as that could damage internal components or trap water. Instead, wipe the exterior with a damp cloth. If there's heavy soot or dirt, you can use a mild soapy cloth to gently clean the housing and hose. Take care not to get water into the breathing

this, do so according to the manual. Turn the purge valve on and off while flushing to path. After cleaning, ensure **drying** of the regulator: use dry air <30 psig to blow out water the regulator in a warm, dry place to air dry ⁵⁴

10. **Harness and Backframe Cleaning:** If the harness is contaminated (soot, chemicals, blood, etc.), it should be washed. Many fabrics on SCBA harnesses (like the Air-Pak's straps) can be cleaned with mild detergent and water. You can submerge or hose down the harness/backframe assembly – ensure the electronics (PASS) are sealed (battery compartment closed tightly). Use a soft brush to scrub straps and padding. Rinse well. **Do not use chlorine bleach** on the straps as it can weaken material (unless diluted per manufacturer's instruction for disinfection). If the unit is extremely dirty, some departments allowed ⁵⁵ ⁵⁶. For routine post-fire cleaning, hand scrubbing is usually
11. **Cylinder Cleaning:** Wipe down the cylinder with a damp cloth to remove soot and dirt. If particularly dirty, you can use soap and water. Avoid getting a lot of water into the valve opening (keep the valve closed; you can temporarily put the valve cap or a plug on if available). Dry the cylinder with a towel to prevent water spots or corrosion on the valve.
12. **PASS Device Cleaning:** Clean the PASS alarm and console with a damp cloth – do not soak them. Wipe dirt out of the speaker grill gently (do not poke anything into it). If needed, you can use a mild soap solution on the exterior, then wipe off with clean water. Check that the battery compartment is watertight during cleaning (usually O-ring sealed). The manual likely cautions not to submerge the PASS components.
13. **Drying:** After washing, let all components dry completely before reassembly. Hang the mildew. Using dry breathing air (filtered air) <=30 psi to blow out water is ⁵⁷ ⁵⁴. Avoid high-pressure shop air that might have oil, and avoid high heat (don't bake the facepiece in an oven or leave in direct sun for too long). A fan can expedite drying. It's crucial that the exhalation valve flapper and other rubber parts dry in the correct position (not stuck open).
14. **Inspection During Cleaning:** Cleaning time is a good opportunity to naturally feel and look at components – sometimes you'll notice damage once grime is gone. Watch for things like
15. **Post-Cleaning Inspection:** Once the SCBA is clean and dry (or at least dry to the touch), perform an **inspection of all components** very similar to the daily and periodic inspections, with special attention to any damage from the recent use:
16. **Facepiece & Regulator:** Re-inspect the facepiece lens for any new scratches or heat stress that might have occurred. A fire exposure could leave the lens slightly etched or discolored – ensure it's still clear and undamaged. Check the seal and head harness again. Make sure no water is trapped behind the lens or in the voicemitter. Test the exhalation valve by inhaling on the dry facepiece (without regulator) to see if it holds suction (this is a negative-pressure seal check; it should collapse slightly on the face and not leak). Then attach the regulator (after drying) to the facepiece and do a **breathing test off-air**: don the facepiece with regulator, activate the regulator by breathing or pressing the purge (if any air is in system or using a test cylinder with a little air), and ensure you get good airflow. If you cannot test on air yet, at least verify the regulator attaches/detaches properly and the

17. **Harness & Backframe:** Look over the harness for any new tears or burn marks acquired during the incident. If the SCBA was in high heat, check the **webbing for charring or melted fibers** – even slight charring weakens the harness and per NFPA standards, that harness may need replacement. Check plastic buckles and brackets for warping from heat. If any portion of the harness or frame looks compromised (e.g., a shoulder strap is seared), remove that SCBA from service until the part is replaced. The backframe itself is aluminum or composite; high heat can cause discoloration or even deform plastic parts – inspect for such signs.
18. **Cylinder & Valve:** If you haven't already swapped in a new cylinder, inspect the one that was used. Note the remaining pressure (for recordkeeping, how much air was consumed). Check that the cylinder didn't suffer any dents or heat damage. Often in charred) ¹⁸, mark that cylinder for a detailed inspection and hydro test as a precaution need to be taken out of service.
19. **PASS Device & Electronics:** Verify the PASS is operating normally after cleaning. Turn it on (open cylinder or use manual on if available) and listen for the startup chirps. If it behaves erratically (no chirp, or continuous error tone), there might be water damage – **do not use until repaired**. Check the buddy lights if any – are they clear and working? Also, if the unit has a telemetry transmitter (sending PASS alarms to base), ensure its antenna and components are intact.
20. **Overall Functional Quick-Check:** It's wise to do a brief functional test now: attach a full cylinder (if not already done) and pressurize the SCBA to ensure everything is in order. You don't need to do a full low-air alarm test again if it was just done pre-use or if the SCBA just came from use (where it presumably functioned), but at least confirm that the SCBA **pressurizes without leaks** and the **PASS and HUD come on normally**. Take a couple of breaths from the regulator on air to double-check performance. This post-use functional check is especially important if the SCBA had any rough usage or if **any anomaly occurred**
21. **Re-assemble and Replace**
22. **Cylinder Refill/Replacement:** If you haven't already, **refill the used cylinder** or replace it with a full one. Most likely, after use, the cylinder will be below acceptable level and must be refilled. Follow your department's air refill procedures (including cooling the cylinder if hot, inspecting before fill, and not overfilling). Once filled and inspected, mount the cylinder back onto the SCBA securely. Make sure to **check the hydro date** on that cylinder as well – sometimes during refill is when hydro status is caught. Mark any cylinder due for hydro and do not put it back in service untested.
23. **Final Assembly:** Attach the facepiece back to its storage place (if the SCBA has a bag or clip for the mask). Make sure the **regulator is secured** in its holder on the waist strap or chest (so it's not dangling). Stow the SCBA on the apparatus bracket or storage rack, with
24. **Verify Unit Readiness:** Take a glance at the **HUD/power status** – some SCBAs have a standby LED (for example, a slow green blink on the PASS to indicate it's on even when idle with pressure off). Ensure the PASS is actually off if it should be (some designs might chirp periodically if left on without pressure). If needed, fully shut down the electronics per the

buttons after depressurization, etc.). The SCBA now should be completely off, with a full cylinder, awaiting activation when the cylinder valve is opened next time.

25. Post-Use Recordkeeping:

- 26. Usage Logging:** Document that the SCBA was used and has been serviced. Many fire departments require recording SCBA usage in a log or software, including the date, purpose (fire, training), who used it, and any issues observed. This helps track the life of the SCBA and identify recurring problems. For example, log “Unit #5 used in live burn drill, cylinder refilled, PASS batteries okay, no issues found upon inspection.”
- 27. Cleaning Confirmation:** Some organizations keep a maintenance log where you initial that you cleaned the SCBA and facepiece (important for hygiene tracking, especially if masks are shared). This can often be part of the same post-use form.
- 28. Damage Reporting:** If during your post-use inspection you found any **damage or irregularity**, report it through the proper channels. Small issues fixed on the spot (like “replaced facepiece head net due to tear”) can be noted in the log. Bigger issues (like “vibralert failed to function, unit OOS”) should be reported to supervisors and the equipment taken out of service. Fill out any repair request forms as required. This ensures the problem is addressed before the next use.
- 29. Tag Out if OOS:** If the SCBA is being removed from service for repair, attach a visible **“Out of Service” tag** describing the issue. Also, update any inventory system so others know this unit is down. If you have pool/back-up SCBAs, replace the out-of-service unit with a **after each use** to remain in peak condition. Keeping records of these actions compliance with standards and that your team is maintaining equipment diligently. Additionally, thorough cleaning after each use is an OSHA and best-practice requirement to prevent malfunctions (dirt and grime can lead to regulator sticking or valve failure). It also ensures the next user isn’t exposed to contaminants left on the gear.

Performing these post-use procedures will **ensure the SCBA is restored to a ready state** and any developing issues are caught early. Remember that an SCBA’s reliability is directly related to how well it’s maintained. By cleaning and inspecting the 3M Scott Air-Pak X3 Pro after every use, you help guarantee that it will protect the next user as intended. Always refer to the official operating manual for any specific post- use maintenance tips, and never hesitate to consult a certified SCBA technician for questions or if something seems off. Proper recordkeeping of all inspections and maintenance not only keeps you compliant but also creates a history that can be invaluable for

References:

- 3M Scott Fire & Safety. *Air-Pak X3 Pro SCBA Operating & Maintenance Instructions*. inspection, testing, and cleaning 1 22 23 30 29 31 .
- 3M Scott Fire & Safety. *Air-Pak X3 Pro SCBA Inspection & Cleaning Instructions*. (Detailed inspection 3 18 19 .

- OSHA 29 CFR 1910.134, Respiratory Protection – Requirements for SCBA monthly recordkeeping for emergency use .
- NFPA 1852 (2019 Ed.), Standard on Selection, Care, and Maintenance of SCBAs – Guidelines for regular inspection, acceptance criteria (90% cylinder rule, etc.), and maintenance documentation expected alarm 17 .

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[PDF] 7B SCBA Inspection and Maintenance Checklist - Davie

<https://www.daviecountync.gov/DocumentCenter/View/5301/7B-Self-Contained-Breathing-Apparatus-Inspection-and->

[PDF] Appendix:

http://apps.ocfl.net/dept/county_admin/public_safety/risk/rsp_aph.pdf

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: Fire Hose – Care and Maintenance

POLICY NUMBER: 709

EFFECTIVE DATE:

I. POLICY

1. Care and maintenance of fire hose shall be in accordance with the most current edition of the N.F.P.A. 1962. This policy shall include department specific tasks for care, maintenance, and record keeping of fire hose. The Department shall not use the recommended testing pressures when conducting the annual test. Pressure testing shall be performed as listed in this directive.

II. PROCEDURE

1. GENERAL USE/OPERATIONS

- A. Hose shall not be in hose clamps for extended periods of time unless absolutely necessary.
- B. Cribbing to be used as chaffing blocks and crossovers whenever possible.
- C. Care in taking hose aloft-over fences etc. should be exercised and use hose roller whenever possible.
- D. A hose shall be re-tested before being put back into service if for any reason hose is suspect of having been subjected to:
 1. Excessive wear.
 2. Abusive handling.
 3. Exposure to chemicals.
 4. Exposure to gasses.

2. AFTER USE.

- A. Hose shall be cleaned of all foreign matter.
- B. Clean water (under pressure) and brushing is all that is needed in most instances.
- C. When the outer jacket has been in contact with hydrocarbons, chemicals and/or the like, use of a mild detergent or soap may be necessary followed by rinsing with clean water.
- D. Any hose used to discharge any type of foam solution or gel shall be flushed with fresh water immediately after use.
- E. Use of oil or grease on threads is prohibited.
- F. Silicone or graphite may be used on threads.
- G. Current hose is constructed of synthetic materials which is resistant to mold and mildew. It is best, when allowable, to dry hose prior to rolling or reloading.

3. TESTING

- A. All new hose will be tested within 90 days of arrival. All hose shall be tested annually thereafter.
- B. Prior to testing, the hose shall be marked along the edge of the female coupling using a permanent marker to check for expansion after testing is complete. Maximum length to be tested is 300ft.
- C. Hose test pressures for testing purposes are as follows:
 - 1. Double jacketed 1/5", 1.75", 2.5" and 4.0" diameter hose shall be tested at 250 psi for 5 minutes.
 - 2. Single Jacketed 1.5" wildland hose tested at 200 psi for 5 minutes.

- D. After testing, hose shall be marked with the last two numerals of the year.
Example, “13” for testing year 2013.

4. HOSE MARKING

- A. All double jacket hose will be marked and numbered utilizing the following marking system. (Exception: if your current hose has been marked and numbered, it will keep those numbers for the remainder of the life of the hose).
- B. The following shall be the department standard of double jacket hose marking on each end of the hose within four foot of the coupler:
 - 1. NSFD followed by a 2 digit number for the year (i.e. 13 for 2013) followed by a four digit hose number (i.e. 0001 to 9999). Example of the marking; NSFD130001.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Aircraft Accident Procedure**

POLICY NUMBER: **801**

EFFECTIVE DATE:

I. FEDERAL AVIATION REGULATIONS

Federal aviation regulations, part 139., specify several requirements for airport crash-fire-rescue (CFR) departments.

1. Personnel must be "appropriately clothed and sufficiently qualified" individuals who are familiar with the "operation of fire fighting and rescue equipment and understand the basic principles of fire fighting and rescue technology."
2. The intentions of these requirements are obvious. Aircraft fires are dangerous and must be handled promptly and effectively to protect lives and property.
3. How can a "structural" department become familiar with the intricacies of CFR without routine practice?

A. Organization of a CFR library is an essential consideration. The Federal Aviation Administration publishes "advisory circulars" that contain information on:

- i. Extinguishing agents.
- ii. Vehicle design.
- iii. Ancillary equipment (e.g., hand tools).
- iv. Most of these are available free of charge from:

U.S. Department of Transportation Publications Sections,
M-443.1,
Washington, D.C. 20590.

v. Order the following for starters: advisory circulars 150/5200-12, 150/5200-15B, 150/5200-17, 150/5200-21, 150/5200-26, 150/5210-6B, 139.49-1.

vi. IFSTA has Aircraft Fire Protection and Rescue Procedures also.

II. SITE VISITS

1. The next step is to visit nearby airports within your jurisdiction or in neighboring communities with whom you share mutual aid responsibility.
2. Each operator on these fields generally specializes in selling or using one brand of aircraft and can tell you about their special characteristics.
3. **IMPORTANT:** Develop a contact to assist you if a small aircraft crashes and you need technical assistance.
4. Through regular visits, the department will keep familiar with airport access points and some of the peculiarities of maneuvering around aircraft.
5. Training sessions with airport fire department in the area would benefit all participants.

III. WRECKAGE LOCATIONS:

1. There are approximately 10 times the number of general aviation airports in the United States than airline airports, and general aviation aircraft fly everywhere.
2. Airport Traffic Patterns
 - A. Each airport has a designated traffic pattern; generally a rectangular racetrack with left turns a mile or so from the end of the runways.
 - B. Most accidents occur within this pattern, especially on the airport or in the approach/departure paths.
 - C. Be thoroughly familiar with these areas and their limitations.
 - D. Because of their relatively lightweight, general aviation aircraft can get caught in trees, power lines, lakes, or buildings, complicating rescue efforts.

IV. AIRPORT SPECIAL OPERATIONS:

1. Be aware, of any special types of operations at your airport.
 - A. An airport used extensively for training will have fewer varieties of aircraft than a corporate or commuter airline airport.
 - B. Corporate aircraft are more complex than training aircraft.
 - C. Helicopters obviously have special characteristics that must be considered carefully before making an approach.
2. Aircraft often carry hazardous materials such as insecticides or sterilants, radioactive materials, and pharmaceutical agents.
3. Some aircraft are equipped with radar, so stay away from the nose of the plane, if possible. Forethought is required.

V. STRUCTURAL FACTORS:

1. Some simple generalizations can be made regarding aircraft structures:
 - A. They are lightweight and lack fire resistant qualities.
 - B. Simple tools can be used for access to lightweight aircraft. A crowbar and hand axe will probably suffice.
 - C. Pressurized business jets may require hydraulic spreading tools or power saws.
2. Aircraft familiarization and wreckage configuration will dictate the most suitable selection.

VI. AIRCRAFT ACCIDENT

1. An aircraft accident should be considered a small-scale hazardous materials incident.
 - A. Fuel is usually stored in the wings.
 - B. The cabin interiors are generally made of flammable plastics that may emit cyanide gas during combustion.

- C. Electrical, oxygen, and hydraulic lines criss-cross the airframe. These will often not be recognizably color coded since intermittent tags or markers may be destroyed by fire or heat.

2. Emergency exits

- A. Emergency exits are less prevalent on light general aviation aircraft than on more sophisticated corporate jets or airliners.
- B. Few general aviation aircraft have emergency slides.
- C. Some may contain flotation gears that can become inflated during the crash or CFR response.
- D. Exits in non-pressurized aircraft are frequently made of lightweight material with simple latches or locks.
- E. Larger propeller-driven aircraft, prop jets, and business jets are generally pressurized, necessitating stronger frames, door latches, and windows. These aircraft will be difficult to open unless power tools are used.
- F. Firefighting personnel must practice caution when entering the immediate exterior area of the emergency exit doors for possible disengagement of the exit doors by crew or passengers inside the aircraft that could cause injury to those on the ground.

3. Fire suppression

- A. Mass application of dry chemical or foam (not straight stream) will be most effective.
- B. AGENT CONSERVATION IS CRITICAL. There may be no hydrants for replenishing water.
- C. Flashbacks with fuel fire frequently occur.
- D. Help the casualties from the wreckage and guide them away from the site.
- E. Do not disturb the wreckage further unless absolutely necessary for the protection of life or property.

4. Investigation for cause of wreck

- A. The National Transportation Safety Board or Federal Aviation Administration must study the wreckage for clues about the cause of the accident.
- B. PRESERVING THE WRECKAGE IS REQUIRED BY FEDERAL REGULATIONS.
- C. Any documentation, such as photographs or witness accounts, will be valuable to the investigators' evaluation.
- D. The occupants of general aviation aircraft will often be of no assistance to the response.
- E. Ask survivors if there are any special systems that should be neutralized or hazardous material needing attention.
- F. Check for an aircraft log or manifest for further information.

5. Precautions before boarding aircraft.

- A. Before going into the aircraft wreckage, make sure you are protected.
 - 1) Full protective clothing, SCBA.
 - 2) A portable (ABC) dry chemical extinguisher should be the minimum equipment.
- B. Ventilate the cabin if a search is required.
- C. If engines are still running or spinning down, be careful of exhaust gases, whirling props, and hot components. The initial size-up must take these into account so that repositioning is not required.
- D. If a crowd gathers, establish a perimeter of 300 feet.
- E. People should be kept away from the crash path since dangerous debris or hazardous materials may be present. This is especially true when a crop duster crashes - pilots may dump their chemicals when they realize a crash is imminent.

6. After the response is over:

- A. Contact the nearest FAA general aviation district office immediately. This is a requirement in the United States. Other countries generally have similar requirements.
 - 1) Visit [FAA.gov/flight standards](http://FAA.gov/flight_standards) district office
 - 2) Closest is Riverside FSDO – (951) 276-6701
 - a. Office hours M-F 0730 – 1600
 - 3) 24h hotline – (866) 835-5322 (866-TELL-FAA)
- B. A telephone number is usually available from a local airport operator and should be recorded on your aircraft accident checklist.
- C. In summary, a general aviation aircraft accident response is not really so complex, but planning is essential. Temper the basics of flammable fuel fires and hazardous material incidents with aircraft familiarization and common sense. The information is probably more available than you thought.

VII. TRAINING

- 1. This procedure should be used in a training session annually to acquaint all firefighters with procedures to be taken at aircraft crash sites.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Confined Space Rescue**

POLICY NUMBER: **802**

EFFECTIVE DATE:

I. INTRODUCTION

1. PURPOSE

- A. To provide procedures and guidelines for responding personnel at Confined Space incidents.

2. BACKGROUND

- A. The management of a Confined Space incident is regulated by the California Occupational Safety and Health Administration (CAL-OSHA). These regulations specify required procedures and guidelines to identify a Confined Space, to assess known and potential hazards, and to assure rescuer safety and victim removal. It is important to note that 60% of all fatalities in Confined Spaces are “would be rescuers.”

3. SCOPE

- A. This directive applies to all suppression personnel.

4. AUTHORITY

- A. Legal authority and regulation is per the California Code of Regulations, Title 8 – General Industry Safety Orders, Permit-Required Confined Spaces, Section 5157.

5. DEFINITIONS

A. **CONFINED SPACE:** (As defined by CCR, Title 8, Section 5157, (b)) Must consist of all three of the following:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
2. Has limited or restricted means for entry or exit (for example, tanks, vessels, silos, storage bins, hoppers, vaults, and pits); and
3. Is not designed for continuous employee occupancy.

B. **CONFINED SPACE RESCUE AWARENESS LEVEL:** This level represents the minimum capability of a responder who, in the course of his or her regular job duties, could be called upon to respond to, or could be the first on scene of a Confined Space rescue incident. This level can involve search, rescue, and recovery operations. Members of a team at this level are generally not considered rescuers. However, if no other rescuers of a higher level of training are available for response in a reasonable time frame, rescuers may undertake a Confined Space rescue providing that: they have attended the State Fire Marshall's Confined Space Rescue Awareness course and have maintained annual permit space rescue training as mandated by CCR title 8, section 5157, (k), (C) and comply with all provisions of this document. Additionally, Awareness Level personnel shall not undertake any Confined Space Rescue Operations that require complex action or involve extremely hazardous conditions (i.e., structural collapse, mine collapse, etc., multi-casualty incidents, vertical entries greater than 30 feet, Haz-Mats that can not be adequately controlled through ventilation alone, confirmed or probable body recovery, or any other condition which responding personnel feel they do not have sufficient training, experience, and/or equipment to safely perform). Awareness Level personnel shall contact BERDU to dispatch a Technician Level Confined Space Rescue Team if in any doubt about their ability to perform a safe Confined Space Rescue.

C. **CONFINED SPACE RESCUE TECHNICIAN LEVEL:** This level represents the capability of hazard recognition, equipment use, and techniques necessary to safely and effectively coordinate, perform, and supervise a Confined Space rescue incident. Technician Level personnel are

required to have attended the State Fire Marshal's Confined Space Rescue Operations course and maintain annual permit space rescue training as mandated by CCR title 8, section 5157, (k), (C), be an active member in the department's Technical Rescue Team and comply with all provisions of this document.

- D. **CONFINED SPACE RESCUE TEAM:** A minimum of 5 personnel trained to the Technician Level or if unavailable, Awareness level of Confined Space rescue as defined above.
- E. **TECHNICIAN LEVEL CONFINED SPACE RESCUE TEAM:** A minimum of 5 personnel, 3 or more of which are Technician Level and the balance being Awareness Level as defined above.
- F. **CONFINED SPACE RESCUE ENTRY PERMIT:** A permit originated on scene, which is required for entry into a Confined Space. No entry can be made until the Confined Space entry permit has been completed and approved by the Entry Group Supervisor. The entry permit shall comply with the requirements set forth in CCR, Title 8, section 5157, (f) and appears in the final attachment of this document.
- G. **IMMEDIATELY DANGEROUS TO LIFE OR HEALTH (IDLH):** Any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a Confined Space.
- H. **PERMIT REQUIRED CONFINED SPACE:** (As defined by CCR, Title 8, Section 5157, (b)) must meet the definition of a Confined Space (above) and have one or more of the following characteristics:
 - 1. Contains or has the potential to contain a hazardous atmosphere;
 - 2. Contains a material that has the potential for engulfing an entrant;
 - 3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section; or
 - 4. Contains any other recognized serious safety or health hazard.

- I. SELF-CONTAINED BREATHING APPARATUS (SCBA): A respirator in which the wearer carries a personal air supply in the form of a compressed air cylinder worn on their back.
- J. SUPPLIED AIR BREATHING APPARATUS (SABA): A respirator with air supplied from a remote source (compressor or compressed air cylinder) and is equipped with a separate emergency escape bottle.

II. RESPONSIBILITY

- 1. The First Arriving Company is responsible for providing initial size up, initiating the Incident Command Procedures, and taking appropriate action.
- 2. The Incident Commander is responsible for the overall coordination of Fire Department operations with command representatives from other agencies until the emergency has been mitigated. In the early stages of a Confined Space Rescue incident or if staffing is limited, the I.C. may assume the additional concurrent duties of Safety Officer, Rescue Group Supervisor, and Back-Up Entrant.
- 3. Hazmat personnel (when required and/or available) are responsible for providing the Incident Commander with technical information, conducting and/or coordinating procedures to minimize effects of hazardous materials if present, , and providing technical assistance and abilities such as atmospheric monitoring as required to accomplish the mission objectives.
- 4. Confined Space Rescue Technician Level personnel are responsible for conducting entry and rescue in a Confined Space. As stated previously, Awareness Level personnel may also conduct entry and rescue in confined spaces if Technician level personnel are not available. These trained personnel will be required to fill the following 5 positions as an absolute minimum for Confined Space Entry: one Entry Group Supervisor (who fills the concurrent additional duties of Back-up Entrant and Confined Space Safety Officer), one Attendant, two Entrants, and a second Back-Up Entrant in addition to the Entry Group Supervisor. As personnel become available, the following positions shall be filled by Technician Level personnel or if unavailable, Awareness Level personnel: Back-Up Entrant and Confined Space Safety Officer (to relieve the Entry Group Supervisor of concurrent duties) and Air Supply Manager.

5. Entry Group Supervisor shall be responsible for the overall operations conducted in the operational area; authorize the rescue entry permit, assure that a written log is maintained; secure the operational area to prevent unauthorized persons from entering; assure and verify that all tests and procedures are performed and that all required equipment is used; cancel the rescue entry permit or stop the operation if a problem or safety concern becomes apparent (i.e. noncompliance with crowd control, procedures by unauthorized personnel or unsafe conditions). The Entry Group Supervisor shall be trained to the Confined Space Rescue Technician Level or if unavailable, Awareness Level. If personnel on scene are limited, the Entry Group supervisor may also perform the concurrent duties of Confined Space Safety Officer and Back-Up Entrant.
6. Attendant shall remain outside the permit space during entry operations and is responsible for the welfare of the Entrants while they are in the Confined Space, maintains an accurate count of Entrants, alerts Entrants of need to evacuate permit space, informs unauthorized personnel to leave the operational area, and performs no duties that might interfere with the attendants primary duty to monitor and protect Entrants. The attendant will be the only person making contact with the entrant(s). The Attendant shall be trained to the Confined Space Rescue Technician Level or if unavailable, Awareness Level.
7. Entrant(s) shall be responsible for primary entry into the Confined Space and conduct search and rescue operations for the victim(s). Entrants shall be trained to the Confined Space Rescue Technician Level or if unavailable, Awareness Level.
8. Back-up Entrants shall be responsible for the emergency assistance to the Entrant(s) in the Confined Space. With the exception of the position of Entry Group Supervisor in times of manpower shortages, no other responsibilities shall be assigned to this position unless they are to relieve the primary Entrant(s) upon exiting the space. Another Backup Entrant crew (minimum of two personnel) must be in position if primary Backup Entrant crew is deployed as a rescue team or as relief for primary Entrants. Consideration of Rehab for the initial Entrant(s) must be made. If rehab is necessary, the initial Entrant(s) do not qualify as Backup Entrant(s). Back-up Entrants shall be trained to the Confined Space Rescue Technician Level or if unavailable, Awareness Level.
9. Confined Space Safety Officer is responsible for the area that the Confined Space Team is working in. The Confined Space Safety Officer has emergency authority to prevent or stop unsafe acts that present an immediate danger to life or health. This position reports to the I.C./ Entry Group Supervisor. The Confined Space Safety

Officer shall be trained to the Confined Space Rescue Technician Level or if unavailable, Awareness Level.

10. All suppression personnel shall be knowledgeable in and be responsible for complying with these safety regulations and procedures. All personnel will have a minimum of 7 hours of Confined Space Awareness training and 4 hours annual recurrent training.

III. POLICY

1. ALL NSFD personnel will operate at the Confined Space Awareness Level ONLY and will contact BERDU to dispatch a Technician Level Confined Space Rescue Team if a rescue or probable body recovery is needed.
2. Strategic Priorities: The priorities of dealing with Confined Space incidents in order of importance are:
 - A. Protection of life.
 - B. Protection of the environment.
 - C. Protection of property and equipment.
3. Safety
 - A. All Confined Space atmospheric conditions shall be considered Immediately Dangerous to Life or Health (IDLH) until positively proven otherwise with a calibrated direct-reading atmospheric monitor, for the following conditions in the order given:
 1. Oxygen content.
 2. Flammable gases and vapors.
 3. Potential toxic air contaminants.
 - B. Only Confined Space Rescue Technician Level or if unavailable, Awareness Level personnel (as defined in section I, E, of this document) shall make Confined Space Entry or function in designated Confined Space positions.

- C. The Confined Space atmosphere shall be tested with a 4-gas atmospheric monitor prior to and continuously throughout entry. The monitor shall be kept to the manufacturer's specifications for calibration at all times. A written record of atmospheric monitoring results shall be maintained and kept on site until the incident is completed.
- D. Self-Contained Breathing Apparatus (SCBA) or Supplied Air Breathing Apparatus (SABA) shall be worn when the Confined Space atmosphere is IDLH or is potentially IDLH.
- E. An approved Class III safety harness with an attached life-safety line shall be used by all Entrants and Backup Entrants. The line shall be secured outside the Confined Space. If the attachment of a life-safety line to Entrants poses addition risk or impedes movement within the space to an unacceptable level, their use is not required.
- F. When the Confined Space is entered vertically with a depth of five feet or greater, the following requirements shall apply:
 - 1. A Class III harness shall be worn by all Entrants and Backup Entrants. A lifeline shall be attached to the class III harness of each Entrant and Backup Entrants at an attachment point that will provide the user with the smallest profile when hanging limp.
 - 2. A life-safety hoisting system shall be in place and attached for lowering and/or raising personnel in to or out of the Confined Space such as a rope rescue system or man-rated winch which is hand-powered
 - 3. Fall arrest precautions shall be implemented whenever personnel could fall from their work area.
- G. Backup Entrants shall stage outside of the Confined Space to provide assistance in case of emergency. They shall also wear appropriate protective equipment and be prepared for immediate deployment.
- H. Only approved lighting and electronic equipment rated for hazardous atmospheres (intrinsically safe) shall be used in Confined Spaces with known or potential flammability hazards. A minimum of three (3) light sources shall be with all Entrants and Back-up Entrants at all times. One

light source shall be intrinsically safe headlamps, another shall be high intensity chemical light sticks, and the third shall be any other type of intrinsically safe lighting.

- I. An effective means of communication between the Entrant(s) and the Attendant shall be maintained throughout the entry. The preferred form of communication will be a hard-wire communication system. Hand held radios may be used if no known or potential flammable atmosphere exists in the space. Communication through voice, hand, or rope signals is also acceptable.
- J. If hazardous materials are involved, Hazardous Materials Procedures shall also be enforced.

4. Command

- A. Incident Command: The organizational structure for a Confined Space incident will be consistent with Incident Command System (ICS) principles.
- B. Unified Command: All Confined Space incidents should be managed using Unified Command when applicable. Participants may include representatives from the San Bernardino County Fire Department, local law enforcement, and other agencies on scene.
- C. Command Post Location: The Command Post for a Confined Space incident will be located out of the immediate Operational Area and yet within line of sight to the area.
- D. Staging: All personnel not immediately assigned to a task shall be staged at an accessible location outside the operational area.
- E. The First Arriving Officer should determine the appropriate Command Post and Staging locations and have San Bernardino County Fire Communications Center (Comm Center) relay the information to all responding Fire Department companies and other assisting agencies.

5. Resource Use

- A. Confined Space Rescue Incident Response:

1. As per County Fire Resource List (FRL).
 2. First-in unit and/or Incident Commander may order more resources as needed.
- B. Upon confirmation of an entry level Confined Space rescue, a second equipped Confined Space rescue entry crew (minimum five (5) personnel) shall be added to the dispatch by the Incident Commander (May include mutual aid resources).

IV. PROCEDURES

1. Phase 1: Scene Preparation: Upon arrival at a Confined Space incident the First Arriving Officer should obtain pertinent information and assure the completion of the following steps.

A. Step One: Assessment

1. Size-up: A complete size-up of the incident with the report format outlined in the Incident Command System Procedures (Emergency Operations 3050) will be used. This must include the identification of known and potential hazards.
 - a. Identify the type of Confined Space. (i.e. underground vault, tank, etc).
 - b. Determine if there are product storage hazards.
 - c. Locate and secure the job site foreman or a reliable witness.
 - d. Determine location and number of victims.
 - e. Obtain blueprints, maps or have on-site personnel draw a sketch of the site.
 - f. Determine the mechanisms of entrapment or nature of illness.
 - g. Ascertain if the response is a rescue or recovery.

- h. Determine the number of points of entry and egress and their locations.
- i. Determine electrical/mechanical/chemical/radiological hazards.
- j. Start a Confined Space Rescue Permit and (if necessary) an Incident Command Tactical Worksheet.

B. Step Two: Area Delineation

1. **Exclusion Zone:** An Exclusion Zone shall surround the Operational Area and be identified by the use of yellow fire line tape, rope, or other suitable barrier. The assistance of law enforcement personnel may be useful. All vehicles shall be excluded from this area as well as personnel not assigned to a task. Access to the Exclusion Zone shall be strictly enforced by the Entry Group Supervisor, the Attendant and/or their designees.
2. **Support Zone:** The Support Zone shall be identified by the use of fire line tape and be immediately adjacent to or surrounding the Exclusion Zone. The Support Zone will contain within its boundaries: Incident Command Post (ICP), medical group, equipment cache, air supply vehicle, rehab, support personnel, and additional personnel and equipment.
3. Assure a readily identifiable Incident Command Post (ICP) is established within the Support Zone and is in line-of-sight of the Operational Area.
4. Assure a sufficient rehab area is established.

C. Step Three: Staffing

1. Assure response of adequate number of Confined Space Rescue Team members as required.
 - a. The minimum number of Confined Space Rescue Team members required for a response is five (5) and consists of: one Entry Group Supervisor (who performs the concurrent additional duties of Back-up Entrant and Confined Space

Safety Officer), one Attendant, two Entrants and a second Back-up Entrant in addition to the Entry Group Supervisor. As trained personnel become available, the positions of Back-up Entrant and Confined Space Safety Officer (to relieve the Entry Group Supervisor of concurrent duties) and Air Supply Manager shall be added.

- i. If a Confined Space is only large enough for one rescuer, the second Entrant shall remain outside the space in full PPEs ready to assist the Back-up Entrants as needed.
2. Assure a full Confined Space response has been assigned to the incident.
 - a. Nothing in this section is meant to preclude rescuers from performing emergency rescue activities before an entire team has assembled.
 - i. Only in situations where immediate action could prevent the loss of life or serious injury.
 - ii. If this exception is exercised in an actual emergency, then the Incident Commander must generate a detailed report documenting the circumstances of the emergency rescue. The completed report shall be submitted to the Fire Chief or his designee no later than 48 hours after the conclusion of the incident. Additionally, the Special Operations Division shall investigate the circumstances of the incident and decision to proceed with emergency rescue activities before an entire team was assembled on scene.
 - iii. Assure one ALS ambulance and/or ALS air ship has been assigned to the incident.

D. Step Four: Equipment

1. Assure adequate air supply with battalion air cache and/or mobile air unit.

2. Assure all necessary Confined Space equipment is on Scene.
 - a. Personnel performing Confined Space Rescue Entry shall have the following equipment on scene as an absolute minimum:
 - i. One ea. 3 or 4-range atmospheric monitor.
 - ii. One ea. Confined Space ventilation fan with 15' of ducting.
 - iii. Four ea. Class III Confined Space full- body harnesses.
 - iv. Four ea. SCBAs (self contained breathing apparatus) or SABAs (supplied air breathing apparatus).
 - v. Four ea. complete sets of PPEs for Entry personnel (brush coat and pants, steel toe leather safety boots, leather gloves, nomex or PBI knit firefighting hood, helmet, breathing and eye protection [above], and hearing protection if required.
 - vi. Communications equipment (hardline systems, radios [if no known or potential flammable atmosphere is present], voice, or rope are all acceptable).
 - vii. Lighting equipment (intrinsically safe)
 1. Three sources per Entrant (i.e. flashlight, headlamp, and chemical light-sticks).
 - viii. Rope-rescue equipment (i.e. belay and mainline raise/lower systems).
 - ix. Four ea. P.A.S.S. devices mounted on breathing apparatus when breathing apparatus is required for entry.

- x. Nothing in this section is meant to preclude rescuers from performing emergency rescue activities before an entire equipment cache has been assembled.
 - 1. Only in situations where immediate action could prevent the loss of life or serious injury.
 - 2. If this exception is exercised in an actual emergency, then the Incident Commander must generate a detailed report documenting the circumstances of the emergency rescue. The completed report shall be submitted to the Fire Chief or his designee no later than 48 hours after the conclusion of the incident. Additionally, the Special Operations Division shall investigate the circumstances of the incident and decision to proceed with emergency rescue activities before an entire equipment cache was assembled on scene.

E. Step Five: Make the General Area Safe

- 1. The primary hazard to consider in a Confined Space is the potential for a hazardous or oxygen deficient atmosphere.
- 2. All Confined Space atmospheres shall be considered Immediately Dangerous to Life or Health (IDLH) until positively proven otherwise with an appropriate atmospheric direct reading instrument.
- 3. A Safety Officer shall be assigned early in the incident.
- 4. Ventilate the general exterior area if needed.
- 5. Ventilate the Confined Space with ducted fans utilizing positive pressure prior to entry and continuously throughout entry operations (no internal combustion powered fans). There may be times when positive pressure will not work. Continually assess the effectiveness of the ventilation process by monitoring atmospheric readings. Be aware of the danger of ventilation changing a flammable atmosphere that is above its upper explosive limit (UEL) to one that will be in the

explosive range. Take adequate safety precautions to prevent ignition of an explosive atmosphere.

- a. If it will not interfere with positive pressure ventilation efforts or create any additional hazard, open all additional openings into the space to assist with the ventilation process (manholes, hatches, natural openings, etc.).
6. Assure fire control measures as needed.
7. Do not allow sources of ignition on site.

2. Phase 2: Entry Preparation

A. Assure lockout, tag-out, blank-out procedures are complete.

1. All fixed mechanical devices and equipment capable of causing injury shall be placed in a zero mechanical state (ZMS).
2. All locked out utilities shall be locked with a key type of padlock and tagged with a Confined Space lock out tag.
3. The key shall remain with the Incident Safety Officer or his/her designee.
4. All hydraulic lines or feed lines must be disconnected and blanked or blinded, locked and tagged.
5. In cases where lockout is not possible, equipment shall be properly tagged and physical security provided. This would mean a Firefighter will stand guard until the rescue has been completed or relieved by other fire department personnel.

B. Assure that only Confined Space Rescue Technician Level or if unavailable, Awareness Level personnel enter the actual space, and that they are equipped with respiratory protection (if indicated) that is best suited for that particular incident or task. (Self-Contained Breathing Apparatus (SCBA) or Supplied Air Breathing Apparatus (SABA)). If you must remove your standard SCBA to fit in the opening or move in the space, DO NOT

ENTER! At no time shall a SCBA be removed from ones back to make entry into a Confined Space.

- C. If an SCBA is chosen, the Entrant(s) shall adhere to the 50% Rule:
 - 1. The Attendant shall record the pressure in the Entrant(s) SCBA at the point of entry.
 - 2. The Entrant(s) may not travel farther than 25% of his/her available air.
 - 3. The Entrant(s) shall stop all operations and immediately exit when 50% of the SCBA's available air, recorded at the entrance, has been exhausted.
 - 4. The Entrant(s) should exit the space with 50% of his/her available supply remaining.
 - 5. SABA is recommended in most Confined Space operations.
- D. No Confined Space Rescue Entrants shall enter a Confined Space alone unless space restrictions limit the number of Entrants to one. Always work in crews (two minimum, up to a maximum of six per crew).
- E. No Entrants shall enter a space with pagers or other electronic devices unless approved prior to entry, based on atmospheric monitoring.
- F. Each Entry Crew shall be equipped with the following items among the crew:
 - 1. A minimum of one member shall wear a hard-wire communications system linked to the Attendant or if unavailable, a radio (if no known or potential flammable atmosphere is present).
 - 2. If verbal communication systems fail, the OATH method of rope communication may be used.
 - a. O = O.K. 1 pull
 - b. A = Advance Rope 2 pulls
 - c. T = Take up line = 3 pulls
 - d. H = Help = 4 pulls).

3. One member shall have an atmospheric monitor.
4. A retrieval line shall be attached to each entrant's class III harness and affixed to a secure point outside of the confined space.
 - a. If the use of a retrieval line would increase the danger to the entrants due to route obstructions, their use may be omitted.
5. Every Entrant of each Entry Crew shall be equipped with the following items:
 - a. A minimum of three (3) light sources of intrinsically safe lighting.
 - b. Proper protective equipment as deemed necessary by the Incident Commander. At the very least, each member shall wear a nomex brush coat and pants, or nomex jumpsuit, a nomex hood, steel-toed boots, gloves, and a Confined Space type helmet. Eye protection shall be provided by the use of a breathing apparatus or goggles.
 - c. All Entrants shall wear a Class III harness.
 - d. If the Entry Crew must enter the space from a vertical position (depth of five feet or greater), each member shall wear a Class III harness and be attached to a fall arresting/retrieval system. A retrieval line attached to the "D" ring between the shoulders on the harness of each Entrant shall be used or an attachment point that provides for the smallest profile of the user when hanging limp. This line may be removed if it impedes the movement of the Entrant(s).
 - e. P.A.S.S. Device
6. Atmospheric hazards must be identified and controlled. Most often the method(s) of control will include ventilation. Care should be taken to provide ventilation by means that will not introduce additional contaminants or sources of ignition into the Confined Space. Also, be aware that ventilation of a Confined Space can change a flammable

atmosphere that is above its upper explosive limit (UEL) to one that will be within the explosive range.

3. Phase 3: Atmospheric Monitoring

- A. Atmospheric monitoring shall occur prior to and during all entries into a Confined Space.
- B. Atmospheric monitoring shall be accomplished at all levels of the Confined Space.
- C. All atmospheres shall be tested in the following order:
 - 1. Oxygen content
 - 2. Flammable gases and vapors
 - 3. Potential toxic air contaminants
- D. The following levels shall be considered as Immediately Dangerous to Life or Health (IDLH):
 - 1. Oxygen deficiency < 19.5%
 - 2. Oxygen enrichment >23.5%
 - 3. Flammability at or above 10% of the Lower Explosive Limit (LEL)
 - 4. Toxicity shall be any limit whose numerical value exceeds the permissible exposure limit in accordance with state regulations, such as: Carbon Monoxide – 25 parts per million (ppm) and Hydrogen Sulfide – 10 ppm.
- E. Atmospheric monitoring shall occur continuously throughout the Confined Space Entry to assure atmospheric hazards do not increase while personnel are in the Confined Space.
- F. All atmospheric readings shall be recorded on the Rescue Entry Permit.

- G. In the event that, in the opinion of the Entry Group Supervisor, the atmospheric readings become what he/she considers unsafe to continue operations in the space, all Entry teams shall be removed from the Confined Space immediately until such time as the atmospheric conditions are corrected.

4. Phase 4: Entry

- A. Once the best method and location for entry has been determined, crews shall begin entry and reconnaissance/rescue/recovery operations in the Confined Space.
- B. The Backup Entrants shall stage outside of the Confined Space to provide assistance in case of an emergency. They shall also wear appropriate protective equipment.
- C. Entry decisions shall be made based on known locations of victims, safety of the opening, atmospheric readings, and ease of victim recovery.
- D. Entrants should consider the necessary victim retrieval equipment prior to entry. This includes respiratory protection for the victim.
- E. Prior to entry, each Entrant shall be logged on the Rescue Entry Permit with his or her time of entry. This function shall be assigned to the Attendant, who shall keep the Entry Group Supervisor apprised of the status of the Entrants.
- F. While each incident is unique and must be evaluated accordingly, general guidelines recommend that Entry teams be limited to thirty (30) minutes or less for each Confined Space Entry.
- G. Upon removal from the Confined Space, each Entrant shall be assigned to rehab.
- H. Once inside the Confined Space Entrants shall:
 - 1. Assure adequate interior crew communications.
 - 2. Assure adequate communications with the Attendant.

3. If necessary, mark with chalk, cyalume light sticks, rope, or other method to assure egress.
 4. Move towards the suspected victim location as a crew.
 5. Be aware of elevation differences and unstable footing.
 6. Perform atmospheric monitoring continuously at high and low areas of the space and every four feet vertically.
- I. Once the victim has been located, Entrants shall determine:
1. If incident is a rescue or recovery.
 2. If a Supplied Air Breathing Apparatus (SABA) or Self Contained Breathing Apparatus (SCBA) can be placed on the victim.
 3. If the victim can be easily moved towards the opening with equipment currently being carried by Entrants.
 4. If additional Entrants are needed to assist.
 5. Communicate their determinations to the Attendant.
- J. Safety Considerations
1. In the event of a SABA air line failure Entrants shall:
 - a. Open their escape bottle first.
 - b. Notify their partner and the Attendant of the problem.
 - c. Identify the specific line and problem.
 - d. The entire team shall exit the Confined Space if the problem cannot be corrected immediately.

5. Phase 5: Victim Removal

A. Once the victim is set for removal, assure the following:

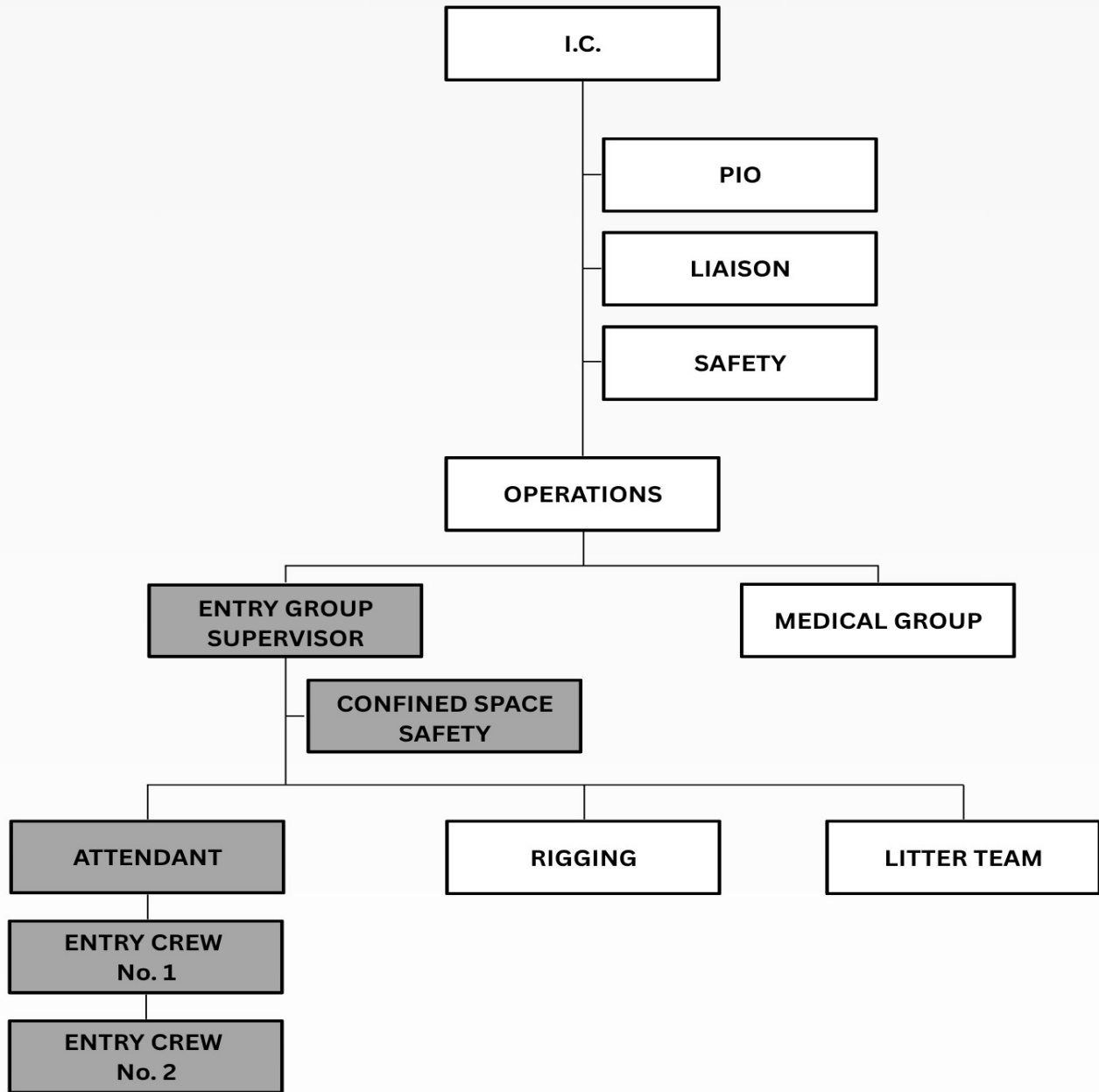
1. Take C-spine precautions, if indicated, based on the configuration of the space and the victim's condition.
2. The use of electric winches or any other type of non-human powered devices to remove victims or rescuers is not recommended. These allow little control and could result in additional injury to the victim and/or Rescuers.
3. A receiving Litter Team is in place.
4. When the victim is moved to the Confined Space point of egress, Entrants shall be positioned to the egress side of the victim to avoid being blocked in by the victim. If this is not possible, assure the following:
 - a. When the move to extricate is made, assure it is made quickly and smoothly, minimizing the time the space is blocked.
 - b. Assure that exterior personnel and Entrants are aware of the move and a plan is agreed upon prior to blocking the egress.
 - c. Assure that air lines and connections are clear of the victim and his/her path of movement to assure that no air line problems develop as a result of the victim becoming entangled or pinching off the lines.
 - d. The Litter Team will remove the victim(s) from the opening of the space and transport to the Medical Group treatment/transport area.
5. Once the victim is clear from the space, remove all entry crew personnel and equipment.

6. Phase 6: Termination

- A. Double-check the Confined Space Rescue Permit to assure all personnel are accounted for. Cancel Permit when last Entrant is out of the Confined Space.
- B. Inventory, replace, or rehab all equipment.
- C. Place any damaged or potentially unsafe equipment out of service until repaired.
- D. Have a responsible party, i.e. law enforcement, OSHA, or Fire Department seal entry points to ensure no additional entry.
- E. All Confined Space Rescue Entry Permits, CFIRS reports, and other Incident documentation shall be maintained by Battalion Headquarters for at least one year per CAL-OSHA regulations.

Appendix A

CONFINED SPACE RESCUE ORGANIZATIONAL CHART



**SHADED POSITIONS ARE REQUIRED TO BE FILLED WITH PERSONNEL
QUALIFIED FOR CONFINED SPACE RESCUE – ENTRY LEVEL**

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Technical Rescue**

POLICY NUMBER: **803**

EFFECTIVE DATE:

I. POLICY

1. Newberry Springs Fire Department personnel shall follow this Operations Directive for all Technical Rescue incidents within the jurisdiction of this department and at all Mutual Aid and Automatic Aid Technical Rescue responses. Additional Operations Directives shall also apply. See Operations Directives

II. INTENT

1. This Operations Directive describes the resources to be sent and the actions to be taken by Newberry Springs Fire Department Companies responding to and operating at Technical Rescue incidents. The goal is to assign resources for maximum effectiveness.

III. DEFINITIONS

1. TECHNICAL RESCUE also known as Urban Search and Rescue or US&R: Locating, rescue and initial medical stabilization of victims trapped in confined spaces, collapsed structures, trenches or mines, high-angle environments, complex transportation accidents, or moving water.
2. TECHNICAL RESCUE TECHNICIAN: Suppression personnel with the following State Fire Training recognized certifications: C.P.R., E.M.T.- I, Low Angle Rope Rescue Operational (LARRO), Rescue Systems I, Rescue Systems II, Trench Rescue, Confined Space Rescue Operations, Haz-Mat F.R.O. and Decon, River & Floodwater Rescue, and Rapid Intervention Crew Operations or Tactics

IV. PROCEDURE

1. COMPANY OFFICERS

- A. The first-in Company Officer shall assume Incident Command (IC) and be responsible for the procedures outlined under item “E”, Initial Size-Up”.

2. INCIDENT COMMANDER

- A. If necessary, the Incident Commander shall be responsible for the following:
 - 1. Assume command of the incident.
 - 2. Assess the situation and/or obtain a briefing from the prior Incident Commander.
 - 3. Assure that all procedures outlined under item “E”, “Initial Size-up” have been performed.
 - 4. Establish an incident command post.
 - 5. Implement modular development of an appropriate ICS organization.
 - 6. Approve and authorize the implementation of an Incident Action Plan.
- B. Insure that adequate safety measures are in place.

3. LAW ENFORCEMENT

- A. The Incident Commander and the senior ranking law enforcement official for the jurisdiction, form Unified Command, if necessary.
- B. Law enforcement utilized for:

1. Securing area.
2. Crowd control.
3. Extra manpower for basic rescue activities.

4. INITIAL SIZE-UP

A. Initial size-up is vitally important when dealing with a Technical Rescue incident.

B. The size-up report shall include:

1. Reporting unit on scene.
2. Name command, activate ICS.
3. Brief description of conditions found:
 - a. Structural collapse.
 - i. Size.
 - ii. Construction.
 - iii. Percent of structure collapsed.
 - b. Mass transportation accident.
 - i. Derailed train.
 - ii. Overturned bus.
 - iii. Airplane crash, etc.
 - c. Mine collapse.
 - i. Type and depth.
 - ii. Size of collapsed area.

- d. Trench collapse.
 - i. Depth and width.
 - ii. Size of collapsed area.
- e. Confined space rescue.
 - i. Description of confined space.
 - ii. Identification of possible Haz-Mat involved.
- C. Number of victims (approximate).
- D. Assessment of immediate hazards to responding personnel.
- E. Actions being taken.
- F. Instructions to responding units.
- G. Order additional US&R resources if needed.
 - 1. Single resources: Order by type.
 - a. US&R Companies.
 - i. Type 1-- Heavy Capability
 - ii. Type 2-- Medium Capability
 - iii. Type 3-- Light Capability
 - iv. Type 4-- Basic Capability
 - b. US&R Crews. Crews are typed as above.
 - i. T1 - Regional US&R Task Force
 - ii. T2 - State/National US&R Task Force
 - iii. T3 - US&R Search Dog (and handler).
 - iv. T4 - US&R Technical Specialist.

c. Non fire department resource deployment.

- i. Heavy equipment and rigging contractors.
- ii. Structural engineers.
- iii. Other specialists.

H. Modular ICS Development

1. After all procedures outlined above (item “4”, “Initial Size-Up”) are accomplished.

I. Communications

1. Three separate radio channels should be assigned to each incident by the jurisdictional communications center of call origin:
 - a. A tactical channel for use by the IC, Division and Group supervisors.
 - b. A command channel for use by the IC to communicate with the communications center.
 - c. A talk around channel for use by all responding units to the incident."

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Station Hours**

POLICY NUMBER: **901**

EFFECTIVE DATE:

I. POLICY

1. This policy establishes the public access hours, visiting hours, and security procedures for the Newberry Springs Fire Department and administrative office.

II. PROCEDURE

1. Public Access to District Stations

A. Administrative Office Hours

1. The Administrative Office shall be open to the public from 12:00 p.m. to 4:00 p.m. on Wednesday to Friday.
2. The Administrative Office shall be closed to the public on District-approved holidays.

B. Fire Station Hours

1. Stations shall be open to the public from 8:00 a.m. to 5:00 p.m.
2. No member of the public shall be turned away if contact is made, unless the issue cannot be addressed by station personnel.
3. Stations shall be closed to the public when duty assignments or emergency calls leave no available staff at the station.

- C. In addition to normal office hours, station personnel shall be available to assist the public when in quarters.

III. Visiting Hours

1. General Visiting Hours

- A. Weekday and weekend visiting hours for guests and family members shall be from 5:00 p.m. to 10:00 p.m.
- B. Holiday visiting hours for guests and family members shall be from 8:00 a.m. to 10:00 p.m.
- C. While in quarters, all personnel shall be available to the public for inquiries, blood pressure checks, burn permits, and other community services.
- D. Duty crews shall remain in quarters to greet and assist the public unless engaged in emergency incidents, training, or special assignments.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: RIDE ALONG

POLICY NUMBER: 902

EFFECTIVE DATE:

I. PURPOSE

1. The Newberry Springs Fire Department offers various programs to educate and instruct the public through participation in its services. These programs, such as the ride-alongs, provide participants with insights into the department's services and the opportunity to explore a potential career in the fire service or gain personal enrichment.

II. POLICY

1. To ensure safety, all participants in department programs are required to sign a Release and Waiver of Liability and Assumption of Risk form, Policy Number 902-A before participation. Any participant who refuses to sign the form will not be permitted to engage in any of the department's programs.

III. PROCEDURE

1. Release and Waiver of Liability Form, Policy Number 902-A
 - A. All participants must sign the Release and Waiver of Liability and Assumption of Risk form and submit it to the department at least 24 hours before participation.
 - B. The form can be obtained from the Station Officer or Administration. Once completed, the forms must be submitted to the Administration.
 - C. If the participant is approved for a ride-along, the participant will receive a signed copy with the authorizing Administrator's signature and date. The original form will be kept on file at the Administration station.
 - D. Participants must present the signed Release and Waiver of Liability form to the Station Officer before participating in any district ride-along program.

IV. RESPONSIBILITIES OF THE STATION OFFICER

1. The Station Officer is responsible for the safety, appearance, well-being, and performance of all ride-along participants. The Duty Officer has full authority over the participant regarding any matters not addressed by this policy or procedure.
2. The Duty Officer must notify the Fire Chief before a ride-along session begins.
3. The Duty officer must ensure that all participants are dressed appropriately (as outlined below) and comply with safety guidelines.

V. EMS CALLS

1. No patient care shall be provided by the participant.
2. Participants must be instructed in the use of universal precautions and protection from communicable diseases before any EMS call.
3. Participants are prohibited from entering the following types of calls:
 - A. Suicide
 - B. Attempted suicide
 - C. Rape
 - D. Any other violent or dangerous environments deemed inappropriate by the Duty Officer.
4. Care should be taken to limit the exposure of participants to potentially traumatic or emotional calls.
5. Participants must adhere to HIPAA laws at all times.

VI. FIRE CALLS

1. Participants may only observe fire calls from a safe location as deemed appropriate by the Duty Officer.
2. Participants may engage in non-IDLH (Immediately Dangerous to Life or Health) activities as approved by the Duty Officer.

3. Participants may be left at the station depending on dispatch information, weather conditions, or the Duty Officers discretion.

VII. PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. All ride-along participants are required to wear appropriate Personal Protective Equipment (PPE) when on or near an emergency scene, training environment, or any area deemed hazardous by department personnel.
2. Required PPE includes, but is not limited to:
 - A. Safety glasses or protective eyewear
 - B. Medical or utility gloves
 - C. High-visibility safety vest
3. PPE will be issued by department personnel prior to the start of the ride-along, or the participant may use their own equipment if approved by the Duty Officer.
4. Failure to wear required PPE may result in termination of the ride-along.

VIII. INJURIES TO PARTICIPANTS

1. If a participant is injured during a ride-along session, the Duty Officer must:
 - A. Administer any necessary first aid
 - B. Notify the Fire Chief immediately
 - C. Complete all required forms as per department policy

IX. DRESS CODE

1. Participants must dress appropriately for the ride-along, as per the Duty Officer's discretion.
2. If an agency uniform is unavailable, the following guidelines must be followed:
 - A. Shirt: Navy Blue, either pull-over or quarter button-up, with long or short sleeves, without emblems or markings.
 - B. Pants: Navy Blue Pants (no skirts or dresses), preferably Dickies.

C. Footwear: Black boots are recommended. Other shoes are permitted with the Duty Officer's approval. Open-toe shoes are not allowed.

3. All apparel must be neat, clean, and appropriate.

4. Exception: Reasonable accommodations will be made for individuals who wear specific clothing items for religious reasons. Such items are permitted as long as they do not pose a safety risk and are approved by the Duty Officer.

X. RIDE-ALONG HOURS

1. Ride-along hours are from 0800 to 2000 hours.

2. Ride-alongs outside of these hours require Fire Chiefs approval.

XI. DEFINITIONS

1. Dangerous Environment: Any environment that poses a hazard to an untrained individual.

2. Fire District Activities: Includes training, emergency responses, fires, medical aids, hazardous materials incidents, fire prevention, public education, and other duties.

3. Participant: Any individual who has completed the required paperwork and participates in a ride-along or station-based program.

4. Universal Precautions: Protective measures to protect responders from communicable diseases, including latex gloves as a minimum. Additional protective gear may include eye protection, gowns, and face protection.

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AGREEMENT

POLICY NUMBER: 902-A

EFFECTIVE DATE:



NEWBERRY SPRINGS FIRE DEPARTMENT RIDE-ALONG PROGRAM

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AGREEMENT

This Release and Waiver of Liability and Assumption of Risk Agreement ("Agreement") is executed by the undersigned participant ("Participant") in favor of the Newberry Springs Fire Department, its officers, officials, agents, employees, volunteers, and affiliated entities (collectively, "NSFD").

**PLEASE READ CAREFULLY – THIS IS A LEGALLY BINDING
DOCUMENT**

1. VOLUNTARY PARTICIPATION

I, the undersigned Participant, acknowledge that my participation in a ride-along with the Newberry Springs Fire Department is voluntary. I understand that participation may involve travel in emergency vehicles, observation of emergency operations, entry into hazardous environments, and exposure to potentially dangerous conditions including, but not limited to, fire, smoke, hazardous materials, traumatic scenes, and contact with bodily fluids or other biological hazards.

2. ASSUMPTION OF RISK

I am fully aware that participating in fire department ride-along activities presents a risk of serious bodily injury, illness, emotional distress, psychological trauma, permanent disability, and/or death. I understand and acknowledge that such risks may include, but are not limited to, exposure to traumatic scenes, bloodborne pathogens, airborne diseases, and other biohazards. I voluntarily accept and assume all risks, known and unknown, arising from participation in this ride-along, including exposure to communicable diseases, emotional trauma, and psychological effects, regardless of the cause, and whether caused by the negligence or gross negligence of the Newberry Springs Fire Department or otherwise.

3. WAIVER AND RELEASE

In consideration for being permitted to participate in the ride-along program, I, for myself, my heirs, assigns, personal representatives, and next of kin, do hereby release, waive, discharge, and covenant not to sue the Newberry Springs Fire Department, its officers, officials, employees, agents, and volunteers (collectively, the “Released Parties”) from any and all liability, claims, demands, losses, or damages now or in the future arising out of or related to injury, illness, disease (including but not limited to those caused by exposure to bloodborne pathogens), psychological trauma including post-traumatic stress disorder (PTSD), death, or property damage sustained during or in connection with my participation in the ride-along program, whether caused by the negligence of the Released Parties or otherwise.

4. BLOODBORNE PATHOGENS & INFECTIOUS DISEASES

I acknowledge and understand that I may be exposed to blood, bodily fluids, or other potentially infectious materials. I acknowledge that the Newberry Springs Fire Department is not responsible or liable for any illness or injury resulting from such exposure, including but not

limited to hepatitis, HIV, COVID-19, tuberculosis, or any other communicable disease. I assume full responsibility for any such risk.

5. MENTAL HEALTH AND PSYCHOLOGICAL RISK

I understand that I may witness graphic or traumatic incidents that could result in emotional or psychological distress, including but not limited to acute stress, secondary trauma, or post-traumatic stress disorder (PTSD).

I acknowledge that the Newberry Springs Fire Department is not liable for any psychological injuries or conditions, including PTSD, that may arise from participation in the ride-along program.

However, if I experience emotional distress as a result of my participation, I may contact NSFD and request referral to a licensed mental health professional for counseling support. NSFD will make reasonable efforts to assist with access to professional mental health resources, though it assumes no responsibility for the cost, treatment, or outcomes of such services.

6. HIPAA AND CONFIDENTIALITY

I understand and agree that during the ride-along, I may be exposed to confidential patient information protected under the Health Insurance Portability and Accountability Act (HIPAA). I agree to:

- Maintain the strictest confidentiality with regard to any and all patient information.
- Not discuss, disclose, share, or transmit any identifiable health or personal information to any person or entity.
- Comply fully with HIPAA laws and NSFD confidentiality policies.

I understand that any breach of patient confidentiality may result in termination of my ride-along privileges, legal penalties, and civil liabilities.

7. MEDIA AND SOCIAL MEDIA RESTRICTIONS

I acknowledge that the taking of photographs, video recordings, or audio recordings at the scene of any emergency, incident, patient interaction, or fire department operation is strictly prohibited unless explicitly authorized by a Newberry Springs Fire Department Supervisor or Chief Officer(s).

I understand and agree that:

- All photographs or videos taken during the ride-along—regardless of the content—may be subpoenaed and used in a court of law.

- Posting or sharing of any images, videos, or content related to incidents observed during the ride-along to any social media platform (including but not limited to Facebook, Instagram, TikTok, Twitter/X, Snapchat, YouTube, Reddit, or any messaging app) is strictly prohibited unless prior written authorization is given by a Newberry Springs Fire Department Supervisor or Chief Officer(s).
- Any unauthorized media activity may result in immediate termination of ride-along privileges, permanent disqualification from future participation, and may carry civil or legal consequences.

8. PARTICIPANT'S CERTIFICATION

I certify that:

- I am at least 18 years of age.
- I am in good physical and mental condition to safely participate.
- I have read this entire Agreement and understand its terms and conditions.
- I am signing this Agreement freely and voluntarily, without inducement or coercion.
- This Agreement shall be binding to the fullest extent permitted by law, and if any portion is held invalid, the remainder shall continue in full legal force and effect.

9. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of California. Any disputes arising under or in relation to this Agreement shall be resolved in the appropriate court located in San Bernardino County, California.

Participant Full Name: _____

Date of Birth: _____

Phone Number: _____

Participants Full Address: _____

Participants Email Address: _____

Date: _____

Signature of Participant: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Emergency Contact Full Address: _____

Emergency Contact Email Address: _____

Witnessed by (NSFD Representative):

Name: _____

Rank: _____

Signature: _____

Date: _____

Approval of Ride Along from NSFD Chief Officer(s)

Name: _____

Rank: _____

Date: _____

Signature: _____

NEWBERRY SPRINGS FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

POLICY TITLE: **Red Flag Community Notification Plan**

POLICY NUMBER: **910**

EFFECTIVE DATE:

I. BACKGROUND

1. History has demonstrated that the potential for Southern California wildfires is heavily influenced by the extreme weather conditions. Strong winds & dangerously low relative humidity levels create a dangerous condition known as a “Red Flag” condition, or “Fire Weather Watch.” The National Weather Service issues Red Flag Watches, Warnings and Fire Weather Watches to alert fire departments of the onset, or possible onset, of critical weather and dry conditions that could lead to rapid or dramatic increases in wildfire activity.
2. The Red Flag Community Notification Program is designed to enhance public safety by providing a visual reminder that extreme fire conditions are predicted or present. When enacted, a Red Flag will be flown over all County Fire Stations and administrative sites, to serve as a visual reminder that extreme fire weather conditions have been predicted and/or are present.

II. RED FLAG WATCHES & WARNINGS

1. A Red Flag Warning also known as a Fire Weather Warning, is a forecast warning issued by the National Weather Service to inform area firefighting agencies that conditions are ideal for wildland fire ignition, and rapid propagation.
2. A Red Flag Warning is issued for weather events that may result in extreme fire behavior that will occur within 24 hours. A Red Flag Warning is the highest alert. During these times all residents should exercise extreme caution, because a simple spark can cause a major wildfire.
3. A separate but less imminent forecast may include a Fire Weather Watch, which is issued to alert fire agencies to the possibility that Red Flag conditions may exist beyond the first forecast period (12 hours). The watch is issued generally 12 to 48

hours in advance of the expected conditions, but can be issued up to 72 hours in advance if the NWS agency is reasonably confident. That watch then remains in effect until it expires, is canceled, or upgraded to a Red Flag Warning.

4. The type of weather patterns that can cause a watch or warnings include low relative humidity, strong winds, dry fuels, the possibility of dry lightning strikes, or any combination of the above.

III. NOTIFICATION & WHEN TO FLY THE RED FLAG:

1. When CalFire receives notification from the National Weather Service of a Red Flag Watch or Warning for San Bernardino County, all or in part, the information shall be immediately communicated via 9911 page. Upon receipt of notification, NSFD will enact the Red Flag Community Notification Plan, by raising the Red Flag, as outlined in this plan. The Red Flag shall fly throughout the weather event until cancellation notification is communicated.
2. Or at the AHJ's Fire Chief(s) discretion.

IV. THE FLAG:

1. The Red Flag is made of a lightweight nylon material, measuring 2' x 3' with two brass grommets to attach the flag to the halyard clips. The top clip of the Red Flag shall be attached 2' below the bottom edge of the American Flag. This distance will ensure the American Flag flies unobstructed and in no danger of tangling with the Red Flag.

V. ADDITIONAL CONSIDERATIONS:

1. Concurrent with NSFD raising the Red Flag when conditions warrant, the "Red Flag Status" should also be posted on our website and all social media platforms to display current conditions.

VI. PROGRAM GOALS:

1. The overall goal of the Red Flag Community Notification Plan is to stimulate community awareness and involvement during hazardous weather conditions. Fire prevention educational opportunities should be taken advantage of where possible, to enhance public safety and awareness.