

# GLOUCESTER TOWNSHIP

## FIRE DISTRICTS 5 & 6

### Standard Operating Guidelines

Version 2

# GLOUCESTER TOWNSHIP FIRE DISTRICTS 5 & 6

## Standard Operating Guidelines

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# GLOUCESTER TOWNSHIP FIRE DISTRICTS 5 & 6

## Standard Operating Guidelines

### **Section 1**

#### **1.1 Standard Operating Guidelines – Introduction**

##### **A. Objective**

The objective of the STANDING OPERATING GUIDELINES manual is to provide guidance to Department members in the performance of their duties.

##### **B. Authority**

The Standing Operating Guidelines Manual is a composite of permanent policies and procedures established by the Chiefs and endorsed by the Board of Fire Commissioners. Department members shall conform to these policies and guidelines in the performance of their duties. The content of the Standing Operating Guidelines manual supersedes any previous operational policies contained in Department memos, directives, etc.

##### **C. Scope**

The Standard Operating Guidelines apply to all members of the Gloucester Township Fire Districts 5 & 6. The Standing Operating Guidelines manual should in no way limit the initiative of the officers or senior firefighters assuming officer duties and should enhance the decision making process by providing a standard operational framework. This manual can in no way address every eventuality and the members applying these guidelines must use their training, experience and common sense to effect a successful operation.

#### **1.2 Operating Guideline Revision Procedure**

**Purpose:** To provide guidance in revising a guideline.

##### **A. Annual Revision**

The SOG committee, with a majority vote, shall revise the Standing Operating Guideline Manual annually to include changes in operating guidelines and policies. The annual revision should include any changes made in the form of Directives during the previous year. The annual revision should be complete by March 1.

##### **B. Temporary Revision**

A temporary revision of a Standing Operating Guideline, after March 1, shall be made where it is expected that the conditions in the original SOG will be returned to (ex: apparatus out of service, etc.). Temporary revisions will be made in the form of a memo. The memo shall contain a sequential number listing the year of issue (ex: Memo 98-001 indicates the first memo issued in 1998). The subject portion of the memo shall list the SOG that is being temporarily revised. The body of the memo shall indicate the revision of the SOG and the expected time frame of the revision.

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### **C. Permanent Revision**

Permanent revisions to a Standing Operating Guideline, after March 1, shall be made in the form of a directive. The directive shall contain a sequential number indicating the year of the issue and the revised SOG number (ex: a revision to SOG# 1.5 in 1998 would be 98-1.5). The subject section shall include the title and effected section of the revised SOG. The body of the directive shall indicate an effective date and the scope of the revision.

### **D. Notification**

The Chief shall notify all members of Standing Operating Guideline revisions by posting revisions on bulletin boards and during the Chief's report at a Company and Commissioners meetings. All members shall receive copies of annually revised Operating Guidelines.

## **1.4 Bloodborne Pathogens / Exposure Control Plan**

**Purpose:** To provide guidance in understanding the department exposure control plan.

### **A. Policy**

The Board of Fire Commissioners and Gloucester Township Fire Districts 5 & 6 are committed to provide a safe work environment for our personnel. In pursuit of this endeavor, the following Exposure Control Plan (E.C.P.) is provided to eliminate or minimize occupational exposure to blood borne pathogens in accordance with O.S.H. blood borne pathogens standard.

The E.C.P. is a key document to assist in implementing and ensuring compliance with the standard, thereby protecting our personnel. The E.C.P. includes:

1. Personnel exposure determination
2. The procedures for evaluating the circumstances surrounding an exposure incident
3. The schedule and method for implementing the specific sections of the standard, methods of compliance, Hepatitis B vaccination and post-exposure follow up, training and communication of hazards to personnel, and record keeping

### **B. Program Administration**

The Board of Fire Commissioners and the Fire Chief are responsible for implementation of the E.C.P.

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Personnel who are reasonable anticipated to have contact with or exposure to blood or other potentially infected materials, are required to comply with the procedures and work practices outlined in the E.C.P.

### **C. Employee Exposure Determination**

As part of the exposure determination section of the E.C.P., all personnel covered by this standard shall be known as employees. All exposure determinations were made without regard to the use of P.P.E.

All employees shall utilize universal precautions. Universal precautions is an infection control method, which requires personnel to assume that all human blood and specified human body fluids are infectious for HIV, HBV, and other blood borne pathogens, and must be treated accordingly.

Employees covered by the blood borne pathogens standard, will receive an explanation of this E.C.P. annually. Employees seeking a copy of this plan, shall request same from the Board of Fire Commissioners, and. /or the Fire Chief.

Engineering controls and work practice controls shall be used to prevent or minimize exposure to blood borne pathogens. The specific engineering and work practice controls are as follows:

1. Employees shall wash hands and body parts as soon as possible after skin contact with blood or other potentially infectious material
2. Employees shall replace contaminated P.P.E. as soon as possible, to prevent cross-contamination
3. Employees shall not bend, recap, shear or break needles
4. All potentially contaminated non-disposable equipment shall be decontaminated properly
5. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses in work areas where there is likelihood of occupational exposure is prohibited

Where there is potential for occupational exposure, appropriate P.P.E. equipment, such as, but not limited to the following, shall be used: gloves, gowns, replaceable coveralls, face shields, masks, eye protection and pocket resuscitation devices shall be used. Appropriate P.P.E. will be stored on apparatus in quarters. Decontaminating equipment will be stored in the apparatus room near the sink.

### **D. General Precautions for use of P.P.E.:**

1. Wash hands immediately, or as soon as possible after removal of gloves and/or other P.P.E. (germicidal wipes should be used at the scene)

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2. Remove P.P.E. before leaving the scene or work area, and after garment becomes contaminated
3. Place used P.P.E. in appropriate designated bags stored on apparatus. All E.M.S. P.P.E. currently in use is disposable. P.P.E. visibly contaminated with blood or other potentially infectious material, shall be red bagged and sent to the receiving hospital in the ambulance with the patient. Used P.P.E. and disposable equipment not visibly contaminated, shall be disposed of in normal trash containers. If contaminated P.P.E. and disposable equipment cannot be sent to the hospital, it shall be red bagged, sealed and labeled as to contents and segregated for disposal after returning to station.
4. Wear appropriate gloves when it can be reasonable anticipated that you may have contact with blood or other potentially infectious material, and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.
5. Following any contact of body area with blood or any other potentially infectious material, you must wash your hands and any other exposed skin with soap and water as soon as possible. Personnel must also flush exposed mucous membranes with water.
6. Wear appropriate face and eye protection, such as a mask with solid shield glasses or a chin length face shield when splashes, sprays and splatters or droplets of blood or any other potentially infectious material poses a hazard to the eye, nose and/or mouth.
7. Gowns, aprons or other protective body clothing shall be worn when gross contamination may be encountered.
8. If a garment is penetrated by blood or other potentially infectious material, the garment must be removed immediately, or as soon as possible.

All employees who have or are reasonably anticipated to have occupational exposure to blood borne pathogens, shall receive the State mandated blood borne pathogen training annually.

### **E. Hepatitis B Vaccination**

Hepatitis B Vaccination series shall be made available at no cost to the employee, unless:

1. Employee has previously received the series with proof
2. Antibody testing reveals employee is immune
3. Medical reasons prevent taking vaccination
4. Employee chooses not to (must sign refusal form)

All employees are strongly encouraged to participate in the vaccination series. However, if the employee declines, the employee must sign a refusal/waiver form.

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Employees, who decline, may request to obtain the vaccination at a later date at no cost. Documentation of refusal shall be kept with employees file.

### **Post exposure evaluation and follow-up procedures for reporting, documenting and evaluating the exposure.**

Should an exposure incident occur, the OIC shall be informed immediately. If no Officer is present, alternate attempts to contacting ranking Officers or Commissioners shall be made by phone or pager. Each exposure shall be documented by the employee on an exposure report form.

An immediate confidential medical evaluation and follow up shall be conducted by a medical facility selected by the Board of Fire Commissioners, and appropriate testing conducted in accordance with State laws.

### **F. Health Care Professionals**

The Board of Fire Commissioners shall ensure that the health care facility evaluating an employee after an exposure, receives the following:

1. The Board of Fire Commissioners shall provide the employee with a copy of the evaluating health care professionals written opinion, upon completion of the evaluations
2. For HB vaccinations, the health care professional written opinion will be limited to whether or not the employee has been informed of the results of the medical evaluation and any medical condition which may require further evaluation and treatment.
3. All other diagnoses shall remain confidential, and shall not be included in any written report to the Fire District.

### **G. Housekeeping**

Housekeeping functions required by O.S.H.A. blood borne standards, are not regularly occurring tasks, and only occur when necessary after an incident. No regular housekeeping schedule has been established.

Work surfaces shall be decontaminated with appropriate disinfectant immediately after the termination of an emergency incident. This section shall apply when surfaces are overtly or possibly contaminated with blood or other infectious material.

Visibly contaminated disposable materials or cleaning supplies shall be placed in a sealed, labeled red bag for disposal.

Surfaces shall be decontaminated with chloride based tuberculocidal disinfectant. All label instructions shall be followed. Generally, these disinfectants shall be applied and left on surfaces for at least 10 minutes prior to removal.

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Equipment shall be decontaminated in a solution of household bleach and water, mixed in a ratio of 10 parts water to 1 part bleach (10:1).

The following contaminated articles shall be laundered:

1. Fire fighting P.P.E.
2. Fire department uniforms
3. Selected personal clothing

Laundering of approved articles, shall be performed by the employee immediately following the contamination. Laundering shall take place using the station washing machine, using the posted directions. The following are general requirements in handling contaminated laundry:

1. Handle contaminated laundry as little as possible
2. Use appropriate P.P.E. when handling laundry
3. Place wet contaminated laundry in leak proof labeled red bag before transporting
4. Bag contaminated laundry at scene

### **H. Labeling**

1. All contaminated material intended for disposal shall be placed in red biohazard trash bags
2. Any materials being transported or stored prior to decontamination or laundering, shall be placed in red biohazard trash bags and labeled as to contents
3. The OIC shall ensure red bags are used and labeled as required
4. Employees shall notify the OIC if they discover unlabeled regulated waste containers

### **I. Record Keeping**

Medical records are maintained for each employee with occupational exposure. The Board of Fire Commissioners shall be responsible for maintenance of the required medical records, and they shall be kept in the Commissioners' files. The medical records shall include, but not limited to:

1. Name and Social Security number of employee
2. Copy of employees Hepatitis B vaccinations
3. Copy of all results of examinations, medical testing and follow up procedures as required
4. Copy of all health care professionals written opinions

All employees' medical records shall be kept confidential, and will not be disclosed or reported without the employees express written consent to any person within or outside the work place, except as required by the standard, or as required by law.

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Employee medical records shall be maintained for at least the duration of the employment plus 30 years.

Employee medical records shall be provided upon request of the employee, or to anyone having written consent of the employee, within 15 working days.

Blood borne pathogens training records shall be maintained by Gloucester Township Fire Districts 5 & 6.

The training record shall include:

1. Dates of training
2. Contents/summary of training
3. Name and qualification of instructor
4. Names of personnel attending

Training records shall be maintained for a minimum of 3 years from the date of training. Employee training records shall be provided upon request to the employee or the employees authorized representative within 15 working days.

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### Section 2

#### 2.1.1 - General Policy

**Purpose:** To provide guidance in responding to emergencies.

#### A. Guideline

1. Upon receipt of an alarm, all available members shall proceed directly to their assigned stations.
2. No member, with the exception of the Chief, Deputy/Assistant Chief, Fire Official, Fire Inspector or any Officer assigned a district owned vehicle may respond in their private vehicle directly to the incident scene. If the incident lies directly in the member's route of travel to the station, he may stop and render assistance until the arrival of apparatus, at which time he/she shall proceed to the station.
3. Members responding to an alarm shall not assume any driving privilege not granted by NJ State laws. Blue lights, for which the member is authorized to operate, shall only be used in the Township of Gloucester.
4. All members are responsible for their own actions while responding to alarms and accept all liabilities and legalities resulting from their actions. Members must observe all NJ Motor Vehicle driving laws.
5. Members shall don all protective clothing prior to mounting the apparatus with the exception of the driver. The driver must have their gear on the apparatus.
6. Apparatus shall not leave the station inadequately staffed without waiting a reasonable amount of time. Minimum staffing should be three (3) members for all apparatus. A reasonable time can be defined as four (4) minutes from dispatch for the first apparatus and one (1) minute between responses of subsequent apparatus. **The apparatus officer shall announce the amount of crew present. (Ex: Squad 86 responding with 3.)**
7. Apparatus should not respond undermanned when members are in station preparing to respond.
8. It is the responsibility of the senior officer or firefighter in station to deploy manpower and apparatus as necessary to meet the needs of the individual incident and manpower situations.
9. Apparatus officers shall insure that their apparatus is adequately staffed, all members are seat belted and equipment is secured before leaving the station.
10. The driver/operator shall have control over the mechanical operation of the apparatus and the incident status lights. The apparatus officer/navigator shall coordinate the use of all other warning devices. In addition the officer/navigator shall; operate the radio, reference map, pre-plans and other materials as necessary. The officer/navigator shall also monitor the safe operation of the apparatus.

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11. When approaching intersections commonly used by apparatus of this company or other responding companies the apparatus officer/navigator shall announce their approach. The driver/operator should be prepared to stop.
12. Upon approaching an incident the apparatus speed will be greatly reduced.
13. Upon arrival at the incident all personnel shall remain in position until assigned. Personnel shall not dismount the apparatus, deploy equipment or hose lines, open compartment doors, etc. until ordered unless obvious conditions deem otherwise. The apparatus officer/navigator shall meet with the OIC.
14. Driver/operators shall be aware of all activity involving their apparatus making note of portable equipment removed and returned, hose lines in service and mechanical problems arising while in service.
15. Driver/operators should remain with their apparatus unless otherwise ordered. Driver/operators are responsible for advising that they are driving the apparatus when ordered away.
16. When apparatus is in service it shall not be left unattended. When apparatus is not in service and is to be unattended it shall be parked out of the way and turned off.
17. Driver/operator and crew shall restore their apparatus to full service upon returning to station. Driver/operators and officer/navigator shall file equipment reports outlining any equipment problems when necessary.
18. No member shall leave the fire ground or station prior to being released without the permission of the OIC.
19. Any member sustaining an injury, regardless of the severity, while operating with this department shall notify the OIC or the Chief for documentation and treatment if necessary.
20. The OIC shall insure that all applicable reports and attachments are filed.
21. Tampering with personal protective gear or other fire department property will result in immediate suspension from all firefighting activities. The duration will be at the discretion of the Fire Chief.

### 2.1.2 - Warning Devices

**Purpose:** To provide guidance in using warning devices while responding to emergencies.

#### A. Guideline

1. When responding to an incident at emergency speed all warning lights shall be in operation.
2. Audible signals shall be used to warn traffic of approaching apparatus and to signal request for right of way as necessary.
3. Audible signal use shall be minimized while communicating by radio.

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4. Audible signal use shall be curtailed upon approach to the incident scene to prevent interference with communications at the incident scene. Air horns shall not be used when approaching the scene due to fire ground communications.
5. When ordered to "Reduce Speed" the officer/navigator shall ensure that all audible signals and warning lights are cancelled.
6. Apparatus at an incident scene exposed to traffic flow shall have warning lights operating. When parked at night headlights shall not be in operation to prevent oncoming drivers from being blinded to crews that may be in the street.
7. Apparatus at incident scenes isolated from traffic flow shall not have warning lights operating while parked.
8. When ordered to "Recall" refer to SOG# 2.1.2(5)
9. Whenever apparatus is being backed warning lights shall be in operation and a back-up guide should be utilized.

### 2.1.3 - Reduce Speed

**Purpose:** To provide guidance when responding at a reduced speed.

#### A. Guideline

1. When ordered to "Reduce Speed" driver/operator shall operate apparatus at traffic speeds and shall not attempt to have other motorists yield the right of way.
2. Apparatus officer/navigator shall ensure that all audible signals and warning lights are cancelled (as worded in SOG 2.1.2(5) as soon as possible.)

### 2.1.4 - Attendance Credit

**Purpose:** To provide guidance in attendance credit

#### A. Guideline

1. To receive credit for a fire or emergency incident members must arrive at the fire station and report their presence prior to the return of the last apparatus.
2. Members may not receive credit if they leave prior to the apparatus and equipment being restored and attendance being read unless they are released by the OIC.

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### 2.1.5 - Structure Fires

**Purpose:** To provide guidance in operating at structure fires

#### A. Guideline

1. Members manning SCBA equipped positions shall don the same while enroute.
2. Upon arrival the OIC or the first arriving apparatus shall:
  - a. Perform size up of the structure and report conditions to Camden County Communications.
  - b. Establish command
  - c. Assign division and sector responsibilities as necessary.
  - d. Conduct fire ground operations with the following priorities in order:
    - i Life Hazard
    - ii Incident Stabilization (Fire Control)
    - iii Property Conservation
3. SCBA crews shall:
  - a. Be equipped with SCBA, armed Pass Device, hand light, appropriate equipment and a portable radio when available.
  - b. Assemble prior to entry with OIC or Operations section to receive assignment, coordinate interior efforts and provide accountability of members entering structure.
  - c. Perform primary search of structure for trapped occupants and report results.
  - d. Fire ground operations shall proceed in a life hazard mode until "All Clear" is reported.
  - e. Locate, confine and extinguish the fire.
4. When available, truck companies shall be utilized for ventilation and interior assistance of engine crews. These activities shall not be delayed due to unavailability or non-response of a truck company.
5. When necessary, the fire ground shall be lighted as soon as possible to reveal trapped occupants, structural features and for firefighter safety.
6. Sides of the building shall be identified in a uniform manner as outlined below:
  - a. Side A - Front of the fire building. (Side of the building where main entrance to building is located and where OIC is located.)
  - b. Proceeding clockwise, structures and properties are identified in order. Tactical front: Side A, next property clockwise: Side B, Tactical rear of building: Side C, next property clockwise: Side D.
7. Interior areas of the building shall be designated as follows:
  - a. Ground floor – Floor 1. 2nd floor – Floor 2, etc.
  - b. Any below ground floors shall be designated as "Basement". Multiple below ground floors shall be designated as: "Basement 1, Basement 2 from ground floor down.
  - c. The roof of the building will be designated as Roof.
8. Upon receipt of the emergency evacuation signal all personnel in or on the structure shall exit immediately and report to OIC for accountability.

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9. THE EMERGENCY EVACUATION SIGNAL WILL BE UTILIZED WHEN A DIRECT THREAT TO THE SAFETY OF ANY MEMBERS EXISTS. A ROUTINE CHANGE IN OPERATION WHERE MEMBERS WILL BE REMOVED FROM THE STRUCTURE DOES NOT WARRANT THE EMERGENCY EVACUATION SIGNAL. WHEN IN DOUBT, USE IT!!!
10. Any member hearing an activated PASS device shall:
  - a. Attempt to locate the source.
  - b. Report alarm to Interior Division for coordination of search.
  - c. Interior Division shall notify OIC.
11. Upon fire control and confinement, a secondary search of the fire building shall be performed and results reported.
12. An SCBA refill station will be established near the entry/exit point of the building and its presence marked with a salvage cover. All spare cylinders and SCBA shall be brought to this area.
13. Building security must be maintained at all times. Any members noticing an unauthorized person in the building shall monitor their actions and notify the OIC.
14. Fire investigations shall be requested as worded in SOG 2.5.

### 2.1.6 - Vehicle Fires

**Purpose:** To provide guidance in operating at vehicle fires

#### A. Guideline:

1. Members manning SCBA equipped positions shall don same enroute.
2. Apparatus should be placed uphill and upwind at least 75' from the involved vehicle. When possible the apparatus should be placed out of traffic flow or on shoulder of road.
3. Involved vehicle(s) shall be stabilized prior to operations.
4. The IC shall verify that traffic flow is controlled and/or coordinate the same with the Police Department.
5. A minimum of one (1) 1 3/4" hose line shall be placed in service when there is any significant involvement of a vehicle.
6. The second arriving engine shall be placed as close as possible to the first engine and be prepared to deploy a 3" supply line to the first engine when 1 3/4" and greater hose lines are in service.
7. The IC shall attempt to locate the driver/operator of the vehicle(s) to ascertain the nature and location of any hazardous materials that may be in the vehicle.
8. Involved vehicle(s) shall have batteries disconnected if deemed necessary and fuel system checked for leaks.
9. The following information must be recorded for all vehicle fires:
  - a. Operator name, address and phone number.
  - b. Owner name, address and phone number.

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- c. Vehicle registration number and state.
- d. Vehicle Identification Number.
- e. Brief description of vehicle, year, manufacturer and model.

### 2.1.7 - MVA/Rescue Operations

**Purpose:** To provide guidance in operating at accident and rescue scenes.

#### A. Guideline:

1. Arriving apparatus shall be positioned so as not to obstruct the route of travel for EMS vehicles. Only necessary apparatus shall be positioned close to the scene. Additional apparatus shall be placed in a remote location.
2. The first arriving officer/apparatus must establish command and maintain communications (via mobile radio) with Camden County Communications. This is crucial due to the number of agencies dispatched to motor vehicle accidents and rescue assignments.
3. The IC shall:
  - a. Establish Command assign sector responsibilities as worded in SOG 2.2.
  - b. Establish an "Action Circle" (20' radius around all involved vehicles).
  - c. Designate an equipment staging area at the edge of the action circle marked with a salvage cover and insures that all related equipment is transferred to this area.
  - d. Establish a manpower pool at edge of action circle for unassigned personnel.
  - e. Personnel will be assigned from this area and shall report back for re-assignment when complete.
4. The extrication sector shall:
  - a. Ascertain from EMS personnel what actions are necessary for patient extrication.
  - b. Ensure vehicle(s) are properly stabilized prior to any entry or extraction efforts.
  - c. Supervise extrication efforts utilizing the seven (7) phases outlined below:
    - i. Size up and hazard control
    - ii. Access to patient for EMS
    - iii. Patient assessment and immediate medical care
    - iv. Disentanglement
    - v. Patient packaging and treatment
    - vi. Removal and treatment
    - vii. Post rescue/equipment servicing
  - d. Ensure patient protection throughout extrication, taking whatever steps necessary to protect against further injury through breaking glass, forcible moved vehicle components and flying objects.
5. The fire suppression/hazard sector shall:

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- a. Be prepared to deploy 1 3/4" hose line and dry chemical extinguisher or AFFF extinguisher to edge of action circle.
- b. Ensure vehicle batteries are disconnected.
- c. Inspected vehicle for spilled or leaking fuel and secure the same.
6. The safety sector shall:
  - a. Monitor scene for any hazards that may arise during incident and report to IC.
  - b. Monitor personnel for adherence to safe work practices.
  - c. Detail unassigned personnel to manpower pool.
  - d. Stop any act that may endanger the safety of the patient and/or rescuer.
7. The safety sector officer shall not become involved in actual work, but must monitor all operations.
8. The crowd control sector shall:
  - a. Secure scene perimeter using banner guard, rope, physical barriers or other appropriate means beyond which only authorized emergency personnel will be permitted.
  - b. Ensure that only essential personnel are in action circle.

### 2.1.8 - Bomb Threat/Explosive Emergencies

**Purpose:** To provide guidance in operating at Bomb Threats or explosive emergencies.

#### A. Guideline

1. Apparatus shall not respond unless a device is located or at the request of the police department. If a response is necessary, the apparatus will respond at reduced speed.
2. Apparatus shall respond on Camden County Radio Channel F-2 unless the suspected device location is within 1000 feet of station. If suspected device location is within 1000 feet of the station then the Camden County Communications Center shall be notified of the response by landline prior to leaving the station.
3. There shall be no radio, cell phone or Nextel phone communication within 1000 feet of suspected device location. All necessary communication within 1000 feet of suspected device location shall be done face-to-face or by landline only. Be advised that receiving radio transmissions will not trigger a device, but transmitting can. When in doubt, do not transmit.
4. The IC shall provide incoming apparatus with a staging area remote from the threatened area. When possible, the staging area should be 1000 feet from the suspected device location. Apparatus should be held in station when possible.

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5. The first arriving apparatus at staging area shall announce their arrival if the staging area is further than 1000 feet from suspected device location. All other apparatus shall maintain radio silence.
6. The IC shall notify the Gloucester Township Police Department where the apparatus is staged. This notification should be done face-to-face if possible.
7. To obtain the status of the incident, monitor Gloucester Township Police radio frequency or contact the Gloucester Township Police by phone.
8. Under no circumstances shall any member assist in, perform a search for, remove or assist in the removal of any known or suspected explosive device.
9. If an explosion occurs, FD operations shall proceed with extreme caution because more than one device may be present. FD operations should be limited to life saving measures and exposure protection until reasonably assured the area is safe.

### **2.1.9 - Service Assignment – Assist Police**

**Purpose:** To provide guidance in assisting a police emergency.

#### **A. Guideline**

1. The IC or apparatus officer/navigator shall attempt to ascertain the nature of the assist and the requested response speed (emergency or reduced).
2. Members are not to enter any areas where police believe suspects may be located.
3. Members who are employed as police officers may be required to serve in their official capacity during these situations and will be given priority in manning the required apparatus.
4. Members should not confront any probable suspects.
5. The IC shall use discretion when providing equipment to police at the scene if requested to do so.

### **2.1.10 - Service Assignment – Public Assist**

**Purpose:** To provide guidance when assisting the public.

#### **A. Guideline**

1. Requested apparatus shall respond at reduced speed.
2. The IC should use discretion in committing apparatus and manpower to a public assist. Apparatus and personnel should be prepared to respond to an emergency incident that may arise during the public assist.

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3. Apparatus and manpower shall not be committed for a commercially available service (removing trees, fire prevention, washing parking lots etc...) to businesses, "for profit organizations" or homeowners. Discretion should be used in committing resources to community organizations, government branches and charitable organizations.
4. Assistance should be rendered to residents when feasible, however, any action that may cause damage to private property (lockout etc...) should be explained to the resident and a waiver should be signed by the property owner/agent. Any equipment loaned will be documented on the incident report and provisions made for the return of equipment.
5. Prior to gaining access for residents locked out of a dwelling the IC should request police presence and obtain sufficient identification from the requestor.

### 2.1.11 - Hazardous Materials Incidents

**Purpose:** To provide guidance in operating at Hazardous Materials incidents.

#### A. Guideline

1. The apparatus officer/navigator of the first responding apparatus or the responding chief officer shall attempt to obtain as much information as possible about the incident prior to response and/or arrival including:
  - a. Material(s) involved and DOT guide number.
  - b. Situation surrounding incident.
  - c. Wind speed and direction (if required.)
2. While enroute the IC shall plan their approach to the area so apparatus shall arrive upwind and uphill if possible.
3. Apparatus officer/navigator shall reference DOT guidebook, NFPA guidebooks, Right To Know manual and building preplans (where applicable.)
4. Upon arrival all apparatus and members shall stay clear of location until the situation status is confirmed.
5. The IC shall:
  - a. Establish command.
  - b. Establish division and sector commands as necessary
  - c. Attempt to verify situation conditions visually, using binoculars if necessary.
  - d. Attempt to gather information from PD on location, occupants, operator of vehicle (where applicable) and witnesses.
  - e. Insure necessary traffic control, scene security and evacuation measures are initiated and coordinated with PD and/or OEM.
  - f. Advise Camden County of conditions and request appropriate level of response (where necessary) and provide information for CHEMTREC assistance (where necessary).

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- g. Maintain log of actions taken, agencies notified and times of the same. In addition, all materials expended shall be recorded.
- h. Obtain name, address and phone number of owner, operator, shipper or carrier for scene redemption and expended material reimbursement. Homeowners or business insurance information should also be obtained if available.
- i. Take actions to prevent further damage including; diking spills, plugging of leaks, isolation of valves, application of water streams for vapor dispersion or vessel cooling (where indicated.)

### NOTE

**THE ABOVE ACTIONS SHALL ONLY BE UNDERTAKEN BY MEMBERS TRAINED IN THESE SKILLS AND ONLY WITH CORRECT CHEMICAL PROTECTIVE CLOTHING AND EQUIPMENT.**

- j. Establish control points for entrance to contaminated areas.
- k. Establish holding area for contaminated personnel, victims and equipment.
- l. Upon arrival of the requested response agencies, coordinate actions of this Company through qualified response personnel.

### 2.1.12 - Helicopter Landing Zones

**Purpose:** To provide guidance in operating at helicopter landing zones.

#### **A. Guideline:**

1. The IC shall designate a landing zone (LZ) coordinator and relay this information to Camden County Communications. The radio designation is "Gloucester Township LZ" or as advised by the dispatcher. The LZ coordinator should operate on the SJ Net frequency.
2. The LZ coordinator shall locate a suitable LZ utilizing the following criteria and report the location to Camden County Communications:
  - a. A pre-designated LZ close to the incident scene.
  - b. A parking lot or large highway with no overhead obstructions in which a 100' x 100' section can be cleared and marked.
  - c. A flat, firm and dry section of ground with no overhead obstruction or loose ground cover in which a 100' x 100' section can be marked.
3. The LZ coordinator shall ensure that the proposed LZ is free of debris and the area surrounding the LZ is secured of pedestrian and vehicular traffic.
4. The LZ should be marked with a light box or traffic cone at each corner.
5. No spotlights shall be directed toward the helicopter.
6. Members standing by the LZ shall be at least 50' away from the edge of the LZ on all four (4) sides to prevent unauthorized entry. All members near the LZ shall use eye protection. Bystanders shall be prohibited from using cameras with flash attachments and video lights in proximity of the helicopter.

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7. Apparatus used to mark the LZ for the pilot shall be parked at least 50' away from the edge of the LZ on all four (4) sides with the overhead lights on. No other lights (including headlights) should be on. Apparatus not being utilized for the LZ shall be parked and all lights turned off.
8. Upon approach of the helicopter the LZ coordinator shall confirm visual sighting, report LZ conditions and, if necessary, guide the pilot to the LZ using compass points or pilot's right/pilot's left.
9. The LZ coordinator shall be the only person communicating LZ information to the helicopter. (Exception: In case of imminent danger to helicopter, flight and/or ground crews.)
10. While the helicopter is on the ground no member shall approach the helicopter without specific instruction by the flight crew. Any approach must be made within the pilots view.
11. Prior to take-off the LZ shall be secured as before landing.

#### **2.1.13 - Cover Assignments**

**Purpose:** To provide guidance when responding to cover assignments.

##### **A. Guideline**

1. Requested apparatus shall respond at reduced speed.
2. The minimum crew for cover assignments is: One (1) qualified driver/operator and three (3) SCBA qualified firefighters.
3. Upon responding the officer/navigator shall notify Camden County Communications on the F1 fire frequency that they are responding.
4. Upon arrival at the station to be covered the officer/navigator shall notify the appropriate communications center and ensure that either a guide or maps of the district being covered are available.
5. While in the cover station, members shall only occupy or enter those areas of the station necessary and shall not operate or move any equipment remaining in station.
6. Apparatus committed to a cover assignment shall not respond back to Districts 5 & 6 unless a structure fire is reported and the apparatus is covering an adjacent district. The IC of the district being covered shall be notified through the appropriate communications center when the apparatus is responding back to Districts 5 & 6.
7. When released from the cover assignment the IC of this Company shall inform the District IC of any incident handled during the cover and any problems arising while in his station.

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### 2.1.14 - Alarm Systems

**Purpose:** To provide guidance in response to alarm system activations.

#### A. Guideline

1. Operations shall proceed as worded in SOG 2.1.5.
2. When no fire or obvious reason for the alarm system activation is apparent the IC shall make every effort to ascertain the cause for system activation.
3. In the case of a locked or unoccupied building the investigation should be made through windows or other openings to the structure.
4. When entry into a building cannot be made without force the investigation shall proceed as above and attempts shall be made to contact the owner or tenant of the structure.
5. If all indications from the outside of the structure are negative and contact cannot be made with a responsible party or a lengthy ETA is given the IC may elect to return the apparatus to the station without entering the structure for investigation.
6. If the IC has any indication that there is a fire or dangerous situation in the building entry shall be made and an investigation of the building performed immediately.

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### Revision History

| Date      | Version | Description   | Chief Signature          |
|-----------|---------|---|--------------------------|
| 4/1/2008  | 1.0     | Publication & Distribution  | <i>William J. Larson</i> |
| 5/26/2008 | 2.0     | Corrected minor formatting errors. Changed O.I.C. to OIC for consistency in the document. | <i>William J. Larson</i> |
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|           |         |   |                          |