



STANDARD OPERATING PROCEDURES

OPERATIONS DIVISION

EMERGENCY OPERATIONS

TABLE OF CONTENTS

ALARMS AND RESPONSE

ALARMS RESPONSE PROCEDURES	1-1
1.01 PURPOSE	1-1
1.02 POLICY	1-1
1.03 CLASSIFICATION OF ALARMS	1-1
1.04 PROCEDURES	1-1
ALARMS RESPONSE AREAS	2-1
2.01 PURPOSE	2-1
2.02 POLICY	2-1
2.03 PROCEDURE	2-1
INTERLOCAL AND FIRST RESPONSE	3-1
3.01 PURPOSE	3-1
3.02 POLICY	3-1
3.03 PROCEDURES	3-1
3.04 TACTICAL PRIORITIES	3-1
3.05 FIRST ALARM ASSIGNMENT	3-2
3.06 FIRST ARRIVING UNIT	3-2
3.07 SECOND ARRIVING UNIT	3-3
3.08 THIRD ARRIVING UNIT	3-3
3.09 COMMAND	3-4
MUTUAL AID	4-1
4.01 PURPOSE	4-1
4.02 POLICY	4-1
4.03 PROCEDURES	4-1
CONTRACTUAL AGREEMENTS	5-1
5.01 PURPOSE	5-1
5.02 POLICY	5-1
5.03 LAKE-SUMTER EMERGENCY MEDICAL SERVICES	5-1
RESPONSE CRITERIA	6-1
6.01 PURPOSE	6-1
6.02 POLICY	6-1
6.03 PROCEDURE	6-1

COMPANY OPERATIONS

STANDARD COMPANY OPERATIONS	7-1
7.01 PURPOSE	7-1
7.02 POLICY	7-1
7.03 PROCEDURES	7-1
FIRST To ARRIVE DUTIES	7-1
8.01 PURPOSE	8-1
8.02 POLICY	8-1
8.03 PROCEDURES	8-1
8.04 LIFE SAFETY	8-1
8.05 CONFINEMENT	8-1
8.06 CONTROL	8-1
DEMOBILIZATION	9-1
9.01 PURPOSE	9-1
9.02 POLICY	9-1
9.03 RESPONSIBILITY	9-1
9.04 PROCEDURE	9-1
USE OF CIVILIANS	10-1
10.01 PURPOSE	10-1
10.02 POLICY	10-1
10.03 SCOPE	10-1
10.04 AUTHORITY	10-1
10.05 RESPONSIBILITY	10-1
FIRE SCENE INVESTIGATIONS	11-1
11.01 PURPOSE	11-1

11.02 POLICY	11-1
11.03 RESPONSIBILITY	11-2
11.04 PROCEDURE	11-2
ON-SCENE EQUIPMENT INVENTORY	12-1
12.01 PURPOSE	12-1
12.02 PROCEDURE	12-1
12.03 RESPONSIBILITY	12-1
PERSONNEL ACCOUNTABILITY SYSTEM	13-1
13.01 PURPOSE	13-1
13.02 POLICY	13-1
13.03 RESPONSIBILITY	13-1
13.04 PROCEDURE	13-1
2 IN 2 OUT	14-1
14.01 PURPOSE	14-1
14.02 POLICY	14-1
14.03 DEFINITIONS	14-1
14.04 PROCEDURES	14-1
14.05 EXCEPTIONS	14-2
MAY DAY	15-1
15.01 PURPOSE	15-1
15.02 POLICY	15-1
15.03 PROCEDURE	15-1
GENERAL STRATEGIC GUIDELINES	16-1
16.01 PURPOSE	16-1
16.02 POLICY	16-1
16.03 PRIORITIES	16-1
16.04 OPERATIONAL OBJECTIVES	16-1
16.05 PROCEDURES	16-1
16.06 PLANNING AND DECISION MAKING	16-2
INCIDENT COMMAND SYSTEM	17-1
17.01 PURPOSE	17-1
17.02 POLICY	17-1
17.03 PROCEDURES	17-1
COMMAND POST PROCEDURES	18-1
18.01 PURPOSE	18-1
18.02 POLICY	18-1
18.03 CRITERIA	18-1
18.04 PROCEDURES	18-1
PAST DISASTER ASSISTANCE	19-1
19.01 PURPOSE	19-1
19.02 POLICY	19-1
19.03 RESPONSIBILITY	19-1
19.04 PROCEDURE	19-1
HELICOPTER OPERATIONS	20-1
20.01 PURPOSE	20-1
20.02 POLICY	20-1
20.03 SAFETY GUIDELINES	20-1
20.04 PROCEDURES	20-1
PUBLIC HEALTH CONSIDERATIONS	21-1
21.01 PURPOSE	21-1
21.02 POLICY	21-1
21.03 RESPONSIBILITY	21-1
21.04 CRITERIA	21-1
21.05 PROCEDURE	21-1
INCIDENT CRITIQUE	22-1
22.01 PURPOSE	22-1
22.02 POLICY	22-1
22.03 RESPONSIBILITY	22-1
22.04 PROCEDURES	22-1
AREA EVACUATION	23-1
23.01 PURPOSE	23-1
23.02 POLICY	23-1
23.03 RESPONSIBILITY	23-1
23.04 SCOPE	23-1
23.05 PUBLIC INFORMATION	23-1
23.06 EMERGENCY OPERATING CENTER	23-1
23.07 EVACUATION CENTERS	23-1

23.08 ORGANIZATION OF EVACUATION	23-2
23.09 ADDITIONAL SITUATIONS	23-2
INCIDENT COMMAND RESOURCE REQUEST	24-1
24.01 PURPOSE	24-1
24.02 POLICY	24-1
24.03 PROCEDURE	24-1
BUILDING EVACUATION	25-1
25.01 PURPOSE	25-1
25.02 POLICY	25-1
25.03 RESPONSIBILITY	25-1
25.04 SCOPE	25-1
25.05 PROCEDURE	25-1
GENERAL SAFETY	26-1
26.01 PURPOSE	26-1
26.02 POLICY	26-1
26.03 PROCEDURE	26-1
SPECIAL EVENT	27-1
27.01 PURPOSE	27-1
27.02 POLICY	27-1
27.03 PROCEDURE	27-1
SAFETY OFFICER	28-1
28.01 PURPOSE	28-1
28.02 POLICY	28-1
28.03 RESPONSIBILITIES	28-1
28.04 PROCEDURES	28-1
28.05 RECORDS AND DATA MANAGEMENT	28-1
28.06 LIAISON	28-2
28.07 ACCIDENT PREVENTION	28-2
28.08 APPARATUS AND EQUIPMENT	28-2
28.09 ACCIDENT INVESTIGATION, PROCEDURES, AND REVIEW	28-3
28.10 INCIDENT SCENE SAFETY	28-3
28.11 TRAINING AND EDUCATION	28-3
REHABILITATION OPERATIONS	29-1
29.01 PURPOSE	29-1
29.02 DEFINITION	29-1
29.03 PROCEDURES	29-1
29.04 REHABILITATION SECTOR	29-1
29.05 MAINTENANCE OF THE REHAB UNIT	29-2
29.06 RESPONSIBILITIES	29-2
 FIREFIGHTING	
<hr/>	
STRUCTURE FIRES (GENERAL)	30-1
30.01 PURPOSE	30-1
30.02 POLICY	30-1
30.03 PROCEDURES	30-1
OPERATIONS IN SPRINKLERED BUILDINGS	31-1
31.01 PURPOSE	31-1
31.02 POLICY	31-1
31.03 UPON ARRIVAL	31-1
31.04 SAFETY	31-1
31.05 PROCEDURES	31-1
31.06 THE "BUTTON-UP" APPROACH	31-2
ON-SITE AUXILIARY FIRE EQUIPMENT	32-1
32.01 PURPOSE	32-1
32.02 POLICY	32-1
32.03 PROCEDURE	32-1
32.04 SCOPE	32-1
32.05 SPRINKLER SYSTEMS	32-1
32.06 STANDPIPE SYSTEMS	32-1
32.07 WALL LINES	32-2
32.08 DRY CHEMICAL SYSTEMS	32-2
32.09 HALON SYSTEMS	32-3
32.10 CARBON DIOXIDE SYSTEMS	32-3
32.11 FOAM SYSTEMS	32-3
HIGH RISE FIRES	33-1
33.01 PURPOSE	33-1

33.02	POLICY	33-1
33.03	PROCEDURE	33-1
33.04	COMMAND STRUCTURE	33-1
33.05	SAFETY	33-1
33.06	COMMUNICATIONS	33-2
33.07	OPERATIONS	33-2
BRUSH FIRES		34-1
34.01	PURPOSE	34-1
34.02	POLICY	34-1
34.03	PROCEDURE	34-1
34.04	SAFETY	34-1
34.05	CONTROL	34-1
34.06	COMMAND	34-2
VEHICLE FIRES		35-1
35.01	PURPOSE	35-1
35.02	POLICY	35-1
35.03	PROCEDURE	35-1
35.04	SAFETY	35-1
35.05	OPERATIONS	35-1
35.06	POST EMERGENCY	35-2
FIRE STREAM MANAGEMENT		36-1
36.01	PURPOSE	36-1
36.02	POLICY	36-1
36.03	RESPONSIBILITY	36-1
36.04	PROCEDURES	36-1
DUMPSTER FIRES		37-1
37.01	PURPOSE	37-1
37.02	POLICY	37-1
37.03	PROCEDURE	37-1
37.04	SAFETY	37-1
37.05	FIRE CONTROL	37-1
37.06	CONTAINMENT	37-1
POST FIRE DETAIL		38-2
38.01	PURPOSE	38-2
38.02	POLICY	38-2
38.03	RESPONSIBILITY	38-2
FIRE IN U.S.MAIL/POSTAL INSTALLATIONS		39-1
39.01	PURPOSE	39-1
39.02	POLICY	39-1
39.03	PROCEDURE	39-1
39.04	CONTROL	39-1
39.05	EXTINGUISHMENT	39-1
FIRE OPS INVOLVING BOW STRING TRUSS ROOF		40-1
40.01	PURPOSE	40-1
40.02	POLICY	40-1
40.03	PROCEDURES	40-1
CARBON MONOXIDE HAZARDS		41-1
41.01	PURPOSE	41-1
41.02	POLICY	41-1
41.03	GENERAL	41-1
41.04	PROCEDURES	41-1
TOWER 107 OPERATIONS		42-1
42.01	PURPOSE	42-1
42.02	POLICY	42-1
41.03	RESPONSIBILITIES	42-1
41.04	OPERATIONS	42-1
TIC OPERATIONS		43-1
43.01	PURPOSE	43-1
43.02	POLICY	43-1
43.03	OBJECTIVE	43-1
43.04	OPERATIONS	43-1
43.05	PROCEDURES	43-2
43.06	CARE AND MAINTENANCE	43-2

HAZARDOUS MATERIALS INCIDENTS

HAZARDOUS MATERIALS (GENERAL)	44-1
44.01 PURPOSE	44-1
44.02 POLICY	44-1
44.03 PROCEDURE	44-1
FLAMMABLE FUEL SPILLS (LIQUID OR GAS)	45-1
45.01 PURPOSE	45-1
45.02 POLICY	45-1
45.03 PROCEDURE	45-1
LPG EMERGENCIES	46-1
46.01 PURPOSE	46-1
46.02 POLICY	46-1
46.03 PROCEDURE	46-1
46.04 GENERAL INSTRUCTIONS	46-1
46.05 RESPONSE	46-1
46.06 UPON ARRIVAL	46-1
46.07 SAFETY	46-1
46.08 CONFINEMENT	46-2
46.09 CONTROL	46-2
FUMIGATION EMERGENCIES	47-1
47.01 PURPOSE	47-1
47.02 POLICY	47-1
47.03 PROCEDURE	47-1
47.04 SAFETY	47-1
47.05 OPERATIONS	47-1
EXPLOSIVES AND BOMBS	48-1
48.01 PURPOSE	48-1
48.02 POLICY	48-1
48.03 PROCEDURE	48-1
PESTICIDE PROCEDURES	49-1
49.01 PURPOSE	49-1
49.02 POLICY	49-1
49.03 PROCEDURE	49-1
49.04 SAFETY	49-1
49.05 OPERATIONS	49-1
RADIOACTIVE MATERIALS	50-1
50.01 PURPOSE	50-1
50.02 POLICY	50-1
50.03 PROCEDURE	50-1
50.04 SAFETY	50-1
50.05 OPERATIONS	50-1
50.06 ZONE CONTROL	50-2
NATURAL GAS FILLED STRUCTURE – NO FIRE	51-1
51.01 PURPOSE	51-1
51.02 POLICY	51-1
51.03 RECEIPT OF CALL	51-1
51.04 PROCEDURE	51-1
51.05 SAFETY	51-1
51.06 CONTROL UTILITIES	51-1
51.07 OPERATIONS	51-2
NATURAL GAS FED FIRE – INSIDE STRUCTURE	52-1
52.01 PURPOSE	52-1
52.02 POLICY	52-1
52.03 PROCEDURE	52-1
52.04 CONTROL UTILITIES	52-1
52.05 FIRE CONTROL	52-1
BROKEN NATURAL GAS MAIN - FIRE	53-1
53.01 PURPOSE	53-1
53.02 POLICY	53-1
53.03 PROCEDURE	53-1
53.04 SAFETY	53-1
53.05 FIRE CONTROL	53-1
BROKEN NATURAL GAS MAIN – NO FIRE	54-1
54.01 PURPOSE	54-1
54.02 POLICY	54-1
54.03 PROCEDURE	54-1

54.04 SAFETY	54-1
54.05 CONTROL LEAK	54-1
54.06 OPERATIONS	54-1
CHEMICAL AND BIOLOGICAL	55-1
55.01 PURPOSE	55-1
55.02 POLICY	55-1
55.03 PROCEDURE	55-1
ACCIDENTAL DISCHARGE OF VEHICLE FLUID (NON CARGO)	56-1
56.01 PURPOSE	56-1
56.02 POLICY	56-1
56.03 DEFINITIONS	56-1
56.04 SCOPE	56-2
56.05 CLEARANCE PROCEDURE	56-2
56.05 SUMMARY	56-3

ELECTRICAL EMERGENCIES

ELECTRICAL EMERGENCY OPERATIONS	57-1
57.01 PURPOSE	57-1
57.02 POLICY	57-1
57.03 PROCEDURE	57-1
57.04 SAFETY	57-1
57.05 WIRES DOWN	57-1
57.06 ELECTRICAL FIRE CONTROL	57-1
57.07 VEHICLE RESCUE	57-2

RESCUE OPERATIONS

VEHICLE RESCUE AND EXTRICATION	58-1
58.01 PURPOSE	58-1
58.02 POLICY	58-1
58.03 PROCEDURES	58-1
58.04 SAFETY	58-1
58.05 FUEL SPILLS	58-1
58.06 EXTRICATION	58-1
58.07 OPERATIONAL CONSIDERATIONS	58-1
RESCUE FROM MACHINERY	59-1
59.01 PURPOSE	59-1
59.02 POLICY	59-1
59.03 PROCEDURE	59-1
ELEVATOR EMERGENCIES	60-1
60.01 PURPOSE	60-1
60.02 POLICY	60-1
60.03 PROCEDURE	60-1
CAVE-IN AND MANHOLE RESCUES	61-1
61.01 PURPOSE	61-1
61.02 POLICY	61-1
61.03 PROCEDURE	61-1
BUILDING COLLAPSE	62-1
62.01 PURPOSE	62-1
62.02 POLICY	62-1
62.03 PROCEDURES	62-1
62.04 OPERATIONS	62-1
RESCUE AT STRUCTURE FIRES	63-1
63.01 PURPOSE	63-1
63.02 POLICY	63-1
63.03 PROCEDURE	63-1
CONFINED SPACE RESCUE	64-1
64.01 PURPOSE	64-1
64.02 POLICY	64-1
64.03 PROCEDURE	64-1
WATER RESCUE/RECOVERY	65-1
65.01 PURPOSE	65-1
65.02 POLICY	65-1

TRANSPORTATION EMERGENCIES

ROADWAY EMERGENCIES	66-1
66.01 PURPOSE	66-1
66.02 POLICY	66-1
66.03 RESPONSE	66-1
66.04 PROCEDURE	66-1
RAILROAD EMERGENCIES	67-1
67.01 PURPOSE	67-1
67.02 POLICY	67-1
67.03 PROCEDURE	67-1
AIRCRAFT EMERGENCIES	68-1
68.01 PURPOSE	68-1
68.02 POLICY	68-1
68.03 PROCEDURE	68-1

MAJOR EMERGENCY OPERATIONS

FIRE DEPARTMENT RESPONSE TO MAJOR EMERGENCIES	69-1
69.01 SCOPE	69-1
69.02 PURPOSE	69-1
69.03 ORGANIZATION AND FUNCTIONS	69-1
69.04 TASKS	69-1
69.05 CONCEPT OF OPERATIONS	69-2
69.06 LOGISTICS	69-2
EMERGENCY MANAGEMENT	70-1
70.01 SCOPE	70-1
70.02 PURPOSE	70-1
70.03 POLICY	70-1
70.04 PROCEDURES	70-1

LAW ENFORCEMENT LIAISON

LAW ENFORCEMENT LIAISON – GENERAL OPERATIONS	71-1
71.01 PURPOSE	71-1
71.02 POLICY	71-1
71.03 PROCEDURE	71-1
71.04 TRAFFIC CONTROL	71-1
71.05 CROWD CONTROL	71-1
71.06 EVACUATION	71-1
71.07 PERSONS INTERFERING WITH FIRE DEPARTMENT	71-1
71.08 CORONER REQUEST	71-1
71.09 POLICE ASSISTANCE	71-2
71.10 COMMUNICATIONS	71-2

PUBLIC ASSISTANCE OPERATIONS

PUBLIC ASSISTANCE ALARMS	72-1
72.01 PURPOSE	72-1
72.02 POLICY	72-1
72.03 OBJECTIVE	72-1
72.04 PROCEDURES	72-1

COMMUNICATIONS

COMMUNICATIONS – RADIO PROCEDURES	73-1
73.01 PURPOSE	73-1
73.02 PROCEDURE	73-1

73.03 RESTRICTED ACTIVITIES	73-1
73.04 CHANNEL ASSIGNMENTS	73-2
73.05 TERMINOLOGY	73-2
73.06 SENDING AND RECEIVING MESSAGES	73-2
COMMUNICATIONS – RADIO MAINTENANCE	74-1
74.01 PURPOSE	74-1
74.02 SCOPE	74-1
74.03 REPAIR	74-1



Table with 3 columns: S.O.P. # 2 - 1, Alarms Response Procedures, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED: 07/08, Authorized:

1.01 PURPOSE

- A. To provide uniform response guidelines to various emergencies and non-emergencies.
B. To provide a minimum response time to alarms in the city and urban ring around the city.
C. To identify inherent safety hazards in emergency responses.

1.02 POLICY

- A. The Mount Dora Fire Department apparatus responses to emergencies, non-emergencies and operations shall endeavor to conform to those policies and procedures contained herein.
B. It shall be the policy of this department to answer all emergency alarms within the city limits within five (5) minutes of receiving an alarm ninety (90) percent of the time.
C. In non-emergency situations the department shall endeavor to handle these situations as quickly as time, equipment and resources allow.

1.03 CLASSIFICATION OF ALARMS

- A. First Alarms (multiple apparatus)
1. Any fire reported within a structure.
2. Any fire reported adjacent to a structure.
3. Vehicle fires.
4. Brush or grass fires.
5. Any alarm device sounding for structure.
6. Any hazardous materials incident.
7. Building collapse.
8. Person trapped in an elevator.
9. Any gas leak.
10. Any odor of smoke inside a structure.
11. Anytime the Officer in Charge feels the alarm should be a full response.
12. Lockout with food on the stove.
13. Major automobile accidents.
14. ALS emergency medical calls.
B. Single Apparatus Alarms
1. Minor automobile accidents.
2. Investigations
3. BLS emergency medical calls.
4. Details (wash downs, water problems, etc.)
5. Tree fire.
6. Utility shut off.
7. Lockout with children inside or the engine is running.
8. BLS emergency medical calls.
C. Special Alarm (non-emergency – single apparatus response)
1. Service calls with no hazards.
2. Animal trapped or stuck in a tree.
3. Public assist.

1.04 PROCEDURES

- A. Alarm Responses
1. It shall be the policy of this department that First Alarms within the city shall be answered with two (2) Mount Dora companies and/or minimum of two (2) Inter-local companies.

Alarms and Response		
S.O.P. #	2 - 1	Alarms Response Procedures
		PAGE: 2 of 2

2. All responses within the city that are Single Alarms shall be answered with one (1) engine company or one (1) rescue company as appropriate.
3. All alarms for Inter-local or mutual aid assistance shall be answered with a minimum of one (1) apparatus from the City.
4. When an engine is committed to an Inter-local or mutual aid call, the second City engine will be dispatched to any additional calls.

B. Safety

1. All apparatus shall proceed to emergency alarms with all available emergency warning devices operating (sirens, lights, horns).
 - a. All apparatus shall use care when responding through all traffic lights and signs.
2. All apparatus when notified of a non-emergency call including medical calls deemed Alpha or Omega shall travel en-route at normal roadway speeds without the use of lights and sirens.
3. All apparatus drivers shall operate emergency vehicles in a safe manner taking into account traffic conditions and weather conditions
4. Under no conditions shall apparatus exceed the maximum of ten (10) miles per hour over the posted speed limit as determined by the traffic and weather conditions.
5. All personnel shall wear seat belts while apparatus is in motion.
6. Multiple responding apparatus shall communicate when approaching common intersections.



Alarms and Response		
S.O.P. # 2 - 2	Alarms Response Areas	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

2.01 PURPOSE

To insure the most rapid response to any given geographical area within the City of Mount Dora and the surrounding urbanized areas.

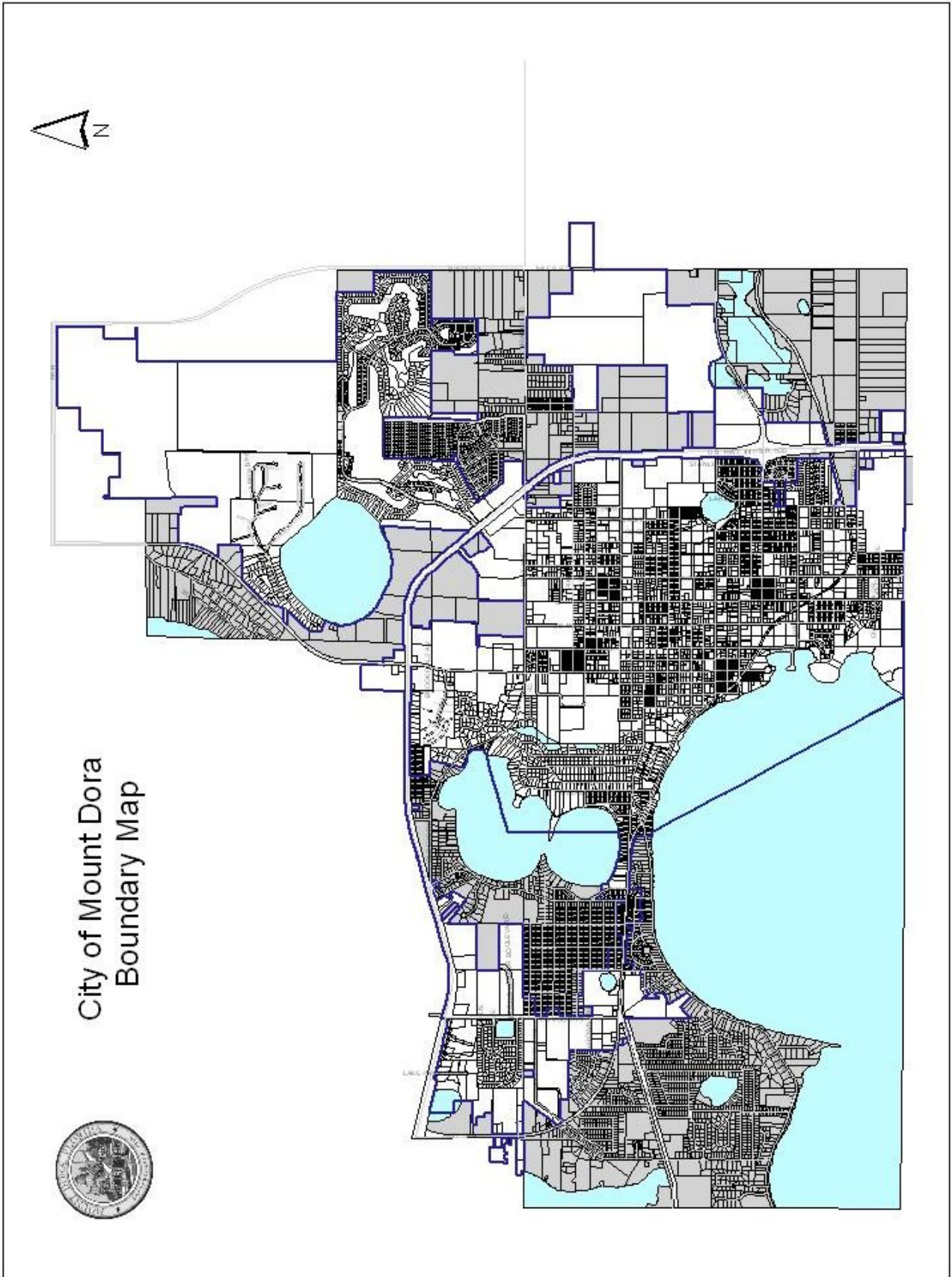
2.02 POLICY

- A. It shall be the policy of this department that each Station and the units housed at said stations clearly understand their designated first due response areas.
- B. Shift supervisors will be responsible to ensure that coverage is maintained when first due units are committed or being utilized outside of their normal response areas.

2.03 PROCEDURE

- A. First due response areas will be divided into three zones of coverage, these zones will be designated Central, East, and West.
 - 1. Central Zone- Station I first due coverage area.
 - 2. Eastern Zone- Station I first due coverage area.
 - 3. Western Zone- Station II first due coverage area.
- B. Inter-local and Mutual Aid areas will be divided into the same three zones of coverage, these zones will also be designated Central, East, and West.
 - 1. Central Zone- Station I Automatic or mutual aid response area.
 - 2. Eastern Zone- Station I Automatic or mutual aid response area.
 - 3. Western Zone- Station II Automatic or mutual aid response area.

Refer to zone map for coverage areas (attached)



City of Mount Dora
Boundary Map



Map



Table with 3 columns: S.O.P. # 2 - 3, Interlocal and First Response, PAGE: 1 of 4. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

3.01 PURPOSE

To provide guidelines for the response of the Mount Dora Fire Department personnel / equipment to the cities of Tavares or Eustis, as well as Orange County Fire Rescues response area when requested.

3.02 POLICY

In situations where our fire department is requested by the Cities of Eustis, Tavares or by Orange County Fire Rescue for joint response, the fire department will automatically respond with equipment and personnel to each city / county, if adequate personnel are available.

3.03 PROCEDURES

- A. Eastern/Central Response Area
1. Available units assigned to station (1) one will respond to any Interlocal / First Response call request that falls within the borders of the Eastern and Central Response areas as outlined by the Alarm Response Areas SOP. This includes incidents in portions of Eustis, Tavares, and also areas within Orange Counties Coverage area.
2. Per the standing "First Response Agreement" with Orange County Fire Rescue, an ALS unit will respond as requested for all medical related calls (if available).
3. The Response of fire apparatus will be determined by the shift supervisor.
B. Western Response Area
1. Available units assigned to station (2) two will respond to any Interlocal request that falls within the borders of the Western Response Area as outlined by the Alarm Response Areas SOP. This includes portions of Eustis and Tavares.
2. Should a different apparatus type be requested, those units will respond at the discretion of the shift supervisor.
C. Special Call Equipment
1. Special equipment may be called for certain incidents or special situations, including but not limited to water rescue, vehicle extrication, hazardous materials, or special rescues.
2. The shift supervisor will, at their discretion, respond the appropriate apparatus. The same procedures for structure fire response will be used for response to special situations.
D. Coverage For Our City
1. If a situation should arise in which responding equipment to another city would leave our city unprotected the shift supervisor will immediately notify the requesting agency that we are unable to respond or will have a delayed response.
2. If apparatus is responding to another jurisdiction, it shall be called back should an emergency requiring it occur in our area.
3. If the apparatus is committed to a scene in another jurisdiction, the Shift Supervisor shall notify the incident commander of the situation and request the need for additional equipment in our area.
4. The incident commander shall be notified if a unit is being called back or is unable to respond to an incident for any reason.

3.04 TACTICAL PRIORITIES

- A. In order to extend an effective structure fire operation, three separate functions must be completed in priority order to stabilize the situation. These functions are known as Tactical Priorities and should be followed in this order:
1. Life Safety (Rescue)
2. Incident Stabilization (Fire Control, etc.)
3. Property Conservation

Alarms and Response		
S.O.P. #	2 - 3	Interlocal and First Response
		PAGE: 2 of 4

- B. During all structure fire operations, the Incident Commander (IC) will assure that these tactical priorities are followed by assigning units to functions necessary to carry them out.
- C. Company Officers will utilize benchmarks to inform the IC at the completion of each tactical priority.

3.05 FIRST ALARM ASSIGNMENT

- A. Under the Interlocal Agreement, all structure fires will result in an automatic notification and response of at least one engine from each city. Early notification by each responding unit is critical and should be carried out in the following manner:
 - 1. Responses to Eustis or Tavares, all responding units will utilize radio channel assigned and announce type/unit responding and number of personnel on board. Example: "Tower 107 responding, 3 on board."
- B. It is understood that all department's first priority is to protect their prospective city. If a situation arises in which a department can not respond to a request for automatic response, that agency shall make sure the requesting agency is notified immediately.

3.06 FIRST ARRIVING UNIT

- A. **Under normal situations, the Company Officer (CO) of the first arriving unit will initiate command responsibilities until relieved by a ranking officer (following a formal transfer of command).** It is vital that the CO communicate a detailed size-up to responding units that relays the following:
 - 1. Access or exposure problems.
 - 2. Fire building details that include type, size, and occupancy.
 - 3. Fire conditions.
 - 4. Actions/mode CO is taking.
- B. **NOTHING SHOWING:** Whenever the first arriving unit's CO observes "nothing showing", that unit will report directly to the fire building and the CO will assume the investigative mode. In this situation, the CO should consider the following:
 - 1. Are the other responding units still needed or can they "slow their response" or cancel.
 - 2. If a fire is discovered, assure the second arriving unit secures a water supply.
 - 3. If your unit is going to be tied up on scene, is coverage needed for your area.
- C. **FIRE/SMOKE SHOWING:** Whenever the first arriving unit's CO observes fire or smoke showing (indications of a working fire), that unit will secure a water supply before reporting to the fire building. The CO will relay a size-up to responding units and advise that a "line has been laid". Depending on fire/smoke conditions, the CO will decide on a wet or dry line from the hydrant. If the CO chooses a dry line, he must relay to the second arriving unit to respond to the hydrant for standby to charge the line.
- D. Depending on smoke/fire conditions, the CO must decide to make a defensive/exterior or offensive/interior attack on the fire. If the CO chooses an offensive attack, he should consider asking the second arriving unit to assume command if a ranking officer has not arrived. If the CO chooses a defensive attack, the CO should establish a stationary command position until relieved of command.
- E. Other considerations for the first arriving unit are:
 - 1. Is a second water supply needed.
 - 2. Are enough resources responding.
 - 3. Have or are rescue, fire control and property conservation being accomplished.
 - 4. Immediate life hazard may require an abandoned fire attack by the first unit.
 - 5. Proper unit placement.
 - 6. Built-in fire protection.
- F. The following are benchmarks which should be announced (or communicated to command) by the first arriving unit;
 - 1. "Dry/Wet line laid" - Water supply established.
 - 2. "Water on the fire" - hose line operating.
 - 3. "All clear" - primary search completed (if conducted by first unit).
 - 4. "Fire under control" - fire spread stopped.
 - 5. "Fire out" - fire is extinguished.

Alarms and Response		
S.O.P. #	2 - 3	PAGE: 3 of 4

6. "Secondary search completed" - a complete secondary search has been conducted (if conducted by first unit).

3.07 SECOND ARRIVING UNIT

- A. **NOTHING SHOWING**: If first arriving unit reports "nothing showing" the second arriving unit will spot the nearest hydrant to the fire building and report "on-scene, standing by at the hydrant" (unless instructed otherwise by command).
- B. **FIRE/SMOKE SHOWING**: If the first arriving unit reports "fire/smoke showing", the second arriving unit should report based on the following:
 1. "Wet line laid" - first arriving unit has laid and charged a line, the second arriving unit will report to the scene and spot their unit (unless tow/lad) in a position not blocking direct access to the front of the fire building. Tow/lad will spot their unit in a position to provide the best advantage for elevated rescue or streams.
 2. "Dry line laid" - first arriving unit has laid a dry line, the second arriving unit will place a member (3+ personnel on board) at the hydrant to stand-by to charge the line and then report to the fire building locating the unit as spelled out in 1. OR the second arriving unit will report to the hydrant (2 personnel on board) and stand-by to charge the line and await orders after reporting "on scene at the hydrant" after the first water supply has been secured, the second arriving unit will report to the fire building and will automatically assume (unless otherwise ordered by command) "truck company" functions. All personnel will carry the appropriate hand tools to perform these functions (haligan, ax, pike pole, etc.). These functions will include, but not limited to, the following based on number of personnel:
 - a. 3+ personnel: CO and FF will conduct interior functions of primary search/rescue and assist hose line crew with locating hidden fire. Driver will conduct exterior functions of locating/opening a secondary means of egress controlling utilities, providing exterior ventilation (if needed), and setting up for Positive Pressure Ventilation (PPV).
 - b. 2 personnel: crew will perform the above exterior functions first and then the interior functions as a team.
 - c. Exception: If a ranking officer has not assumed command, the first arriving CO can transfer command to the second arriving CO. In this situation, the above assignments will need to be adjusted to insure interior functions are conducted by a two person team. (This might require personnel from the third arriving unit.)
- C. The following are benchmarks which should be announced (or communicated to command) by the second arriving unit::
 1. "Hydrant manned" - personnel has been left at the hydrant (for dry line situation).
 2. "Standing-by at the hydrant" - 2 personnel on board (for dry line situation).
 3. "All clear" - primary search completed.
 4. "Utilities controlled" - all utilities have been shut off.
 5. "PPV in place" - PPV has been set up, waiting for order to activate.
 6. "Secondary search completed" - a complete secondary search has been conducted

3.08 THIRD ARRIVING UNIT

- A. **NOTHING SHOWING** - The third arriving unit will stage one block from the fire building in a position that allows the unit to remain in service. The unit will announce "staged" and wait for orders from command.
- B. **FIRE/SMOKE SHOWING** - The third arriving unit will be prepared to establish a second water supply if requested (know hydrant locations). If not instructed otherwise by command, the third arriving unit will report near the fire building, but in a position that allows the unit to remain in service. The third arriving unit will announce "on-scene requesting orders". Some possible functions of the third arriving unit are:
 1. Establish second water supply.
 2. Place a back-up attack line in operation.
 3. Assist interior crews.
 4. Set up re-hab and/or relieve interior crews.
 5. Property conservation
- C. Depending on assignment, all personnel shall carry appropriate hand tools.

Alarms and Response		
S.O.P. #	2 - 3	Interlocal and First Response
		PAGE: 4 of 4

3.09 COMMAND

- A. During multi-company operations, a strong central command is vital to a successful operation. It should be the goal of the highest ranking officer of the jurisdiction where the incident is occurring to formally assume command as soon as possible. (Ranking officers from other jurisdictions who respond to the scene can be utilized to assist command or be given sector assignments.) Assumption of command will be accomplished by:
 - 1. Announcing on scene.
 - 2. Informing the current CO holding command that you are assuming command.
 - 3. Announce location of the command post and establishing a command name (if not already established).
 - 4. Evaluate first arriving units size-up and update if needed.
- B. Once command has been established, all communications will be routed through command. Command shall be advised of benchmarks, completed assignments, and units needing assignment.
- C. Command will insure that the tactical priorities are being accomplished and if not, assign appropriate resources to handle needed priorities.
- D. During large or involved incidents, command may wish to assign sector officers. These sectors might include: interior, exterior, roof, etc. Command will announce who the assignment is given to and what the designation is. Example: "Eng. 6 you are interior". When a sector officer is assigned, persons working in that sector shall communicate to the sector officer who then reports to command.
- E. As the incident draws to a conclusion, command may terminate command (if a single or no unit remains) or transfer command to a CO. It is important to formally terminate command when the incident no longer requires an IC.



Alarms and Response		
S.O.P. # 2 - 4	Mutual Aid	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED: 05/08	Authorized:

4.01 PURPOSE

To facilitate the understanding and utilization of mutual aid agreements.

4.02 POLICY

- A. It shall be the policy of this department to provide aid to those jurisdictions that need assistance when the local emergency fire service resources are not available or inadequate to handle an emergency incident.
- B. It shall be the policy of this department to provide mutual aid to outside jurisdictions as long as the City Coverage is not jeopardized.

4.03 PROCEDURES

- A. Reference written contract on file in the Fire Chief's office.
- B. Request for assistance of an engine or rescue company shall be honored to local jurisdictions as long as the standard coverage for the City is maintained.
- C. When MDFD units are operating at a mutual aid event, the County Wide IMS manual shall be adhered to.



Alarms and Response		
S.O.P. # 2 - 5	Contractual Agreements	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

5.01 PURPOSE

To facilitate the understanding of local contractual agreements of which the Mount Dora Fire Department is a participant.

5.02 POLICY

The Mount Dora Fire Department shall honor any contracts to which it may be a party via any legal, written agreements, which may have been made with other agencies.

5.03 LAKE-SUMTER EMERGENCY MEDICAL SERVICES

Reference written contract in Fire Chief's office.



Table with 3 columns: S.O.P. # 2 - 6, Response Criteria, and PAGE: 1 of 4. Includes fields for EFFECTIVE: 08/07, REVISED:, and Authorized:.

6.01 PURPOSE

To facilitate the understanding of Fire Department response criteria.

6.02 POLICY

It shall be the policy of the Mount Dora Fire Department to respond to calls for service in a quick and professional manner. From the time of the alarm to the time the apparatus departs the station shall be no more than (1) one minute (This only applies to emergency calls).

6.03 PROCEDURE

A. STRUCTURE FIRES – RESIDENTIAL (SMOKE INSIDE STRUCTURE)

- 1. Automatic response (Inter-local)
2. Automatic Page: Chief and Captain
3. Activate Manpower page if needed

Central Zone

2 Engine Co. - First
1 Rescue Co. - First
Tower – Stand By
Squad – Stand By

Eastern Zone

2 Engine Co. - First
1 Rescue Co. - First
Tower – Stand By
Squad – Stand By

Western Zone

2 Engine Co. - First
1 Rescue Co. - First
Tower – Stand By
Squad – Stand By

B. STRUCTURE FIRES – DESIGNATED TARGET HAZARDS COMMERCIAL BUILDINGS, MULTI-STORY APARTMENT BUILDINGS FIRST ALARM (SMOKE INSIDE STRUCTURE)

- 1. Automatic response (Inter-local)
2. Automatic Page: Chief and Captain
3. Activate Manpower page if needed

Central Zone

2 Engine Co. - First
Tower - First
Rescue Co– Stand By
Squad – Stand By

Eastern Zone

2 Engine Co. - First
Tower - First
Rescue Co– Stand By
Squad – Stand By

Western Zone

2 Engine Co. - First
Tower - First
Rescue Co– Stand By
Squad – Stand By

C. FIRE ALARM – RESIDENTIAL FIRST ALARM

- 1. Automatic response (Inter-local)
2. Automatic Page: Chief and Captain

Central Zone

1 Engine Co. - First
1 Rescue Co. - First
1 Engine Co - Enroute

Eastern Zone

1 Engine Co. - First
1 Rescue Co. - First
1 Engine Co - Enroute

Western Zone

1 Engine Co. - First
1 Engine Co - Enroute

Alarms and Response		
S.O.P. # 2 - 6	Response Criteria	PAGE: 2 of 4

D. FIRE ALARM – COMMERCIAL

FIRST ALARM

1. Automatic Page: Chief and Captain
2. Automatic response (Inter-local)

Central Zone

1 Engine Co. - First
1 Tower - First

Eastern Zone

1 Engine Co. - First
1 Tower - First

Western Zone

1 Engine Co. - First
1 Tower - First

E. SMOKE INVESTIGATION (OUTSIDE OF STRUCTURE)

FIRST ALARM

Central Zone

1 Engine Co. - First

Eastern Zone

1 Engine Co. - First

Western Zone

1 Engine Co. - First

SECOND ALARM

1. Automatic Page: Chief and Captain.
2. Activate Inter-local if upon arrival situation dictates the need.
3. *REFER TO APPROPRIATE RESPONSE CRITERIA AFTER DETERMINING THE TYPE OF OCCUPANCY AND SITUATION

F. MUTUAL AID

1. Reminder: This is not the same as an Inter-local response (which is automatic, or can be requested on a second alarm). This is when an agency that is not included in our inter-local agreement requests manpower and / or equipment.
2. Depending on situation: Full Page for Chief, Captain, and Manpower

Central Zone

Eastern Zone

Western Zone

It is at the discretion of the shift supervisor to send the most appropriate apparatus, equipment, or manpower for mutual aid. The consideration must be made to attempt to cover the city with an ALS unit at all times. When an initial response is needed units will refer to their designated zones of coverage (closest unit).

G. VEHICLE FIRE

Central Zone

1 Engine Co. - First
1 Rescue Co. - First

Eastern Zone

1 Engine Co. - First
1 Rescue Co. - First

Western Zone

2 Engine Co. - First

IF VEHICLE IS INSIDE A STRUCTURE (GARAGE, ETC.) TREAT AS STRUCTURE FIRE COMMERCIAL / RESIDENTIAL.

H. VEHICLE ACCIDENTS

1. Full Page and Inter-local only as needed

Central Zone

1 Engine Co. - First
1 Rescue Co. - First

Eastern Zone

1 Engine Co. - First
1 Rescue Co. - First

Western Zone

1 Engine Co. - First
1 Rescue Co. - First

Alarms and Response		
S.O.P. # 2 - 6	Response Criteria	PAGE: 3 of 4

I. MEDICAL RESPONSES

First due for all medical responses will be the ALS unit assigned to that zone. Additional responses by BLS units may be made if ALS unit is delayed by distance or at the discretion of the LT or OIC.

J. RESCUE (TRENCH, BUILDING COLLAPSE, CONFINED SPACE, ELEVATED, ETC.)

1. Automatic Page: Chief, Captain, and Manpower
2. Consider activating LCFR Special Ops (squads) or OCFRD Tech. Rescue Team

Central Zone

1 Engine Co. - First
Tower - First
Rescue Co- Stand By

Eastern Zone

1 Engine Co. - First
Tower - First
Rescue Co- Stand By

Western Zone

1 Engine Co. - First
Tower - First
Rescue Co- Stand By

K. HAZARDOUS MATERIALS RESPONSE

FIRST ALARM (AWARENESS LEVEL)

1. Automatic Page: Chief and Captain
2. Activation of LCFR HazMat Team

Central Zone

1 Engine Co. - First
1 Rescue Co. - First

Eastern Zone

1 Engine Co. - First
1 Rescue Co. - First

Western Zone

1 Engine Co. - First
1 Rescue Co. - First

SECOND ALARM

1. Any additional organizations, equipment, manpower, or other deemed necessary by the incident commander.

L. NATURAL OR LP GAS EMERGENCY

FIRST ALARM

1. Contact Gas Company Representative to respond.

Central Zone

1 Engine Co. - First
1 Rescue Co. - First

Eastern Zone

1 Engine Co. - First
1 Rescue Co. - First

Western Zone

1 Engine Co. - First

SECOND ALARM

1. Automatic Page: Chief and Captain.
2. LCFR HazMat
3. Any additional organizations, equipment, manpower, or other deemed necessary by the incident commander.

M. WILDLAND / BRUSH FIRE

FIRST ALARM

Central Zone

1 Engine Co. - First
1 Squad Co. - First

Eastern Zone

1 Engine Co. - First
1 Squad Co. - First

Western Zone

1 Engine Co. - First
1 Squad Co. - First

Alarms and Response		
S.O.P. #	2 - 6	PAGE: 4 of 4

SECOND ALARM

1. Automatic Page: Chief and Captain.
2. Any additional organizations, equipment, manpower, or other deemed necessary by the incident commander.

N. WATER RESCUE

FIRST ALARM

1. Consider inter-local for city coverage

Central Zone

1 Engine Co. - First
 1 Squad w/Rescue Boat - First
 1 Rescue Co. - First

Eastern Zone

1 Engine Co. - First
 1 Squad w/Rescue Boat - First
 1 Rescue Co. - First

Western Zone

1 Engine Co. - First
 1 Squad w/Rescue Boat - First
 1 Rescue Co. - First

SECOND ALARM

1. Automatic Page: Chief and Captain.
2. Any additional organizations, equipment, manpower, or other deemed necessary by the incident commander.



Company Operations		
S.O.P. # 2 - 7	Standard Company Operations	PAGE: 1 of 2
EFFECTIVE: 08/07	REVISED:	Authorized:

7.01 PURPOSE

- A. To inform fire department personnel of the functions of the various tactical units.
- B. To reduce the amount and detail of orders required to get companies into action on the emergency scene.
- C. To integrate the efforts of engine and rescue operations to maximize effective rescue, incident control, and property conservation.

7.02 POLICY

- A. The Incident Commander and Company Officers operating at multiple companies and/or multiple agency emergencies shall coordinate and integrate their efforts, task and functions so as to produce harmonious, effective and efficient operations.
- B. Incident commanders shall endeavor to utilize the various companies to their best advantage within the scope of their various standard functions, but may, if the need arises, utilize companies for any function which may be required.
- C. Fire companies must maintain a level of flexibility which will insure their ability to perform the functions of other types of companies (limited to available equipment and apparatus) as the situation demands.
- D. Company Officers shall insure that the fire companies which they are assigned are able to perform the various functions designated for that company as well as maintain the level of flexibility necessary to perform other functions as required.

7.03 PROCEDURES

- A. ENGINE COMPANY OPERATIONS
 - 1. Search and rescue of victims of an emergency incident.
 - 2. Protection of exposures, property and lives from threat of an emergency incident.
 - 3. Confine the emergency incident to the smallest area as safety, resources, conditions and time will allow.
 - 4. Extinguish or mitigate all emergency incidents.
 - 5. Conduct overhaul operations to insure that the emergency incident does not reoccur.
 - 6. Provide adequate and efficient water supply to hose lines and other apparatus utilizing water to control the emergency incident.
 - 7. Provide basic emergency medical service to personnel and victims of emergency incidents.
 - 8. Provide assistance to local E.M.S agencies on medical incidents.
 - 9. Perform truck company operations if the need arises.
- B. RESCUE COMPANY OPERATIONS
 - 1. Search, rescue and treatment of injured victims and personnel.
 - 2. Provide forcible entry.
 - 3. Raise aerial and ground ladders.
 - 4. Provide coordinated ventilation with fire attack.
 - 5. Check for fire extension.
 - 6. Provide on scene lighting.
 - 7. Provide control of utilities.
 - 8. Perform salvage and overhaul duties.
 - 9. Perform extrication.
 - 10. Perform engine company operations as the need arises.

Company Operations		
S.O.P. #	2 - 7	Standard Company Operations
		PAGE: 2 of 2

C. SAFETY

1. All companies on the emergency scene shall coordinate activities to prevent undue injury to personnel.
2. Self contained breathing apparatus shall be worn on all fires and other incidents that the officer determines the safety of the personnel may be in jeopardy. The exceptions to breathing apparatus having to be worn may be for grass & woodland fires and medical incidents.
3. Full protective gear shall be worn by all members on an emergency incident and where the officer determines that the safety of the personnel may be in jeopardy. The exceptions to full protective gear being worn may be for grass & woodland fires and medical incidents.
 - a. It is important to remember that during medical incidents other forms of protective gear come into consideration and shall be worn for personnel protection. (i.e. surgical mask, gloves, eye protection).
4. The officer shall take into account weather and climatic conditions, and terrain when requiring full protective gear for emergency incidents other than fire.



Table with 3 columns: S.O.P. # 2 - 8, First To Arrive Duties, and PAGE: 1 of 2. Includes rows for Company Operations, EFFECTIVE: 08/07, REVISED:, and Authorized:.

8.01 PURPOSE

To provide a uniform guideline for determining strategic and tactical goals when evaluating an emergency incident for first arriving apparatus.

8.02 POLICY

It shall be the policy of this department to have first in companies evaluate an emergency incident and establishing strategic and tactical goals.

8.03 PROCEDURES

A. UPON ARRIVAL

- 1. Transmit a brief and concise initial radio report to include:
a. Unit number and "on the scene".
b. Height of building in stories.
c. Type of building (dwelling, apartment, commercial, etc).
d. Conditions on arrival.
e. Officer in charge.
2. Evaluate resource needs and request additional resources if needed.
3. Assume command of the situation and remain in command until formally relieved by a superior officer.
4. Size up the emergency situation.
5. Determine the primary objective(s) based on priorities.
6. Determine strategy based on objective(s).
7. Develop plan of action based on objective(s) and strategy.
8. Assign other arriving companies and units until relieved of command.
9. Communicate to the next in command the current situation and plan of action.
10. Whenever the incident is obviously beyond the capabilities of the first arriving company it may be better for the first in officer to initially set up a command post rather than become involved directly in operations.

8.04 LIFE SAFETY

- A. If there is a life hazard or potential life hazard, then life safety will become the number one priority. All actions on the scene, by fire personnel, will be directed toward minimizing the life hazard.
B. Sometimes, an aggressive, quick attack on the problem will alleviate the life hazard.
C. Life safety includes the life safety of the public and of fire personnel.
D. Fire personnel should not be placed in precarious positions or take unnecessary risks.

8.05 CONFINEMENT

- A. Every effort should be made to contain the problem to the smallest area possible.
B. Confinement also involves preventing an emergency problem from becoming more complex.
C. Confinement of an emergency problem is second only to life safety as a priority consideration.

8.06 CONTROL

- A. The term "control" is used in place of the term "extinguishment" since fire fighting is not the only type of emergency problem that the fire department personnel must handle.
B. Control relates to those activities engaged in by fire/rescue personnel which directly reduce or abate an emergency problem.

Company Operations		
S.O.P. # 2 - 8	First To Arrive Duties	PAGE: 2 of 2

- C. Many times control efforts such as a direct attack on a fire can accomplish life safety, confinement and control simultaneously.
- D. Control operations are utilized with an offensive strategy.



Company Operations		
S.O.P. # 2 - 9	Demobilization	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

9.01 PURPOSE

To insure that fire companies and units are returned to available status as quickly as is possible after emergency operations have concluded.

9.02 POLICY

- A. After emergency operations are completed, fire companies and/or units shall endeavor to return to service quickly, becoming available as soon as is effectively and safely possible.
- B. Returning to available status after the conclusion of an emergency shall be considered a priority operation.

9.03 RESPONSIBILITY

- A. Incident Commanders are responsible for releasing fire companies and/or units as soon as is safely possible from the scene of emergencies which have been brought under control.
- B. Company Officers are responsible for making their companies available and/or returning them to service as quickly as possible.

9.04 PROCEDURE

- A. All companies and/or units which have been released from an emergency scene shall insure that they are sufficiently re-equipped and ready for response.
- B. As soon as companies and/or units become available for response, they shall the shift Officer-In-Charge.
- C. Upon returning to quarters, fire companies and/or units shall endeavor to quickly and completely refuel, refill, re-equip and re-supply their apparatus so as to be fully ready for the next alarm (Note: this shall be a priority operation.)
- D. Whenever fire companies and/or units are operating at an emergency scene, but are being held in an available status, they shall endeavor to remain in a condition of readiness, sufficiently equipped, and able to respond.



Company Operations		
S.O.P. # 2 - 10	Use of Civilians	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

10.01 PURPOSE

To provide fire officers and Incident Commanders with an understanding of their authority and responsibilities relative to the rare utilization of civilians during emergency operations.

10.02 POLICY

- A. It shall be the policy of this department to avoid the use of civilians in fire department operations.
- B. Whenever, under unusual circumstances, civilians must be utilized or are allowed to participate in fire department operations, the Incident Commander of such operations shall utilize the civilians in such capacities which will not place them in obviously dangerous areas or hazardous environments. The Incident Commander shall also insure control over their actions and well being.

10.03 SCOPE

As used in this policy, the term "civilian" refers to any person who is not a member of a legally organized fire or police department. Exception: Any person(s) who is a member of a legally organized volunteer fire department is excluded from the term "civilian" in section 10.03.

10.04 AUTHORITY

Members of a legally organized fire department have the authority to enlist the aid and assistance of civilians in performing their tasks at the scene of an emergency. A policy of selecting only capable adults will be the requirement for the fire officer or Incident Commander during the selection process.

10.05 RESPONSIBILITY

- A. Whenever fire department personnel enlist the aid, assistance, or help of civilians, the department automatically assumes liability for both the safety of such civilians and for their actions and the results of their actions.
- B. Whenever fire department personnel allow civilians to assist, aid, help, or participate in any way during fire department operations (whether by conscious acknowledgement or consent), the department automatically assumes liability for both the safety of such civilians and for their actions and the results of their actions.
- C. Incident Commanders are responsible for overall control of an emergency scene and, as such, shall insure control over the non-use or use and safety of civilians (whether they have been enlisted or have volunteered) during fire department operations.
- D. All fire department members must keep the safety of the public foremost in their minds and must refrain from utilizing civilians or restrain and prohibit their participation whenever they are not needed or whenever conditions are too dangerous to allow their involvement.



Table with 3 columns: S.O.P. # 2 - 11, Fire Scene Investigations, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

11.01 PURPOSE

- A. To ensure the investigation of all fires occurring within the jurisdictional area of the City of Mount Dora.
B. To initiate a system of fire investigation which begins at company level and progresses to upper organizational levels...
C. To establish guidelines for assistance to determine the origin and cause...
D. To provide policy, guidelines and procedures relative to the fire investigation process at the company level.

11.02 POLICY

- A. It shall be the policy of the department to make every effort to determine the origin and cause of all fires.
B. Officers-in-charge shall initiate the investigation of those fires that they respond to within the City.
C. Officers-in-charge shall request a fire investigator whenever any of the following circumstances exist:
1. Arson, incendiary, or suspicious fires.
a. The presence of incendiary plants, trailers or devices...
b. Multiple origins or un-communicated fires.
c. Prior or habitual fires.
d. Fires at unusual and suspicious hours.
e. Fires preceded by apparent preparation...
f. Fires which burn or injure the occupants.
g. Unusual conditions and locations of burnings.
h. Suspicious comments and actions of the occupant.
i. Condemned property or proceedings for removal of a structure.
j. Fires prior to or during redecoration or renovation.
k. Fires where damaged or pre-burned contents are found.
l. Fires of property listed for sale.
m. Fires discovered by habitual persons.
n. Fires possibly connected to riots, racial or civil disturbance.
o. Fires recently preceded by acts of vandalism.
2. Evidence or suspicions of any crime having occurred in connection with the emergency incident.
3. Fires resulting in fatalities of any persons.
4. Fires in connection or resulting from an explosion.
5. Major fires with significant property or monetary losses.
6. Incidents which, in the opinion of the Company Officer, may result in a lawsuit or have legal ramifications.
7. Any situation not specifically mentioned, but in the opinion of the Officer-in-charge, a fire investigation is needed.
D. Whenever a fire investigator has been requested by the Officer-in-charge, the Dispatch shall notify the State Fire Marshall's Office.

Company Operations		
S.O.P. # 2 - 11	Fire Scene Investigations	PAGE: 2 of 2

11.03 RESPONSIBILITY

- A. It is the overall responsibility of the Incident Commander to make certain that the on scene fire investigation is being conducted.
- B. The Officer in Charge (O.I.C.) or Company Officers, that are conducting a fire investigation, are responsible for requesting a fire investigator whenever such circumstances may exist, as described under departmental policy.
- C. It is the responsibility of all Officers and firefighters to be alert for any evidence which may aid in the investigation and to preserve such evidence until it can be properly secured and collected.

11.04 PROCEDURE

- A. During firefighting operations, be alert for conditions which may indicate incendiarism.
- B. Initiate fire investigation procedures as soon as possible after knock-down and before overhaul.
- C. Endeavor, first, to determine the point of origin.
- D. Endeavor to determine the cause of the fire.
- E. Conduct overhaul operations with care as directed by the officer in charge during the investigation activities.
- F. Preserve all evidence which may be found.
- G. Request a fire investigator, as per departmental policy.
- H. Secure overhaul operations as far as may be practical until the arrival of the investigator.



Company Operations		
S.O.P. # 2 - 12	On-Scene Equipment Inventory	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

12.01 PURPOSE

To establish an accountability procedure that will reduce the loss of equipment which has been left on the scene usually as a protective measure.

12.02 PROCEDURE

- A. To secure equipment if it must be left at the scene of an incident. Examples: Salvage covers left to protect property; equipment left because of building collapse, etc.
- B. The following procedure is to be followed:
 - 1. Information is passed on to the following duty Shift.
 - 2. Equipment can be picked up:
 - a. Date
 - b. Time
 - c. Location
 - d. Establish with owner/occupant(s) convenient date, time and location the Fire Department equipment can be picked up.
 - 3. Contact person. Check either owner or occupant(s) as contact person(s).
 - 4. Equipment left on scene. List all equipment left on scene, use back of form if necessary.
 - 5. Quantity. List quantities of equipment left on scene.

12.03 RESPONSIBILITY

It is the responsibility of the engineer of an apparatus or the senior member driving a rescue apparatus to ensure all equipment is accounted for prior to departing a scene, training activity, etc.



Table with 3 columns: S.O.P. # 2 - 13, Personnel Accountability System, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

13.01 PURPOSE

- A. To establish a coordinated system of monitoring and tracking personnel and units for both single and multi-company operations...
B. To enable the Incident Commander to identify, locate and account for the function of all fire/rescue personnel operating on the scene of an emergency incident.

13.02 POLICY

All members of this department shall operate under these procedures at all emergency incidents.

13.03 RESPONSIBILITY

It is the responsibility of all members of the Fire Department to understand and follow the procedures outlined in this policy.

13.04 PROCEDURE

- A. General
1. Each member shall be issued three (3) personnel identification (I.D.) tag. The tag will be attached to the fire-fighting helmet and the coat. An extra ID tag will be stored in the locker.
B. Operations
1. During single company operations, the tags remain with the apparatus unless otherwise instructed by the Incident Commander.
2. During multi-company operations the Incident Commander will have a designated person (as soon as possible) gather the tags from each unit on the scene, including those companies/units in staging, and bring them to the Command Post where the Incident Commander or designated person will place them on the status board.
3. Personnel Accountability Report (PAR): A roll call of units will be necessary to determine if anyone is unaccounted for during an emergency incident.
Example: Command - "Engine 101"
Engine 101's response - "Lieutenant Jones, Engineer Sims, Firefighter Wilson accounted for."
4. If a company fails to give a return of the PAR, then the Incident Commander will immediately deploy a R.I.T. team to locate the crew that has not given a PAR.
5. Companies shall remain intact and all personnel shall operate in the same area.
6. Company officers must know the location of all personnel in their company at all times.

Company Operations		
S.O.P. # 2 - 13	Personnel Accountability System	PAGE: 2 of 2

7. All personnel leaving the emergency scene shall depart through the Command Post for verification and to pick up their I.D. tags.
8. All unclaimed tags shall be forwarded to the on-duty Lieutenant or OIC for distribution.



Table with 3 columns: S.O.P. # 2 - 14, 2 IN 2 OUT, PAGE: 1 of 3. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

14.01 PURPOSE

To establish standard guidelines and procedures that will serve to provide a safe working environment for all employees and to reduce the risk of injury or death as a result of department operations at emergency incidents.

14.02 POLICY

To operate as safely and effectively on emergency scenes as possible, the Mount Dora Fire Department has established the following procedures which shall be adhered to by all personnel.

14.03 DEFINITIONS

IDLH Atmosphere: An atmospheric concentration of any toxic, corrosive or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual's ability to escape from a dangerous atmosphere.

Rapid Intervention Team (RIT): A specifically designated team (minimum two members) designed to provide personnel for the rescue of emergency service members operating at emergency incidents if the need arises.

Incipient Fire: A fire in the initial or beginning stage which can be controlled or extinguished by portable fire extinguishers. However, it is the policy of the Mount Dora Fire Department to deploy a 1 3/4" hand line any time there is a fire inside of a structure.

PAR: Personnel Accountability Report as defined in Mount Dora Fire Department SOP.

Qualified Firefighter: Any individual possessing State of Florida Firefighter Certification.

14.04 PROCEDURES

- A. The first arriving company shall determine if the incident involves an "IDLH atmosphere". At no time shall individuals enter an IDLH atmosphere independently. Teams of at least two (2) SCBA equipped personnel shall be required for entry into such an atmosphere at all times.
B. In fire situations, it will be necessary for the incident commander to determine if the fire is in the incipient stage. A team of two qualified firefighters may take action according to standard operating procedures to extinguish an incipient fire without the establishment of an initial Rapid Intervention Team (RIT).
C. If the presence of an "IDLH atmosphere" has been determined, and there are less than 4 qualified firefighters on the scene, the companies shall wait until at least 4 qualified firefighters are assembled on the scene before initiating operations within the IDLH atmosphere. Two qualified firefighters may begin operating within the IDLH atmosphere as long as two additional qualified firefighters (properly equipped) are outside the IDLH atmosphere to serve as the initial rapid intervention team (RIT), and one person maintains the operation of the pump. One of the two initial RIT members must be responsible for establishing the on-scene accountability system. The second RIT member may be assigned other tasks and/or functions so long as these tasks and/or functions can be abandoned, without placing any personnel at additional risk, if rescue or assistance is needed.
D. Members operating in IDLH atmospheres must use SCBA and work in teams of two or more. They must also maintain voice or visual contact with each other at all times. Portable radios and/or safety rope tethering are not acceptable as replacements for voice or visual contact. Radios can (and should) be used for fire ground communications, including communications between interior and exterior teams. They cannot, however, be the sole tool for accounting for one's partner during interior operations. Team members must be in close proximity to each other to provide assistance in case of an emergency.

Company Operations		
S.O.P. # 2 - 14	2 IN 2 OUT	PAGE: 2 of 3

- E. Until four firefighters are assembled, operations outside of the IDLH atmosphere shall commence immediately in accordance with standard operating procedures. Such operations include, but are not limited to: establishment of water supply; exterior fire attack; establishment of a hot zone; utility control; ventilation; placement of ladders; forcible entry; exposure protection; and any other exterior operations deemed appropriate by the incident commander.
- F. As the incident progresses to the point of more than one interior team, an identified and dedicated Rapid Intervention Team shall be established and positioned immediately outside the IDLH atmosphere. This team shall be fully outfitted with protective clothing and SCBA with the air mask in a ready position to don, a portable radio, and other required rescue equipment. Both team members will be dedicated to perform rescue and shall not be assigned other duties unless a replacement team member is assigned. A charged hose line shall be dedicated to this team.
- G. If the incident is in a high or mid-rise structure, large area facility, or other areas with multiple IDLH atmospheres, the incident commander shall establish the necessary number of rapid intervention teams so that rescue can be accomplished without a deployment delay. A team should be considered for each remote access point on any large facility. The incident commander will be responsible for determining the number of teams needed based on the specifics of the incident.
- H. If a firefighter(s) becomes trapped, disabled, or otherwise in need of assistance by the Rapid Intervention Team, the incident commander shall announce this action to Dispatch via radio. In turn, Dispatch shall simulcast the emergency message signal and announce that a rescue is in progress. All radio traffic not directly related to the firefighter(s) rescue shall cease immediately to facilitate the rescue. An immediate personnel accountability report (PAR) shall be conducted. The incident commander shall then assign personnel to assist in the rescue and to assist the rapid intervention team as deemed appropriate. The RIT shall continue to inform the incident commander of their progress and actions taken during the rescue.
- I. Should the incident commander order a building evacuation, a PAR shall be conducted (as outlined in the Operations Manual, Book Number 3, Personnel Accountability System") immediately after the building has been evacuated. The RIT shall remain in place for immediate activation should a team fail to report during the PAR.

14.05 EXCEPTIONS

- A. If upon arrival at a fire emergency, members find a fire in its incipient stage, extinguishment of such a fire shall be permitted with less than four persons on the scene. Extinguishment of outside fires such as dumpster, brush, or automobiles, shall be permitted with less than four persons, even if SCBA are being worn.
- B. If upon arrival at the scene, members find an imminent life-threatening situation or probable life threatening situation where immediate action may prevent the loss of life or serious injury, such action shall be permitted with less than four persons on the scene when the probability of a rescue is made in accordance with normal size-up indicators and fireground evaluation factors. (Examples: report of persons inside, signs of persons inside, etc.)
- C. The incident commander shall evaluate the situation, considering the occupancy, time of day, day of week, reports from persons on the scene, signs that persons may be inside the structure, etc. Entry may be considered if signs indicate a probable victim rescue. In the absence of clear signs or a report from a responsible person on the scene that people are in the structure, it is to be assumed that no life hazard exists and interior attack shall not be initiated until the minimum four (4) persons arrive on the scene.
- D. If members are going to initiate actions that would involve entering an "IDLH atmosphere" because of a probable or imminent life-threatening situation where immediate action may prevent the loss of life or serious injury, and personnel are not on the scene to establish an initial rapid intervention team, the members should carefully evaluate the level of risk that they would be exposed to by taking such actions. In all cases a minimum of two (2) people shall form the entry team.

Company Operations		
S.O.P. # 2 - 14	2 IN 2 OUT	PAGE: 3 of 3

- E. If it is determined that the situation warrants immediate intervention and four people are not on the scene, the incident commander shall notify Fire Alarm of the intent to enter the "IDLH atmosphere" prior to the availability of a rapid intervention team. Dispatch shall then notify all responding companies of this action and receive acknowledgment from each company that the transmission was received.
- F. Should the incident commander on the scene deviate from this guideline, the actions taken shall be documented on the fire incident report and forwarded through the chain of command to the fire chief. The narrative of this report shall be by the incident commander and outline the reasons, rationale, justification, and end result of the deviation from the standard operating procedure. All information in the report shall be of enough depth so as to provide a comprehensive understanding of the actions taken.



Table with 3 columns: S.O.P. # 2 - 15, May Day, PAGE: 1 of 1. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

15.01 PURPOSE

To establish and maintain May Day parameters that will ensure that all fire personnel are familiar with and understand this procedure, as it will be the sole method for fire personnel who find themselves or their crew members in a life threatening situation and to communicate such an emergency at any incident.

15.02 POLICY

It shall be the policy of the Mount Dora Fire Department that all firefighters who encounter the following May Day parameters (including but not limited to): lost, trapped, stuck, entangled, floor collapse, ceiling collapse, missing crew member, or a low air alarm with no viable or known means of egress, shall immediately utilize the proper method to initiate a rescue.

15.03 PROCEDURE

Upon encountering any of the above stated parameters the firefighter will;

- A. Activate EIB (the red Emergency Identification Button located on the top right side of radio.)
B. Key MIC on radio and call "May Day", "May Day", "May Day"!
C. Command should copy the May Day via radio, announce emergency traffic and prepare to copy additional information.
D. Firefighter will announce:
1. Name
2. Unit designation (E-101, T-107, etc.)
3. Location (interior-kitchen, exterior-side 4, etc.)
4. Assignment (hose crew, ventilation crew, etc.)
5. Resources needed (lost-need help out, etc.)
6. Remaining air (if SCBA is in use)
E. Command should repeat all parameters via radio
F. Firefighter will then activate pass device and attempt to remain calm and conserve air supply if applicable.
G. Command shall activate RIT (Rapid Intervention Team dedicated solely for firefighter rescue) or other crews to affect an immediate rescue.
H. Communication will be maintained to determine any situational status changes. If for any reason communication is lost the I.C. will at a minimum maintain contact with the Rapid Intervention Team or other crews that are assigned to affect the rescue.
I. Other crews will continue with assigned tasks and will not redirect their activities without the knowledge and consent of the incident commander.
J. At any time a May Day can be canceled by the firefighter involved. An example of this is if self rescue is accomplished, or situation is resolved and all is o.k.
K. Upon location of the firefighter RIT or rescue crews will give a status report with:
1. Location
2. Level of consciousness
3. Any additional resources needed
4. Intended egress point
L. As soon as the I.C. establishes a location for egress an ALS will be immediately established to render any and all medical assistance needed when the firefighter is removed from the IDLH (Immediately Dangerous To Life And Health) atmosphere.
M. Upon removal of firefighter command will cancel May Day and clear emergency traffic.



Command Operations		
S.O.P. # 2 - 16	General Strategic Guidelines	PAGE: 1 of 2
EFFECTIVE: 08/07	REVISED:	Authorized:

16.01 PURPOSE

- A. To facilitate more effective and efficient management of emergency operations.
- B. To provide definitions (within the context of Command Operations) of the following terms: Priorities, objectives and the four basic strategies.
- C. To provide guidelines for on-scene emergency operational planning.

16.02 POLICY

Department officers shall utilize, whenever possible, those guidelines contained within this policy.

16.03 PRIORITIES

- A. Priorities are identified as a result of the on-scene analysis of the emergency situation (size up).
- B. Priorities identify the most important or urgent factors of an emergency situation. Since emergencies are dynamic in nature and change as they progress and/or are affected by the efforts of the Fire Department, the priorities involved, in any given emergency situation will also change.
- C. Priorities provide the basis for determining operational objectives.
- D. In a general sense, the basic priorities may be divided into three broad categories. In basic order of importance, they are as follows:
 - 1. Life Safety - All factors and operations which affect the safety and well being of persons involved in the emergency. Involved persons include victims, bystanders and emergency personnel.
 - 2. Stabilization and Control - Those operations or activities required to stop the spread or growth of an emergency incident, and bring about its final termination.
 - 3. Property Conservation - Those operations or activities required to stop or reduce additional loss to property.
- E. Although priorities are normally placed into a hierarchy, overlapping can and does occur. Such a case of overlapping may be illustrated by a situation where rapid control of a fire is necessary to provide life safety.

16.04 OPERATIONAL OBJECTIVES

- A. Objectives are derived from the priorities which have been identified. They are specific in nature and must be realistic in the sense that they can be accomplished with the available resources.
- B. They must be identified and communicated in short, easy to understand terms.
- C. Objectives normally follow the same hierarchy as the priorities from which they have been derived. Objectives may; however, also overlap in the same sense as priorities sometimes do.
- D. Objectives change as priorities change. Normally achievement of an objective leads to the next objective in the hierarchy. However, many times objectives may be simultaneously handled by different tactical divisions at the emergency scene. This simultaneous achievement of objectives requires close coordination by the Incident Commander.

16.05 PROCEDURES

- A. STRATEGIES
 - 1. The choice of strategy is dependent upon the objectives which have been set. As with priorities and objectives, the chosen strategy must change in accordance with changes in the nature of the emergency.

Command Operations		
S.O.P. #	2 - 16	PAGE: 2 of 2

2. The following defines the four (4) basic strategies:
 - a. **Offensive** - An aggressive attack or effort to bring about rapid control of a problem. Example: A quick attack at the seat of a small fire.
 - b. **Offensive/Defensive** - An effort to make a direct attack or attempt at control while simultaneously providing back-up resources for confinement operations. Example: Attacking the main body of a fire while simultaneously providing lines to check fire extension.
 - c. **Defensive/Offensive** - Initial efforts concentrate on achieving confinement of a problem while additional resources are amassed to begin an offensive control operation. Example: holding a fire in check until more lines can be placed into service for an aggressive attack.
 - d. **Defensive** - Strictly an effort to confine a problem. Example: using heavy streams to protect exposures without attacking the main body of the fire.

16.06 PLANNING AND DECISION MAKING

- A. On-scene emergency operation planning and decision making requires analysis of the factors involved; realistic projection and forecasting; identification of priorities, objectives and strategies; and evaluation of results.
- B. The following is a guide for on-scene emergency operational planning and decision making;
 1. Determine the nature and extent of the problem (size up).
 2. Estimate growth and spread potential.
 3. Determine priorities based on existing and projected conditions.
 4. Determine objectives based on priorities and available resources.
 5. Determine strategy based on objectives.
 6. Develop a plan of action based on objectives and strategy.
 7. Establish time frames and points of evaluation.
 8. Modify plans or actions as required by evaluation.



Table with 3 columns: S.O.P. # 2 - 17, Incident Command System, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

17.01 PURPOSE

Command procedures are designed to offer a practical framework for emergency operations and to effectively integrate the efforts of all members, officers and companies. This will facilitate an organized and orderly tactical operation and a more effective effort.

17.02 POLICY

It shall be the policy of this department that all members shall operate under these procedures at all incidents.

17.03 PROCEDURES

- A. The first Fire Department officer or member arriving on the scene shall be in command until relieved by a higher ranking officer and shall transmit a brief initial radio report including:
1. Unit identification.
2. A brief description of the situation found, where appropriate. This will generally apply to buildings and their occupancies and any obvious fire conditions.
3. The department member in command.
B. As higher ranking officers arrive on the scene, they assume command at their discretion.
C. Dispatch will advise all companies operating at an incident of the officer in command. This information will be transmitted on both channels when appropriate.
D. Command. The officer or member in command is responsible for the following tasks:
1. Assume an effective, visible command position.
2. Rapidly evaluate the situation (size-up).
3. Develop a plan for dealing with the incident.
4. Assign units as required.
5. Provide ongoing reports to Dispatch and crews.
6. Review and evaluate efforts, and revise the incident plan as needed.
7. Request and assign additional units as necessary.
8. Return companies to service.
E. The Incident Commander will monitor and/or operate on both channels as necessary, and his/her radio designation will be "command".
F. All multi-unit incidents will be designated by the name of the street, building or other feature unique to that incident. This designation will be used by the incident commander and Dispatch to avoid confusion in the event of multiple incidents. Example: "Baker Street Command to Dispatch" or "Dispatch to Wal-Mart Command."
G. Radio Channels. Upon arriving at working incidents involving multiple units, Command will direct that all companies operate on Channel 2. Single company operations will remain on Channel 1.
H. In order to facilitate the management of an incident, the incident, the incident commander may assign personnel to the following positions:
1. Operations. The operations officer is responsible for directing of the incident, and reports directly to the incident commander. The operations officer radio designation will be "operations". Example: "Operations to Command."
2. Support. The Support Officer is responsible for all those activities or functions (other than tactical operations) necessary to assist the incident commander in managing the incident. Public Information and Supply are two such functions. The Support Officer radio designation will be "SUPPORT". The Support Officer will report directly to the incident commander and Examples: "Support to Command", "PIO to Command".

Command Operations		
S.O.P. # 2 - 17	Incident Command System	PAGE: 2 of 2

3. **Safety.** The Safety Officer is responsible for monitoring incident operations from a safety standpoint. He/She will report directly to the incident commander, however, in the event of an emergency the Safety Officer has the authority to stop any activity deemed hazardous to personnel without consulting the incident commander. In the event this occurs, the Safety Officer will immediately notify the incident commander of the situation so that he/she can take the appropriate actions. The Safety Officer's radio designation will be "safety". Example: "Safety to command"
- I. **Sectoring.** Based on the nature or scope of an emergency, it may be desirable to divide an incident into more manageable parts, or sectors. Sectors may be assigned either to specific operating areas (Roof Sector, Interior Sector, Sector 3(side 3 of a building, etc.) or to a function (Medical Sector, Triage Sector, etc.). Sector officers are responsible for the following:
 1. Monitoring work progress.
 2. Directing activities as required.
 3. Coordinating with related activities and/or sectors.
 4. Monitoring the welfare of sector personnel.
- J. Sector officers will report directly to the operations officer. Sector officers will be identified by the sector designation. Examples: "Sector 2 to Operations", "Operations to Triage Sector."
- K. **Companies.** Companies are responsible for performing specific tasks as assigned. Companies assigned to sectors will report directly to their sector officer. They will maintain their company designations.
- L. All personnel shall endeavor to make all communications face-to-face whenever possible, in order to keep radio channels as clear as possible.



Table with 3 columns: S.O.P. # 2 - 18, Command Post Procedures, PAGE: 1 of 1. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

18.01 PURPOSE

To familiarize all members with the procedures for establishing a command post.

18.02 POLICY

The Incident Commander shall establish a command post at all incidents requiring the coordination of multiple fire department units.

18.03 CRITERIA

- A. A command post should have the following:
1. Good communications.
2. Distance from traffic, evolutions, P.I.O.
3. Proximity to support agencies.
4. Visibility.
B. A command post should be:
1. Safe.
2. Secure.
3. Sheltered from the elements.
4. Suitably quartered.
5. Available for the extent of the emergency.

18.04 PROCEDURES

- A. INITIAL OPERATIONS
1. The first arriving officer at an emergency scene is the incident commander and continues as such until formally relieved by a superior officer.
2. If the emergency is not going to progress to the point where it will require additional personnel and apparatus, then a formal command post may not be necessary.
3. If the emergency will require additional personnel and apparatus, the Incident Commander should establish a firm command post with all the identifying features. This would include announcing of who is in command and giving the location of the command post.
4. The incident command post is usually set up at a visible location near the incident, however, the type and location of the incident may dictate a different location for the command post.
5. A single incident command post is mandatory. One central location is needed so that monitoring and control of the incident can occur in an organized manner.
B. COMMAND VEHICLE PROCEDURES
1. Spot your vehicle in a visible location so you can see the maximum amount of the scene as possible while keeping out of the way of apparatus evolutions. Communicate your location to your subordinates.
2. Take firm command and communicate it to all officers and the Dispatch. Command must be formally passed on and assumed or confusion results.
3. Stay at your post. Utilize information relayed by companies operating in remote locations.



Command Operations		
S.O.P. # 2 - 19	Past Disaster Assistance	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

19.01 PURPOSE

To provide aid and assistance beyond the spectrum of normal Fire Department services to those citizens who may have been adversely affected by fire or other incidents.

19.02 POLICY

At all incidents causing serious loss to an inhabited dwelling where the occupants are temporarily without shelter, food, clothing, etc. and unable to assist themselves, the Incident Commander shall make contact with either the American National Red Cross or the Salvation Army, or the appropriate designated representatives.

19.03 RESPONSIBILITY

All Fire Department officers are responsible for evaluating situations of human need which they or their subordinates may encounter and for ensuring that contact is made with the appropriate agency.

19.04 PROCEDURE

Whenever the need to contact the American National Red Cross or Salvation Army presents itself, the Incident Commander shall notify the Dispatch who shall contact the appropriate agency using the list of current phone numbers maintained by Dispatch. The Dispatch shall then advise the Incident Commander of the services the contacted agency(ies) can provide.



Table with 3 columns: S.O.P. # 2 - 20, Helicopter Operations, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

20.01 PURPOSE

To provide safety guidelines for use by fire department personnel when operating with helicopters.

20.02 POLICY

The Incident Commander shall insure that fire department personnel follow approved safety guidelines when working with or around helicopters.

20.03 SAFETY GUIDELINES

- A. No smoking within 100 feet of the helicopter.
B. Always approach the helicopter from the front.
C. Never go near the tail of the helicopter.
D. No running within 100 feet of the helicopter.
E. No vehicles or personnel within 100 feet of the helicopter.
F. Protect eyes from debris which may be thrown up by the rotor wash.
G. No helmets are to be worn when operating near the helicopter.

20.04 PROCEDURES

- A. Landing zone requirements:
1. Minimum 125 X 125 feet.
2. Maximum 5 degree slope.
3. Area must be clear of wires, trees, buildings, poles, emergency vehicles, debris and other obstacles.
4. Signs, poles and wires are difficult or impossible to see from the air. If they are at or near the landing zone, this information must be relayed to the pilot prior to landing.
5. In cases where a highway is the landing zone, traffic should be stopped at least 150 feet away in both directions.
6. The helicopter will usually try to land into the wind or with no more than 90 degree cross wind.
7. Vertical take offs and landings will not routinely be done. Instead, a slight angle will most probably be used.
B. Approaching the helicopter:
1. All approaches should be done from the front and sides. Never approach from the rear.
2. Always wait for a signal from the pilot before approaching the helicopter.
3. If it becomes necessary to go from one side of the helicopter to the other, always walk around the front.
4. Never walk to the rear, duck under the tail section, or walk around the tail rotor. Always remain clear of the rear area.
5. Due to the flexibility of the main rotor blades, personnel should approach the helicopter in a crouched stance.
6. If the helicopter must land on a slope or grade, personnel should approach from the downhill side.
C. Operating around the helicopter:
1. Fire Department personnel should remain away from the helicopter at all times when it is on the ground and the engine is running. Personnel should only approach the helicopter when:
a. Accompanying a crew member to the aircraft to assist in loading or unloading a patient; or
b. It is necessary to provide medical assistance to or rescue occupants of the helicopter.

Command Operations		
S.O.P. #	2 - 20	Helicopter Operations
		PAGE: 2 of 2

2. Patients should be kept away from the helicopter until its paramedic has prepared the aircraft and has evaluated the patient. The paramedic will then supervise the loading of the patient on the aircraft's litter before being placed in the helicopter.
3. If IV's are carried while loading a patient, they should not be carried so high as to permit them to hit the main rotor blades.
4. Personnel should not attempt to open or close aircraft doors. If fire department personnel are in the helicopter, they should remain there until a crew member assists them in exiting the aircraft.

D. Additional Guideline

See Helicopter Landing Zone Procedures Manual



Table with 3 columns: S.O.P. # 2 - 21, Public Health Considerations, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

21.01 PURPOSE

- A. To identify those situations which may pose a health hazard to the general public.
B. To initiate the notification of the proper agency(ies) whenever a public health hazard has been identified.

21.02 POLICY

- A. Fire Department members shall be alert and able to identify public health hazards while operating at alarm incidents or while on fire prevention or pre-fire planning inspections.
B. Whenever a public health hazard has been identified, based upon the listed criteria (see 21.04 Criteria), and the hazard is of a nature which will expose the general public (more than a single family occupying a private residence) to said hazard, then the Incident Commander shall contact the Lake County Health Department.

21.03 RESPONSIBILITY

- A. Fire Department officers in charge of routine details or commanding emergency operations, who become aware of public health hazards which meet the listed criteria and guidelines within this policy, are responsible for notification of the Lake County Health Department and those City of Mount Dora departments and/or divisions which may be appropriate to the situation.
B. Fire Department members, who suspect or identify a public health hazard, are responsible for notification of their immediate supervisor.

21.04 CRITERIA

The following criteria are to be considered when making any determination considering notification of the Lake County Health Department appropriate city departments and/or divisions.

- A. Identification of the following health hazards:
1. Sewage spills and leaks.
2. Unreasonable amounts of dirt, grease and bad house keeping fostering unsanitary conditions.
3. The presence of infectious diseases.
4. The presence of rodents.
5. Abnormal amounts of insects.
6. Hazardous materials spills and leaks.
7. Food which has been exposed to products of combustion.
B. Determination of the type of occupancy involved:
1. Any public assembly.
2. Businesses where the general public may be involved.
3. Situations where employees are subjected to unhealthy conditions.
4. Public areas and throughways.
5. Multiple occupancy residences, such as, hotels, motels and apartments (where the hazard affects people other than those living in a single residence).

21.05 PROCEDURE

- A. Whenever a public health hazard has been identified and said hazard meets the listed criteria (see 21.04, Criteria) or when in the opinion of the Fire Department a definite endangerment of the public health exists, the following guidelines shall apply:
B. The officer in charge shall contact the Dispatch and request notification of the Lake County Health Department.

Command Operations		
S.O.P. #	2 - 21	Public Health Considerations
		PAGE: 2 of 2

- C. If an unhealthy situation is discovered in a private residence (home, apartment, condominium, etc.), it will be necessary to establish that this condition affects people other than those living in the residence before notification of the Health Department can be made.
- D. Depending upon the nature of the situation, other City of Mount Dora departments and/or divisions may be notified to respond. These may include:
 - 1. Housing Inspector
 - 2. Public Services Department
 - a. Streets
 - b. Garbage and Trash Collection
 - c. Water and Wastewater
 - 3. Police Department



Table with 3 columns: S.O.P. # 2 - 22, Incident Critique, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

22.01 PURPOSE

- A. To provide a means of objectively analyzing fire department operations in a post-emergency environment.
B. To provide a continuing review and development process through which improved methods and operations may be realized.

22.02 POLICY

- A. A formal post-incident critique shall be conducted for every major incident occurring within the fire department's jurisdiction.
B. A major incident is defined as any incident which taxes the fire department's resources to the point where outside assistance must be summoned and extensively utilized, any incident which, by its very nature, presents unusual and/or challenging problems worthy of analysis, or any incident involving the serious injury or death of civilians or fire department personnel.
C. Semi-formal and informal critiques shall be conducted by fire department officers on an as needed basis, in an effort to provide training and overall improvement of fire department operations.

22.03 RESPONSIBILITY

- A. The Incident Commander is responsible for initiation of the formal critique process following every major incident or whenever directed to do so by the Fire Chief.
B. The Officer In Charge or Acting Officer In Charge is responsible for initiating semi-formal or informal incident critiques following any incident which may prompt numerous questions from subordinates and/or may (in the opinion of the O.I.C. or acting O.I.C.) provide a valuable training opportunity.

22.04 PROCEDURES

A. INFORMAL CRITIQUES

The informal critique simply involves an informal discussion of the events which transpired during an emergency incident.

- 1. The informal critique can be utilized at the company level after any type of an alarm to which the involved fire company(ies) may have responded.
2. Members of the involved company(ies) may simply meet together in quarters and informally discuss the various aspects of the incident.
3. A Company Officer should serve as the chairperson of the informal critique.
4. Training tips relating to the incident should be brought up during the discussion.
5. The critique emphasis must be on overall operational improvement and should not be designed to embarrass anyone.

B. SEMI-FORMAL CRITIQUE

The semi-formal critique is primarily designed for platoon level discussion of emergency incidents.

- 1. As soon as possible, following an emergency incident, the Officer in Charge or Acting Officer in Charge of the involved platoon may initiate (at his/her discretion) a semi-formal critique.
2. A plot plan of the incident, which can easily be seen by the group, should be provided at the location of the critique.

Command Operations		
S.O.P. # 2 - 22	Incident Critique	PAGE: 2 of 2

3. Discussion should begin with the involved facts of the incident include:
 - a. Date of the incident.
 - b. Time.
 - c. Location.
 - d. Weather conditions.
 - e. Building construction (if applicable).
 - f. Occupancy (if applicable).
 - g. Topography (if applicable).
 - h. Water supply.
4. Discussion of fire department operations should begin with the first officer or member on the scene, describing conditions upon arrival and initial actions and continue by allowing each involved officer (in order of arrival at scene) to describe the observations and actions of their particular company.
5. After a description of the facts and the operations has been completed, the discussion should be opened up for questions and answers and expression of opinions by all those present at the critique.
6. The emphasis must be on overall operational improvements and should not focus on embarrassing any individual or group.

C. FORMAL CRITIQUE

The formal critique is designed to involve all levels of the fire department. It is intended to be utilized as a method of detailed analysis of major emergency operations.

1. Based on the nature of the emergency, the OIC or Acting OIC may initiate a formal critique.
2. The Fire Chief may instruct the Lieutenant or OIC to initiate a formal critique.
3. The Lieutenant or OIC shall make arrangements for the time and place at which the critique shall be conducted.
4. The Lieutenant or OIC shall notify the Fire Chief, of the scheduled critique. The Lieutenant or OIC shall also notify all outside agencies and departments which may have participated in the incident.
5. The critique shall begin with a description of the involved facts, including:
 - a. Date.
 - b. Time.
 - c. Location.
 - d. Weather conditions.
 - e. Topography.
 - f. Water supply.
 - g. Occupancy (if applicable).
 - h. Building construction (if applicable).
 - i. Special conditions (such as traffic, crowds, etc.).
6. Fire Department operations should be discussed in chronological order by allowing the involved officers to recount and discuss their observations and actions in order of their arrival at the scene.
7. Involved non-fire department agencies should be allowed to describe their respective involvement of the incident.
8. Once the facts and a description of the operations involved have been presented, the discussion should be opened for questions and answers and expression of opinions from all those present at the critique.
9. The emphasis must be on overall operational improvement and should not focus on embarrassing any individual or group.
10. The Lieutenant or OIC shall prepare a summary of the incident critique and retain one copy on file and provide copies to the Fire Chief.



Table with 3 columns: S.O.P. # 2 - 23, Area Evacuation, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

23.01 PURPOSE

To provide a means of closing an area or moving people from an area in which life safety conditions have become unsafe or may become unsafe due to an emergency situation.

23.02 POLICY

In a variety of possible situations, it may be necessary to evacuate an area of the City. An evacuation of any thing more than a single structure requires a coordinated effort between Fire and Police supervisors at the scene to ensure that evacuation is rapid, complete and without unnecessary duplication of effort. It requires a definite plan and a method of reporting progress.

- A. When evacuation of an area is indicated due to an imminent hazard, the limits of the evacuation area will normally be determined by Fire Department Command at the scene in consultation with the Police Supervisor at the scene. The practical considerations of what resources are available and what degree of risk is involved will necessarily be factors in the determination of evacuation limits.
B. The Incident Commander shall, upon determination of the necessity for evacuation, coordinate with the Police Supervisor on the scene to plan and execute evacuation of an area.
C. Fire companies and units will not normally be utilized for evacuation operations. However, they may be utilized if available and not needed for control operations.

23.03 RESPONSIBILITY

- A. The Police Department will be responsible for securing the perimeter of the evacuation area and for coordination of the evacuation.
B. The Fire Department Incident Commander will be responsible for assessment of the degree of danger and the need for evacuation and for the physical safety of personnel operating within the evacuation zone.

23.04 SCOPE

The scope of this policy concerns those situations in which life hazard conditions warrant the evacuation of an area. An "area" is defined here as anything more than a single structure.

23.05 PUBLIC INFORMATION

Any major evacuation will require and benefit from complete Public Information notification. A Public Information Officer should be assigned to communicate with radio and television stations as quickly as possible to explain exactly what the situation is and what people involved should do.

23.06 EMERGENCY OPERATING CENTER

In situations where the Emergency Operating Center (E.O.C.) has been activated, the Fire Department Command Post at the scene may be required to report information to and receive direction from the E.O.C.

23.07 EVACUATION CENTERS

- A. In most situations it is desirable to have a location where evacuees can be directed. This Center should be located and identified as quickly as possible.
B. City recreation centers and schools are designated as evacuation centers.
C. The ultimate decision to open and man these shelters will rest with the City Manager or the Public Safety Director.

Command Operations		
S.O.P. # 2 - 23	Area Evacuation	PAGE: 2 of 2

23.08 ORGANIZATION OF EVACUATION

Once the desired area of evacuation and the operational perimeter have been established, a plan is necessary to actually effect the desired evacuation. This will be dependent on the resources available (Fire, Police, other agencies) and the type situation. Personnel from one or several agencies may be involved in actually alerting citizens and assisting them to evacuate.

- A. Establish a Command Post for Fire, Police and Rescue. Utilize maps of the area to make assignments and report progress jointly to avoid duplication or omissions. If it is infeasible to have the Fire, Police and Rescue Command Posts together, liaison will have to be established.
- B. Assign units or companies (if they are available) to evacuate specific objectives (a building, a block, a street, etc.) and report completion.
- C. Start with areas in most immediate danger first. Assign priorities according to degree of risk.
- D. Advise personnel if evacuees are to be directed to particular Evacuation Centers.
- E. Use P.A. function on electronic sirens to alert citizens or door-to-door individual notification. If the situation is urgent, do not hesitate to make noise and attract attention.

23.09 ADDITIONAL SITUATIONS

In addition to conventional evacuations, some situations may indicate different approaches.

- A. Atmospheric Hazard: Some hazardous materials situations may pose a problem to persons exposed to outside air only. This may be caused by a wind-carried irritant vapor or gas. In this case the best alternative may be to advise people to stay indoors with windows closed and air conditioners shut down.
- B. Advisory Notification: In some situations it may be necessary to notify citizens of potential risk and suggest that they relocate for their own convenience. As an example, this situation could occur when street flooding is expected, but no immediate threat to physical safety is indicated.



Command Operations		
S.O.P. # 2 - 24	Incident Command Resource Request	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

24.01 PURPOSE

To provide a means of obtaining resources, from other outside agencies, to control an emergency situation.

24.02 POLICY

- A. Whenever it is determined by the Incident Commander that an emergency situation has exceeded the resource capabilities of the fire department the Incident Commander may obtain additional resources by contacting outside agencies.
- B. Request for additional resource needs shall be made by the Incident Commander through Dispatch.
- C. Request for specialized equipment and/or apparatus (i.e. bulldozers, mobile air compressor, etc.) must be specifically made through Dispatch.
- D. The Incident Commander is responsible for the assignment of arriving resources as may be consistent with the emergency situation and I.C.S. guidelines.

24.03 PROCEDURE

- A. Following the minimum staffing guidelines and call back guidelines, the Officer in Charge shall bring back off duty personnel.
- B. Request for special materials and/or equipment shall at first be secured through the City Public Services and/or the State of Florida Department of Transportation.
- C. Request for special materials and/or equipment that is needed through the fire service may be obtained through Fire Chiefs Association.



Table with 3 columns: S.O.P. # 2 - 25, Building Evacuation, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

25.01 PURPOSE

To provide a system for evacuation of buildings during emergency situations.

25.02 POLICY

- A. The Incident Commander shall initiate building evacuation operations whenever, in his/her opinion, it is in the best interest of occupants to be evacuated due to a definite life safety hazard.
B. Additional resources, as may be required, shall be requested by the Incident Commander to accomplish life safety objectives during evacuation operations.
C. During bomb threat situations, the decision to evacuate a building rests with the occupancy management and the law enforcement agency involved.

25.03 RESPONSIBILITY

The Incident Commander shall be responsible for initiating evacuation operations at emergencies involving structures which are occupied with the exception of bomb threats which fall on the police department.

25.04 SCOPE

The scope of this policy is concerned primarily with the evacuation of those buildings in which a life hazard problem has developed due to an emergency condition within the involved building.

25.05 PROCEDURE

- A. Establish a plan. Plan the evacuation and make assignments and progress reports related to the plan.
B. Evacuate persons in the greatest danger first. The people in the greatest danger in a fire are those in the immediate area and those above and/or below.
C. Assign specific areas for evacuation. Companies should be assigned, according to priorities, to specific areas, sectors, or floors to evacuate and report "all clear".
D. Identify safe evacuation routes. Usually an evacuation is intended to remove occupants from a hazard. The objective should include moving occupants to safe areas via identified safe paths. Companies may have to be assigned to keep the evacuation routes safe (with protective lines, ventilation, etc.). Use normal means of egress first (e.g. halls, stairs, elevators, etc.). Aerial ladders, ground ladders, fire escapes, etc., are secondary means of egress. If the evacuation route is unsafe, consider leaving occupants where they are until conditions improve.
E. Identify evacuation stairs. In multi-story buildings, it may be necessary to designate one stairway to be used for evacuation while another is used for fire-fighting and/or ventilation.
F. Evacuate to a safe location. Move evacuees to a location out of danger, but not further than is practical. In a high-rise building, two (2) or three (3) floors below the fire are usually adequate. Attempting to move evacuees too far tends to complicate the situation. The location chosen must be safe.
G. Use alarm and communications systems. These systems are designed to warn people of the need to evacuate. Use these in conjunction with evacuation teams when the need to evacuate is urgent. (If the situation is not urgent, face-to-face contact is less distressing than alarm bells.)
H. Avoid panic. Personnel must consciously work to lessen anxiety of occupants and avoid panic. Explain what the problem is and what needs to be done as accurately as the situation permits.

Command Operations		
S.O.P. # 2 - 25	Building Evacuation	PAGE: 2 of 2

- I. Assign sufficient resources to evacuation. Rapid evacuation of a building may require a major commitment of companies. The commitment of companies must be sufficient to provide for non-ambulatory evacuees and those needing physical assistance. Never leave evacuated occupants unattended.
- J. Use elevators with emergency controls. Elevators may be a valuable tool in evacuating a high-rise building, if, they have Emergency Control features and are operated by Fire Department personnel in communication with Command. Elevators should only be used when the safety of the hoist way is known.
- K. Do not evacuate unnecessarily. If conditions do not present a hazard, evacuation may be unnecessary. Send personnel to evaluate conditions and judge the need for evacuation if the need is not obvious.



Table with 3 columns: S.O.P. # 2 - 26, General Safety, PAGE: 1 of 1. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

26.01 PURPOSE

To assure all personnel perform their job in a safe and efficient manner.

26.02 POLICY

It shall be the policy of the Mount Dora Fire Department personnel to be aware of safe habits and perform their job in the safest manner possible.

26.03 PROCEDURE

- A. Personnel shall not board, attempt to board, or dismount moving fire apparatus.
B. Personnel shall not ride in or on fire department vehicles without first securing seat belts.
C. Personnel shall not wear their hair in any manner in which may interfere with the seal of the S.C.B.A.
D. If eyeglasses are worn, personnel shall be issued optical inserts to be worn in the S.C.B.A. face piece.
E. Personnel shall don S.C.B.A. face piece when ready to enter the hazardous area or directed to do so by the OIC.
F. Do not lift objects or equipment that is obviously beyond your capacity.
G. Personnel shall not ride on tailboards or in beds of pickup trucks.
H. Traffic cones shall be used when apparatus or personnel are operating in the vicinity of moving vehicle traffic.
I. When operating on a highway or busy street, traffic shall be stopped or rerouted to provide a safe incident scene.
J. Personnel shall be familiar with general safety precautions as recommended in the following publications:
1. IFSTA 209, Firefighter Occupational Safety
2. NFPA Standard 1500
3. NFPA Standard 1403
4. The City and Fire Department Personnel Rules and Regulations, General Orders, Standard Operating Procedures, and Safety Policies.
K. When fire apparatus are parked, the tires shall be appropriately blocked.



Table with 3 columns: S.O.P. # 2 - 27, Special Event, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

27.01 PURPOSE

To effectively and efficiently provide emergency response coverage during major event being held in the City.

27.02 POLICY

It shall the policy of the Mount Dora Fire Department to provide emergency response coverage during major events held within the City.

27.03 PROCEDURE

- A. Medical Emergency/Rescue Response
Dispatch
1. Notify fire department personnel via radio
a. location of incident
b. type of incident
2. Notify Lake/Sumter EMS
a. location of incident
b. type of incident
c. best route to be taken - due to congestion and street closures
3. Notify police department personnel
a. location of incident
b. type of incident
c. routing of ambulance
B. Fire Response
Dispatch
1. Notify downtown fire personnel and police personnel to evacuate event goers from incident area
2. Full page all fire department personnel via radio and alphanumeric pagers
3. Notify remaining police personnel to assist in crowd control and/or evacuation
4. Notify information booth via fire channel
5. Initiate Interlocal agreement with Cities of Tavares and Eustis Fire departments * - interlocal units to respond as directed by command - either to the city limits or to the scene
C. Downtown crew to respond to the incident address and assume command. Command should give update of situation as soon as possible, explaining type of situation found and what equipment is needed.
1. lay supply line as necessary
2. attack fire with 1 1/2" hose lines
D. Police units to respond to clear pedestrian traffic from affected streets for fire apparatus to approach incident and to assist with clearing the incident area to avoid injury to event goers.
E. Information booth personnel to announce over P.A. system for event goers to clear the incident area for fire apparatus. Also information booth personnel to assist in clearing roadways for apparatus to get to incident scene.
F. Engine 103 to respond south to nearest access point, i.e. Donnelly Street and 7th Avenue, proceed as directed by command. Police units will need to remove the barricades located throughout the City streets for fire apparatus to enter the downtown area. Police units will also need to assist fire apparatus through crowds to get to the incident scene.

Command Operations		
S.O.P. # 2 - 27	Special Event	PAGE: 2 of 2

- G. Engine 101 to respond north to nearest access point, i.e. Baker Street and 4th Avenue, proceed as directed by command.



Table with 3 columns: S.O.P. # 2 - 28, Safety Officer, PAGE: 1 of 3. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

28.01 PURPOSE

The purpose of this standard operating procedure is specify the duties and responsibilities for a fire department safety officer.

28.02 POLICY

- A. The Fire Chief shall make the assignment of fire department safety officer.
B. The Fire Chief shall have the ultimate responsibility for the fire department safety and health program.
C. In the absence of the safety officer, one of the other career officers (safety officers) shall perform the duties and responsibilities of the position that require immediate attention.

28.03 RESPONSIBILITIES

- A. The safety officer shall be a fire department career officer.
B. The safety officer shall have and maintain a knowledge of current federal, state, and local laws regulating occupational safety and health applicable to the fire service work environment.
C. The safety officer shall have and maintain a knowledge of the current principles and techniques of management of a safety and health program.
D. The safety officer shall have and maintain a knowledge of the current health and physical fitness factors that affect the fire service work environment.

28.04 PROCEDURES

- A. The safety officer shall have the responsibility to identify and cause correction of health and safety hazards.
B. At an emergency incident, when activities are judged by the safety officer to be unsafe and to involve an imminent hazard, the safety officer shall have the authority to alter, suspend, or terminate those activities.
C. When non-imminent hazards are identified, the safety officer shall develop actions to correct the situation within the administrative process of the fire department.

28.05 RECORDS AND DATA MANAGEMENT

- A. The fire department shall maintain records of all accidents, occupational deaths, injuries, illnesses, and exposures.
B. The safety officer shall ensure that records are maintained on:
1. fire department safety and health policies
2. periodic inspection and service testing of apparatus and equipment
3. periodic inspection and service testing of personal safety equipment, including protective clothing
4. periodic inspection of fire department buildings and facilities
C. The safety officer shall maintain records of are commendations made and action taken to implement or correct safety and health hazards or unsafe practices.

Command Operations		
S.O.P. # 2 - 28	Safety Officer	PAGE: 2 of 3

- D. The safety officer shall maintain records of all measures taken to implement safety and health procedures and accident prevention methods.
- E. The safety officer shall issue a report to the Fire Chief, at least annually, on fire department accidents, occupational injuries, illnesses, deaths, and exposures.

28.06 LIAISON

- A. The safety officer shall be a member of the fire department safety and health committee.
- B. The safety officer shall report the recommendations of the fire department safety and health committee to the Fire Chief.
- C. The safety officer shall submit recommendations on safety and health to the Fire Chief.
- D. The safety officer shall provide information and assistance to officers and fire fighters in surveying the district to identify and report safety and health hazards that could have adverse effects on fire department operations.
- E. The safety officer shall maintain a liaison with other officers regarding recommended changes in equipment, procedures, and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions.
- F. The safety officer shall maintain a liaison with the fire department physician to ensure that needed medical advice and treatment are available to the members of the fire department.
- G. The safety officer shall develop, review, and revise rules, regulations, and standard operating procedures pertaining to the fire department safety and health program for implementation by the Fire Chief.
- H. The safety officer shall periodically report to the Fire Chief on the adequacy and effectiveness of and compliance with the safety-related rules, regulations, and standard operating procedures.
- I. The Fire Chief shall define the role of the safety officer in the enforcement of the rules, regulations and standard operating procedures.

28.07 ACCIDENT PREVENTION

- A. The safety officer shall develop and manage an accident prevention program that addresses the times specified in this section. The participation of the safety officer in this program may include direct participation, review, or supervision.
- B. The safety officer shall assist and make recommendations regarding the testing of new equipment and its acceptance or approval by the fire department.
- C. The safety officer shall assist and make recommendations regarding the service testing of apparatus and equipment to determine its suitability for continued service.
- D. The safety officer shall develop, implement, and maintain a protective clothing and protective equipment program that will meet the requirements of the fire department safety and health program and provide criteria for periodic inspection and evaluation of all protective clothing and equipment to determine its suitability for continued service.
- E. The safety officer shall periodically survey operations, procedures, equipment, and facilities with regard to maintaining safe working practices and procedures and report recommendations to the Fire Chief.

28.08 APPARATUS AND EQUIPMENT

- A. The safety officer shall review specifications for new apparatus, equipment, protective clothing, and protective equipment for compliance with the applicable safety standards.
- B. The safety officer shall assist and make recommendations regarding the testing of new equipment and its acceptance or approval by the fire department.
- C. The safety officer shall develop, implement, and maintain a protective clothing and protective equipment program that will meet the requirements of the fire department safety and health program and provide criteria for periodic inspection and evaluation of all protective clothing and equipment to determine its suitability for continued service.

Command Operations		
S.O.P. # 2 - 28	Safety Officer	PAGE: 3 of 3

D. The safety officer shall periodically survey operations, procedures, equipment, and facilities with regard to maintaining safe working practices and procedures and report recommendations to the Fire Chief.

28.09 ACCIDENT INVESTIGATION, PROCEDURES, AND REVIEW

- A. The safety officer shall develop procedures to assure that emergency medical treatment and transportation to medical facilities are provided for members injured on duty. The safety officer shall also ensure that occupational injuries and illnesses are treated at the most appropriate medical facilities.
- B. The safety officer shall investigate, or cause to be investigated, all occupational injuries, illnesses, exposures, and fatalities involving fire department members and all accidents involving fire department apparatus, equipment, or facilities.
- C. The safety officer shall develop and submit corrective recommendations resulting from these investigations to the Fire Chief.
- D. The safety officer shall develop accident reporting and investigation procedures and shall periodically review and revise these procedures.
- E. The safety officer shall review the procedures employed during any unusually hazardous operation. Whenever it is determined that incorrect or questionable procedures were employed, the safety officer shall submit corrective recommendations to the Fire Chief.

28.10 INCIDENT SCENE SAFETY

- A. The safety officer (and other Career Officers) shall respond to emergency incidents that involve any high risk to personnel. The fire chief shall define criteria for the response of the safety officer.
- B. At the scene of high-risk incidents, the safety officer shall identify and mitigate safety hazards in accordance with the provisions of the fire department safety and health program.
- C. The functions of the safety officer at high-risk incidents shall be integrated with the command structure, and the safety officer shall report to the incident commander.
- D. The safety officer shall routinely observe operations at the scene of emergency incidents to ensure that safety regulations are being followed. When necessary, the safety officer shall recommend corrective actions to the Fire Chief.
- E. The safety officer shall be involved in the process of post incident critiques in order to review the safety factors involved in emergency incidents.

28.11 TRAINING AND EDUCATION

- A. The safety officer shall ensure that training in safety procedures relating to all fire department operations and functions is provided to fire department members. Training shall address recommendations arising from the investigation of accidents, injuries, occupational deaths, illnesses, and exposures, and the observation of incident scene activities.
- B. The safety officer shall cause safety supervision to be provided for training activities, including al live burn exercises.
- C. The safety officer shall distribute safety and health related materials for the education of fire department members.



Table with 3 columns: S.O.P. # 2 - 29, Rehabilitation Operations, PAGE: 1 of 3. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

29.01 PURPOSE

This standard applies to all emergency operations and training exercises where strenuous physical activity or exposure to heat or cold creates the need for the rehabilitation of personnel. It as promulgated to:

- A. Prevent injuries, illnesses, and deaths that may result from excessive fatigue.
B. Establish procedures for medical evaluation and treatment, food and fluid replenishment, and relief from extreme climatic conditions during emergency operations and prolonged training exercises.
C. To inform fire department personnel of rehab operations at multi-unit scenes.
D. To provide rehab to fire personnel with needed rehabilitation.

29.02 DEFINITION

- A. Level I rehabilitation: Situations of short durations. The incident commander may elect to use the rehabilitation supplies from an apparatus on the scene or may special-call the rehab unit to the scene. Typically in Level I rehab, the crews are not rotated and the incident or training exercise has a limited duration.
B. Level II rehabilitation: Situation that require a major time and personnel commitment. Examples include a major fire or lengthy training exercise in which the firefighter's health and safety must be addressed.

29.03 PROCEDURES

- A. The incident commander shall evaluate the circumstances at each incident and shall make early , adequate provisions for the rest and rehab of all members working at the scene. These provision include:
1. Medical evaluation.
2. Treatment and monitoring.
3. Food and fluid replenishment.
4. Mental rest.
5. Relief from extreme climatic conditions and other environmental factors present at the incident.
B. During prolonged incidents, strenuous training sessions, and periods of extreme heat or cold, the incident commander shall request that the rehab unit be dispatched to the scene and shall appoint a rehab officer to manage the rehabilitation of the firefighters.
C. The Rehab Log shall be completed by the rehab officer at all Level II incidents. The log shall be submitted to the incident commander to be attached to the incident report, and it shall be included as part of the incident postmortem. Level II rehab includes the provision of EMS at the ALS level in the rehab sector.

29.04 REHABILITATION SECTOR

- A. The incident commander shall establish a rehabilitation sector when conditions indicate that members working at an incident or training exercise require rest and rehab.
B. The incident commander shall appoint a rehab officer. This officer can be a career or reserve member of the department. At most incidents, the location of the rehabilitation sector will be designated by the incident commander or the safety officer. However, if the incident commander has not designated a rehab site prior to the appointment of a rehab officer, the rehab officer shall promptly select an appropriate location based on the most desirable site available.

Command Operations		
S.O.P. #	2 - 29	PAGE: 2 of 3

- C. The rehab sector should be placed in a location that allows members to physically and mentally rest and recuperate from the stress, pressure and demands of the emergency operation or training evolution.
- D. The rehab sector should also be located far enough away from the incident scene to allow members to safely remove their protective clothing and SCBA.
- E. The rehab sector should be located in an area that provides suitable protection from the prevailing environmental conditions. If possible, the sector should be in a cool, shaded area during hot weather and in a warm dry area during cold weather.
- F. If the rehab sector is located outdoors, the area should be free of ants and other stinging or biting insects.
- G. Members in the rehab sector should not be exposed to exhaust fumes from apparatus, vehicles, and motorized equipment, including those involved in the rehabilitation sector operations.
- H. The rehab sector should be large enough to accommodate multiple crews and should allow for expansion or contraction as the size of the incident varies.
- I. The rehab sector should be easily accessible by EMS units and other support vehicles.
- J. The rehab sector should be located close enough to the incident to allow members to promptly reenter the emergency operation site after recuperation.

29.05 MAINTENANCE OF THE REHAB UNIT

- A. The rehab officer will provide rehab to personnel on scene and acquire any needed supplies until the scene requires a logistic sector to be established.
- B. The rehab officer is responsible for equipment assigned to rehab and will ensure that all equipment is properly stored after use.
- C. The rehab unit shall be composed of a minimum of a 5 gallon water keg, one coffee pot with adequate supplies, cups for drinking, one large cooler on wheels, and one large tarp for equipment staging.
- D. U-106 is the designated unit for rehab operations.
- E. Rehab equipment is to be stored in the outside storage room.

29.06 RESPONSIBILITIES

- A. All officers shall monitor the condition of each member working under their command and shall ensure that adequate steps are taken to provide for each member's safety and health. The incident command system is to be used to request that a crew be relieved and for the reassignment of fatigued crews.
- B. During periods of hot weather, members are encouraged to use their individual water bottles and drink water or Gatorade throughout the workday. During an emergency incident or training evolution all members shall advise their supervisor when they believe their level of fatigue or exposure to heat or cold is approaching a point that could affect them, their crew, or the operation in which they are involved. Each member shall also monitor the health and safety of the other members of his crew.

Command Operations		
S.O.P. #	2 - 29	Rehabilitation Operations
		PAGE: 3 of 3

REHAB LOG

Date:	Location			Incident No.:	
Name:	Vital Signs		Time		Comments
	B/P	Pulse	In	Out	



Table with 3 columns: Firefighting, S.O.P. # 2 - 30, Structure Fires (General), PAGE: 1 of 3, EFFECTIVE: 08/07, REVISED:, Authorized:

30.01 PURPOSE

- A. To provide a means of suppressing fires when they occur within a structure.
B. To establish guidelines so that all personnel shall have a clear understanding of their responsibilities at the scene of a structure fire.

30.02 POLICY

These guidelines shall be followed whenever a fire occurs within a structure.

30.03 PROCEDURES

A. UPON ARRIVAL

- 1. The first in officer shall give a brief condition report.
a. Number of stories.
b. Type of structure.
c. What is showing?
d. From what side the problem is showing?
e. Report on exposures.
f. Who is in command?
2. Conduct an on the spot size-up.
a. What have I got?
b. What is burning?
c. Where is it going?
d. What (and who) is in its way?
e. Do I need additional help?
3. The first arriving officer shall take command

B. COMMUNICATIONS AND COORDINATION

Good communications and proper coordination are essential at structure fires.

- 1. The Incident Commander must provide the necessary coordination of the various fire ground activities.
2. The Incident Commander must communicate all instructions and vital information clearly to those who he is supervising.

C. TACTICAL CONSIDERATIONS

The Tactical objectives in fighting a structure fire shall be in order of priority as follows:

- a. Rescue
b. Exposure protection
c. Confinement
d. Ventilation
e. Salvage
f. Extinguishment
g. Overhaul

1. RESCUE

- a. Human life is the most important consideration at a fire or other emergency.
b. Rescue of humans override all other strategic considerations at a fire.
c. The primary functions of the truck company shall be rescue.
d. A primary and secondary search shall be conducted at all structure fires. During search all rooms shall be marked or identified as having been searched.

Firefighting		
S.O.P. #	2 - 30	Structure Fires (General)
		PAGE: 2 of 3

2. EXPOSURE PROTECTION

- a. Exposure protection is the strategy of preventing a fire from spreading to the uninvolved building(s) or in involved parts of the fire building.
- b. The first in Incident Commander shall be responsible for the initial protection of exposures.

3. CONFINEMENT

- a. The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.
- b. Whenever possible, the most effective method of confining fire spread is a direct attack on the fire.
- c. The Incident Commander shall decide whether to make an offensive approach, aggressive interior attack, or a defensive approach, attacking the fire from the outside. There may situations when both approaches could be used.
- d. All avenues of fire spread must be considered example: shafts, openings, utility raceways, ducts etc.

4. EXTINGUISHMENT

- a. In most fire situations a quick and aggressive attack on the seat of the fire will take care of rescue, exposures and confinement at the same time.
- b. The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire.

5. OVERHAUL

- a. The purpose of overhaul is to make sure the fire is completely out.
- b. Overhaul operations must be properly coordinated with fire investigation efforts.
- c. Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same.
- d. During overhaul most firefighters are more relaxed, tired, perhaps less alert and thus more apt to get injured.
- e. Personnel should not remove their breathing apparatus until the area is completely cleared of toxic gases.
- f. When available, a fresh crew should perform overhaul.
- g. Particular attention should be given to hidden areas during overhaul.
- h. During overhaul care should be given to protect personnel from exposure to carbon monoxide and other by products of combustion.

6. VENTILATION

- a. Based upon the situation, ventilation may need to occur anytime during the operation.
- b. Ventilation shall be employed to:
 - 1. Channel heat, smoke and flames from potential victims.
 - 2. To prevent back draft and flashover.
 - 3. To remove heat and smoke from the building so to reduce property damage.
 - 4. To allow the interior of the structure to be more tenable and safer for firefighting operations.

7. SALVAGE

- a. Salvage may need to begin at various points during a fire operation.
- b. Salvage is those operations required to safe guard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather.
- c. Salvage shall include:
 - 1. The use of salvage covers.
 - 2. Removing water from the structure.
 - 3. Removing furniture and personal belongings to a safe location.
 - 4. Debris removal.
 - 5. Removal of valuables from debris.
 - 6. Covering openings to keep weather out and to secure the building.

Firefighting		
S.O.P. #	2 - 30	Structure Fires (General) PAGE: 3 of 3

- d. All members are expected to perform in a manner that continually reduces loss during fire operations.
- 8. UTILITY CONTROL
 - a. Utilities should be shut down and brought under control to insure that they will not contribute to the fires spread, overall damage or create any type of safety hazard.
 - b. At structure fires where electrical involvement or damage has occurred, request via radio the response of the proper electric company.
 - c. If the electric company is not available in time, fire personnel may shutdown the power.
 - d. If necessary, shut down gas lines at the meter and have the Gas Department notified.
 - e. If necessary, shut down water supplies to the structure at the valve closest to the point of usage.
- 9. SAFETY
 - a. Safety is an important aspect of all fire ground operations. Accomplishing fire ground objectives in a safe manner helps reduce fire fighter injuries and deaths.
 - b. Members involved at structure fires shall wear appropriate protective clothing and self contained breathing apparatus.
 - c. Fire ground operations should not be carried out in a rush, but rather they should be accomplished at a reasonable pace which allows for operations to be completed in a safe and efficient manner.
 - d. Fire Officers must constantly be aware of both fire and structural conditions which may deteriorate at a point which places fire fighters in jeopardy.
 - e. Indications of the possibility of structural collapse and/or other life threatening occurrences shall be communicated to all personnel within the incidents perimeter and appropriate actions taken.
- 10. LIFE SAFETY TO THE OCCUPANTS
 - a. Is the number one priority.
 - b. Fire ground operations shall be coordinated and conducted in such a manner as to support life safety operations which may be currently under way.
 - c. Hose line placement and ventilation shall be coordinated so as affect safe and efficient rescue operations.
 - d. Use normal means of egress first e.g. halls, stairs.
 - e. Aerial ladders, hand ladders, fire escapes are considered to be secondary means of egress.
 - f. Provide for the care and medical needs of victims who have been removed from the fire building.
- 11. ON-SITE FIRE EQUIPMENT AND SYSTEMS
 - a. Utilize on-site fire protection equipment and systems to best advantage in accordance with the type of system and the fire situations.



Table with 3 columns: S.O.P. # 2 - 31, Operations in Sprinklered Buildings, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

31.01 PURPOSE

To establish a standard procedure for operations in sprinklered and standpipe buildings.

31.02 POLICY

In the event that a structure equipped with a sprinkler or standpipe system is reported to be on fire (either by verbal or alarm system notification) the following operations have been established.

31.03 UPON ARRIVAL

- A. Give a conditions report.
B. Continue size-up.
C. Determine exact location of the fire.
1. Check with occupants.
2. Check annunciator panel (if available).
3. Check for alarm bells ringing, which may indicate the involved zone.
4. Check for water flowing from exterior drains, which may indicate the general area.
D. Second engine to arrive at the scene of a building equipped with a sprinkler and/or standpipe system shall position the apparatus at the Fire Department Connection (F.D.C.) and await orders to connect to the system and provide water supply
1. The pump operator shall automatically connect to the F.D.C. upon hearing that there is smoke or fire existing in the building as reported from the interior fire crews.

31.04 SAFETY

- A. Utilize full protective clothing.
B. Maintain tight control over personnel during interior operations.
C. Utilize hose lines and/or life lines during interior search operations.

31.05 PROCEDURES

- A. The second arriving engine shall be responsible for connection supply lines to the F.D.C.; however, if the first arriving engine has the F.D.C. at their location that engine should supply the system.
B. The minimum fire department hook up to the F.D.C. should not be less than two 2 1/2" hose lines.
C. If a fire is in progress and sprinkler heads have opened, one hundred fifty (150) pounds of pressure should be provided to the F.D.C. If long lines are required (over 100 feet) between the pumper and F.D.C., the friction loss in the hose must be considered in hydraulic calculations.
D. Unless it is known for sure that private mains provide an adequate supply, pumpers should be connected to city hydrants, if available. A general rule is not to take suction from hydrants on a private system unless it is known that the system is adequate for the purpose.
E. Send a firefighter, equipped with a hand radio, to inspect the shut-off valve to:
1. Determine if the sprinklers are operating properly.
2. Open the valve if it is closed.
3. Shut off the valve promptly when the Incident Commander decides that sprinkler operations may be discontinued.
4. Reopen the valve in the event that the fire rekindles and cannot be controlled by those hand lines which are already in place.
F. Normally, 1 3/4" hand lines may be used for fire streams in sprinklered buildings. However, when fires involve unusual hazards, high piled stock or large areas, 2 1/2" hand lines should be considered.

Firefighting		
S.O.P. # 2 - 31	Operations in Sprinklered Buildings	PAGE: 2 of 2

- G. Observed the affect of the sprinklered system on the fire to determine:
 - 1. If the system is operating properly.
 - 2. The size and number of hose lines which may be needed to effect complete control and extinguishment.
- H. Insure that evacuation, search and other life safety measures are promptly completed at fires in sprinklered buildings.
- I. Effective control of fires in sprinklered buildings requires proper ventilation. Whether such ventilation is accomplished by conventional means or by utilizing on site built-in automatic systems, the following steps must be accomplished:
 - 1. A firefighter equipped with a hand radio must be sent to the shut-off valve to stand by.
 - 2. Hose lines must be ready, charged and in position for confinement and control before the sprinklers are shut off.
 - 3. The Incident Commander or the Operations Officer must insure proper communications and coordination.
 - 4. When all of the above have been accomplished, the sprinkler system should be shut down (slowly) to allow proper ventilation to occur and those members manning hand lines to move in and fully extinguish the fire.
 - 5. In the event that the hand lines are unable to affect control, the system should be turned on again until additional streams can be brought into position.
- J. Initiate prompt salvage and water removal operations to protect records, machinery, storage stock and furnishings from water damage.
- K. After fire operations are complete:
 - 1. Contact owner, occupant or agent about the sprinkler system being out of order and that they should contact the service representative to put the system back in operation.
 - 2. Explain to the owner, occupant or agent that the property will not be protected or if connected to a central signaling station an alarm will not be transmitted.

31.06 THE "BUTTON-UP" APPROACH

Although not considered a standard method of handling fires in sprinklered buildings, the "button-up" approach offers an alternative operational procedure where unusual hazardous conditions may exist. In those situations where the involved sprinklered occupancy presents an extreme life safety hazard for fire personnel (such as high piled stocks of plastics or flammable liquids, etc.) the Incident Commander may, at his discretion, utilize the option of the "button-up" approach.

- A. Evacuate the building of all personnel.
- B. Close up the building as tightly as possible to limit the air supply available to the fire.
- C. Connect a pumper engine to the fire department sprinkler connection and pump into the system.
- D. Keep sprinkler control valves wide open and sprinklers operating at all times, for an hour or more as necessary, until the fire has essentially been extinguished and can be manually attacked.
- E. During the final stages of sprinkler operation, but before manual attack is begun, attempt to mechanically exhaust smoke from the building if the equipment is available. This will not only facilitate manual extinguishment, but will also help to prevent the chance that combustible gases, built up inside the building from fire in an oxygen-starved atmosphere, could flash or explode when the building is opened.
- F. Before shutting off sprinklers, attempt to evaluate fire severity. This can be done either by a reconnaissance using life lines and air packs, or by breaking through the roof or a wall if the location of the seat of the fire can be fixed from questioning employees.
- G. Then, shut off sprinklers, open up the building to vent smoke and attack with hose streams.



Table with 3 columns: S.O.P. # 2 - 32, On-Site Auxiliary Fire Equipment, PAGE: 1 of 4. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

32.01 PURPOSE

To establish a procedure for identifying the type, condition and possible use of on-site auxiliary fire equipment in a given situation.

32.02 POLICY

In the event a fire is reported in, or in the event a building or property is threatened by fire the following guidelines have been established pertaining to the use of on-site fire equipment.

32.03 PROCEDURE

- A. Determine if the involved occupancy has on-site auxiliary fire equipment; if so, identify the type or types of auxiliary equipment provided.
B. If the occupancy is so equipped, determine if the auxiliary fire equipment is in operation.
C. If currently in operation, determine the effectiveness of such equipment.
D. If auxiliary equipment is non-operational, determine how to activate such equipment and place it into service if it will aid in control of the fire.
E. Provide support to on-site auxiliary fire equipment in accordance with the type of equipment involved and the nature of the fire situation.

32.04 SCOPE

- A. For the purposes of this policy, on-site auxiliary fire equipment shall include the following:
B. Sprinkler systems.
C. Standpipe systems.
D. Wall lines.
E. Dry chemical systems.
F. Halon systems.
G. Carbon dioxide systems
H. Foam systems.

32.05 SPRINKLER SYSTEMS

The following guidelines apply to all types of sprinkler systems including: wet pipe and dry pipe systems, deluge systems, pre-action systems, combined dry pipe and pre-action systems and outside sprinklers for exposure protection.

- A. Be guided by fire department policy concerning fires in sprinklered buildings.
B. At fires where sprinkler systems are operating, support the system by pumping to the Fire Department Connection (FDC) at a pressure of 150 p.s.i. through a minimum of two (2) 2 1/2" hose lines.
C. Check the effectiveness of the sprinkler system and take appropriate action to insure proper control and extinguishment.
D. Insure that the water supply valve to the system is open. Detail a fire fighter with a hand radio to stand by at the valve.
E. Sprinkler systems in buildings which are severely exposed to a fire from another building or outside source such as a storage area should be supplied at the FDC to insure proper exposure protection.
F. The pumper supplying the FDC should be utilized solely for that purpose, and additional hose lines should not be taken from that engine unless absolutely necessary.

32.06 STANDPIPE SYSTEMS

Where occupancy is equipped with a standpipe system, Fire Department personnel should utilize the system to best advantage to eliminate the need for excessively long hose lays.

Firefighting		
S.O.P. # 2 - 32	On-Site Auxiliary Fire Equipment	PAGE: 2 of 4

- A. Where the standpipe system is independent and is also equipped with a Fire Department Connection (FDC), support the system by pumping to the FDC, providing a pressure of 25 p.s.i. at the connection and 5 p.s.i. per story for each floor above the ground level. In addition, hydraulic calculations must also be included for the hose line(s) being utilized off the standpipe outlet. Support of the system through the Fire Department Connection (FDC) shall be with a minimum of two (2) 2 1/2" hose lines.
- B. Where the standpipe system is combined with the sprinkler system by pumping to the FDC, providing the appropriate FDC with the standard pressure of 100 p.s.i. at the connection.
- C. Those members who are assigned to the interior attack utilizing the standpipe outlet must be able to communicate with the pump operator supplying the system.
- D. When a line is connected to a standpipe outlet in a stairwell on the fire floor, the excess hose should be pulled down the stairway toward the next floor before it is charged. The hose will easily come up the stairs as the advance is made.
- E. It is obvious that the stairwell at the fire area is important for advancing lines to the fire floor. It is just as important to occupants of the building who may be using it for evacuation. Firefighters must be careful not to impede their progress and not to allow great volumes of smoke to get into the stairway. If another stairway, farther from the fire is available, evacuees should be directed to it.
- F. If the outlets are in the corridors, the attack should begin from an outlet on the floor below the fire floor. The first line (or lines) should be advanced up a stairway to the fire floor. Most of the line should be taken up the stairs, so that it can more easily be advanced through the corridor of the fire floor. If required, additional lines may be taken up the stairs from still lower floors. This may also be necessary if the floor below the fire is untenable.
- G. If the fire is located some distance down the corridor from the stairway, the initial hook-up may be made on the fire floor. However, this should not be attempted unless Firefighters are certain that the fire is confined to a unit off the corridor or at least is some distance from their point of entry to the fire floor.

32.07 WALL LINES

When the decision has been made to utilize wall lines or house lines (as they are sometimes called), members should keep in mind the limitations of such installations and be guided by the following:

- A. When utilizing a wall line installation:
 - 1. Disconnect the existing hose line.
 - 2. Remove any pressure reducing device which may be present.
 - 3. Connect fire department hose.
- B. Remember that the volume of water and the pressure available from these installations may be limited.
- C. House line installations may be utilized for initial attack while back-up lines are being stretched into position.

32.08 DRY CHEMICAL SYSTEMS

Dry chemical systems may be found in a variety of occupancies and installations. Some of these include restaurants and spray booths.

- A. Upon arrival at an out-of-doors fire being attacked by a dry chemical extinguishing system, such as a tank loading rack, lay lines to back up the system in case of re-ignition by hot metal after the chemical has dispersed. If you have portable extinguishers on your apparatus suitable for the kind of fire involved, they can be used to supplement the system.
- B. If a total flooding system is operating, do not open up the enclosure until the powder has fully extinguished the fire and any hot objects which can act as sources of re-ignition have cooled off. The chemical must be permitted to build up sufficient concentration inside the enclosure to do the job - any premature "opening up" would nullify its operation.
- C. If it is necessary to enter an enclosure in a heavy concentration of dry chemical to close up openings or effect a rescue, wear self-contained breathing apparatus and go in pairs.

Firefighting		
S.O.P. # 2 - 32	On-Site Auxiliary Fire Equipment	PAGE: 3 of 4

- D. Where hand hose systems are available, these can often be used to help to automatic system.
- E. Before leaving the scene of an incident where a system has operated and after you have completed your overhaul and salvage work, be sure that steps are taken by the plant's management to restore the system to a condition of readiness.
- F. Before leaving the scene the Health Department should be notified of the problem so that they may investigate for contamination of food products.
- G. Always check out the possibility of fire on upper floors or in the attic whenever a grease duct fire occurs.

32.09 HALON SYSTEMS

It is vitally important for all members to have an understanding of Halon extinguishing systems.

- A. When responding to a fire where a total flooding system has operated in a room or vault, do not open the door until you are satisfied that the fire is out; do not open the door until sufficient time has elapsed to allow the gas to "soak" in and the material to cool so that re-ignition will not occur when the inert atmosphere is dissipated.
- B. When you decide to "open up", wear self-contained breathing apparatus and overhaul the fire right away to make certain that extinguishment is complete and to ensure against a rekindle.
- C. It is always well to "back up" any system, whether local application or total flooding and regardless of the agent, with suitable extinguishing capability, just in case the system fails to function as intended.
- D. During overhaul work, be sure to wear your self-contained breathing apparatus while placing fans to assist in the prompt ventilation of such areas; but do not merely move the combustion products to another location - be sure they are directed to the outside there they will not enter a basement or lie in some hole. Remember that Halon 1301 is about five times heavier than air, and is apt to settle in low places.
- E. Be sure that steps are taken by the plant's management to restore the system.

32.10 CARBON DIOXIDE SYSTEMS

- A. Be prepared to operate the system manually just in case automatic activation has not occurred.
- B. If, upon arrival, the warning alarm has already sounded, the occupants of the room have withdrawn, the doors have closed and the CO₂ has already discharged into the area, do not open the door to "see for yourself."
- C. Where response is to a fire being attacked by a local application system, you may be able to assist in the extinguishment by using a carbon dioxide hand hose line system if one is available.
- D. Be prepared to handle flashback that may occur after the gas has dispersed, by having your supplementary extinguishing equipment ready for immediate use. But, be sure it is suitable for the type of fire, or you can make things worse.
- E. If it becomes necessary to enter a flooded room to effect a rescue or manually close some opening to seal up the enclosure; in such circumstances, not less than two men, equipped with breathing apparatus and life line should carry out the task.
- F. When ventilating a room which has been flooded with CO₂, portable fans can sometimes be used to assist in removing the gas, especially where the vault or room has no exhaust system of its own. In this initial opening up, be sure to wear self-contained breathing apparatus.
- G. Be sure that steps are taken by the occupancy's management to restore the system.

32.11 FOAM SYSTEMS

- A. If the fire has not yet been extinguished, make sure that the system has not had any valves closed which would prevent the water from flowing, or electricity cut off, which would prevent the foam concentrate or water pumps from functioning.
- B. If the fire is still so small that the detectors have not yet operated, it may be possible to stop it with portable extinguishers before the system is activated.

Firefighting		
S.O.P. #	2 - 32	On-Site Auxiliary Fire Equipment
		PAGE: 4 of 4

- C. However, if there is a serious fire progressing beyond the capabilities of hand extinguishers, the system should be quickly tripped by hand (if not already operating) and backed up with additional protection in the form of hand hose foam steams, or carbon dioxide wheeled units or hand hose, if available; high expansion foam generators and dry chemical extinguishers can also be used, providing these agents are compatible with the foam being applied by the system.
- D. If a large spill has occurred, but not yet ignited, any system designed to protect this area could be manually operated to provide a protective foam blanket as an interim precaution while the leak is being stopped and the spill removed.
- E. Do not nullify the effectiveness of the foam by turning water streams into a tank or diked area, for not only will this break up the continuity of the surface blanket, but can cause the foam to overflow the container and may even wash flammable liquid over the sides and spread the fire.
- F. Remember that some systems are designed to provide insulation and exposure protection, as well as extinguishment of spill fires; such is the case where foam spray nozzles are located over the vessel to be protected, so be careful not to wash away this foam protection with your hose lines. The use of high velocity fog nozzles may be helpful, however, in shielding other tanks, reactor towers, stills, or processing
- G. equipment in the vicinity.
- H. On very extensive fires, the setting up of wagon batteries, portable monitor nozzles, ladder pipes and elevating platform nozzles, in locations where they can provide good exposure protection with minimum risk to firefighters, may be a good course of action.
- I. After the fire is extinguished and before returning to your quarters, see that the plant management restores the foam system to service.



Table with 3 columns: S.O.P. # 2 - 33, High Rise Fires, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

33.01 PURPOSE

- A. To provide a means of combating fires in high rise buildings.
B. To gain control of the building early in the fire.
C. To insure the safety of all the building occupants.
D. To establish a procedure facilitating the most effective method for moving a high rise pack from an engine company into a fire area...
E. To provide the proper tools needed for suppression activities in multi-story buildings or any building where the high rise pack is deemed a necessary tool for the suppression of fire.

33.02 POLICY

High rise fire guidelines shall be followed on any structures that is three stories and above. The proper equipment found in the high rise pack shall be transported and used in building(s) where the high rise pack is needed as a suppression tool.

33.03 PROCEDURE

- A. First-In Company should enter the lobby and obtain whatever information is available and give a conditions report.
B. Locate the fire and relay information concerning the following:
1. Reported location of fire (if known).
2. Safety of elevators. (Are they useable?)
C. Attempt to determine if rescue problem exists.
D. Call for additional help, if necessary.
E. The movement of the high rise pack from street level to the floor or area designated by the Incident Commander will be the responsibility of the personnel of each individual company.
F. The high rise pack will be carried into a building were a standpipe system exist or where the distance is too great for a pre-connected hose line.
G. The hose in the high rise pack shall be utilized in place of the hose line provided on the building standpipe system.
H. The pack may be moved in one of two ways in a multi-story building.
I. Via a stairwell.
J. Via an elevator providing the elevator is fire department controlled.

33.04 COMMAND STRUCTURE

Establish a Command Post including the following as needed:

- A. Resources Staging Area
B. Lobby Control
C. Operating Staging Area
D. Stairwell Support

33.05 SAFETY

- A. Establish lobby control early in the fire to control elevators, utilities and running list of personnel in and out of the building.
B. Area below fire (exterior) should be kept clear for two hundred (200) feet in all directions due to the possibility of broken glass falling from above.
C. Command Post should be a minimum of two hundred (200) feet from the fire building.
D. If elevators are judged safe to use, precede two floors below fire floor and use stairwells the rest of the distance.

Firefighting		
S.O.P. # 2 - 33	High Rise Fires	PAGE: 2 of 2

- E. Initial fire attack crew will need relief in twenty minutes (this includes the time it takes to ascend to the fire floor.).
- F. No operation as outlined in this SOP shall preclude any person from using good judgment with due regard for the safety of all personnel.

33.06 COMMUNICATIONS

- A. Communications are usually poor in a "steel skeleton" building utilizing portable hand radios. Sometimes, moving to open window or roof will improve communications.
- B. It may be possible to utilize building's intercom or phone system.
- C. To minimize radio traffic over the emergency scene channel interior sector officers may make use of the building telephone system to contact the Fire Ground Command Post through the cellular telephone system.

33.07 OPERATIONS

- A. Locate fire - leaving one member in lobby to establish lobby control.
- B. Prepare for standpipe operation. Pump to both standpipe and sprinkler system.
- C. If evacuation is necessary, you may be able to move the occupants to a safe area two or three floors above or below fire, rather than evacuating everyone out by way of the lobby.
- D. A command post shall be established and other high rise operational positions shall be implemented as needed to insure an efficient operation.
- E. Ventilation is most effectively carried out by removing (if possible) or breaking out the windows on the fire floor (horizontal ventilation).
- F. If you must ventilate vertically using stairwells, make sure that escape is not cut off for anyone; also that only a smoke tower stairwell be used.



Table with 3 columns: S.O.P. # 2 - 34, Brush Fires, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

34.01 PURPOSE

To establish guidelines that will provide the fireground commander and personnel with a safe and effective way of handling fires involving forest, brush and/or ground cover.

34.02 POLICY

In the event of a forest, brush and/or ground cover fire the following guidelines have been established.

34.03 PROCEDURE

- A. Report on conditions.
1. Determine actual location of fire (including size). Use topographic maps for precise location.
2. Direction and characteristic of fire travel.
3. Type of fuel burning (light grass, heavy bush).
4. Exposures.
5. Action being taken by first arriving unit.
B. Request additional equipment.
C. Determine plan of action based on priorities and resources available.

34.04 SAFETY

- A. All members shall wear necessary protective clothing in accordance with the hazard.
B. Safety rules for operating vehicles "off road".
1. Have a means of escape should your position be over run.
2. Avoid commitment of units on narrow roads in heavy brush areas.
3. It is not uncommon for heavy vehicles to become stuck off road.
4. Before taking a unit "off road", you must know location and direction of fire travel.
C. Post guard when advancing and manning lines in brush areas. Some things to be especially cautious of are:
1. Spot fires below your crew and frequent spot fires.
2. Aircraft making retardant drops.
3. Heavy equipment working above your crew, i.e. falling rocks, etc.
4. Changes in wind velocity and direction.
D. A means for escape shall be made known to all fire personnel working in brush areas. Stay close to burned area.
E. All personnel should know location and direction of travel of fire head(s).
F. Do not allow fire personnel to become exhausted. Provide rest periods. Frequency will be dependent upon topography and weather conditions.
G. Be alert to the possibility of downed electrical wires; there may be energized fences as a result.
H. Do not go downhill to attack a fire.

34.05 CONTROL

- A. Base all actions and strategy on current and expected behavior of fire.
B. Structural protection and life safety take priority over extinguishment of brush.
C. If offensive attack (direct attack) is indicated, choose an anchor point and hit the head of the fire, if possible. If that is not possible, establish an anchor point and start on the flanks and work toward the head.
D. If the fire is a large, hot, fast moving one, then a direct attack may not be possible. In such cases, an indirect and/or parallel attack may be utilized by cutting a fire line a distance ahead of the fire (or utilizing natural fire breaks, such as highways) to halt the progress of the fire.
E. This may require writing off losses (structures, etc.) in the path of fire.

Firefighting		
S.O.P. # 2 - 34	Brush Fires	PAGE: 2 of 2

- F. Indirect attack is commonly used in conjunction with fire retardant drops and back-firing techniques.
- G. Different methods of attack may be used simultaneously according to the situation.
- H. If assigned structural protection, keep hose lays flexible enough to be able to quickly break away in the event of being over run.
- I. If additional resources are needed the Division of Forestry should be contacted. They have added supplies of hand tools, back pack pumps, tractors and call list for additional personnel.

34.06 COMMAND

- A. Fires requiring the coordination of two (2) units or more, should have the Incident Command System put into effect.
- B. Establish a Command Post.
- C. The Incident Commander has responsibility for the entire operation. He also has responsibility for assigning (on as "as needed" basis) the following positions during brush fire operations:
 1. Operations
 2. Support
 3. Sectors/Division.
 4. Liaison positions between various agencies.
- D. If an area evacuation is warranted, be guided by Area Evacuation S.O.P.
- E. Radio communications should conform to ICS Guidelines.



Firefighting		
S.O.P. # 2 - 35	Vehicle Fires	PAGE: 1 of 2
EFFECTIVE: 08/07	REVISED:	Authorized:

35.01 PURPOSE

- A. To provide a means of extinguishing fires in vehicles.
- B. To protect suppression personnel when fighting vehicle fires.

35.02 POLICY

These guidelines shall be followed whenever a fire occurs in a vehicle.

35.03 PROCEDURE

- A. Park apparatus uphill, upwind.
- B. Transmit report on conditions.
- C. Continue size up.
- D. Determine if additional assistance is needed.
- E. Obtain police assistance for traffic control.
- F. If involved vehicle is a common carrier, determine type of cargo.

35.04 SAFETY

- A. Wear protective clothing as per Protective Clothing Policy.
- B. Consider traffic conditions and be conscious of traffic hazardous to personnel.
- C. Consider the flow of spilled fuel (burning or non-burning).
- D. Use adequate size hose lines, appropriate portable extinguishers, and/or appropriate type foam, as needed.
- E. Be alert for possible explosion of fuel system.
- F. Be on guard for explosion of pressurized "energy absorbing" bumpers and shock absorbers.
- G. Be mindful that batteries may serve as an ignition source, produce electrical shock or explode.
- H. Remember that the suspension systems on many buses may collapse to within four (4) inches of ground level when exposed to fire.
- I. Remember that most motor homes, campers and mobile canteens have built-in LPG tanks on board.
- J. Vehicles that have air bags and the air bag has not deployed should be approached with caution. Personnel should not position themselves between the bag and seat while the air bag system is armed.
- K. Vehicles with armed, un-deployed air bags should not have any tools or other objects placed in their vicinity due to those objects becoming flying objects.

35.05 OPERATIONS

- A. Consider life safety.
- B. Consider water supply availability.
- C. Consider slope of terrain.
- D. Determine type of fuel which may be involved:
 - 1. Gasoline.
 - 2. Diesel.
 - 3. Propane.
 - 4. Other – Alternative fuels, Hybrid, Electric, Hydrogen, etc.
- E. Consider fuel system - newer vehicles have pressurized fuel systems.
- F. Coordinate with law enforcement personnel at the scene.
- G. Breathing apparatus shall be necessary for operations on all vehicle fires, inside and outside the vehicle.
- H. Be prepared for tire fires to re-ignite.

Firefighting		
S.O.P. # 2 - 35	Vehicle Fires	PAGE: 2 of 2

35.06 POST EMERGENCY

- A. Investigate the cause of fire.
- B. Cooperate with law enforcement investigation.
- C. Insure that vehicle is in a fire safe condition prior to towing service removal of same.



Table with 3 columns: S.O.P. # 2 - 36, Fire Stream Management, PAGE: 1 of 3. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

36.01 PURPOSE

To promote the most effective and efficient deployment and utilization of fire streams possible during fire fighting operations.

36.02 POLICY

Fire stream operations shall be well coordinated and carried out in the most safe, effective and efficient manner possible.

36.03 RESPONSIBILITY

- A. The Incident Commander is responsible for overall coordination and management of fire stream operations.
B. It is the responsibility of each engine company to provide its own uninterrupted, adequate supply of water.
C. Company Officers must assume responsibility for the effectiveness of their fire Streams.
D. All members involved in fire stream operations are responsible for the safe operation of such streams.

36.04 PROCEDURES

A. FACTORS

- 1. The factors involved in fire stream selection and deployment are as follows:
a. Size.
b. Placement.
c. Speed.
d. Mobility.
e. Supply.
2. The fire stream factors must be considered in light of fire stream characteristics and the fire problem in order to effectively manage fire stream operations.

B. CHARACTERISTICS

Fire control forces must consider the characteristics of fire streams, the fire stream factors and the fire problem in order to choose the proper nozzle and stream for the task.

- 1. Solid stream: More penetration, reach and striking power, less steam conversion.
2. Fog: More gross heat absorption/expansion, low reach.
3. 1 1/2" lines: Fast, mobile, low volume.
4. 1 3/4" lines: Fast, mobile, moderate to high volume.
5. 2 1/2" lines: Big water, big knockdown, slow/immobile.
6. Master Streams: Mostly stationary, slow to set up, maximum water.
7. Consider that hose lines pump as much air as they pump water (particularly fog streams). Think of them as fans when making line placement judgments and use confinement and reduction of loss.

C. BASIC HOSE LINE PLACEMENT

- 1. The first stream is placed between the fire and persons endangered by it.
2. When no life is endangered, the first stream is placed between the fire and the most severe exposure.

Firefighting		
S.O.P. #	2 - 36	PAGE: 2 of 3

3. Second line is taken to secondary means of egress (always bear in mind the presence of men opposite the second line).
4. Succeeding lines to cover other critical areas.
5. Whenever possible, position hose lines in a manner and direction that assists rescue activities, supports confinement and protects exposures.
6. Hose lines should be advanced inside fire buildings in order to control access to halls, stairways or other vertical and horizontal channels through which people and fire may travel.

D. GENERAL OPERATIONS

1. Use the size of hose line that will eventually be required from the beginning; if you need a big line, provide it from the outset. If there is any doubt from the beginning, go to the next size hose line.
2. When you make a decision on what size fire stream to apply, select the size that is actually required. Beware of automatically going for the size you use most often; or the size that is fastest/easiest - we tend to rely on one size of fire stream.
3. When you change commitment from offensive to defensive and pull hand lines out for the fire building, do not continue to operate them as hand lines -convert them to exterior master streams. Give priority to water supply and application. The operating positions of such streams must also be evaluated. Do not continue to operate into burned property.
4. Do not operate fire streams into smoke - fire location must be determined before water can be effectively applied.
5. Fire streams must deliver an effective rate of flow (GPM) in order to overcome the amount of heat being generated by the fire. In other words, the amount of water and the rate at which it is applied to the fire must be enough to absorb more heat than is being generated by the fire.
6. Hose line judgments generally involve the trade-off of time versus pure tactical placement; if a tactical placement principle is violated, back-up action must be taken.
7. Maintain control of key hydrants - be certain that pumpers are assigned to such key hydrants to provide most effective stream operation. Beware of numerous unpumped hydrant supply lines instead of fewer pumped lines.
8. As soon as a fire is knocked down, the rate of flow (GPM) should be reduced or discontinued according to the situation in order to hold water damage to a minimum.

E. ATTACK LINES

1. Offensive attack activities must be highly mobile. As their movement slows down, they necessarily become more defensive in nature and effect. Many times effective offensive operations are referred to as "aggressive"; fast, active, vigorous, energetic, bold, forward, assertive.
2. Offensive attack positions should achieve an effect on the fire quickly, consequently back-up judgments should also be developed quickly. If you apply water to an offensive attack position and the fire does not go out react: back it up.
3. Beware of hose lines that have been operated in the same place for long periods. Fire conditions change during the course of fire operations (most things will only burn for a limited time) and the effect of hose line operation must be continually evaluated. If the operation of such lines becomes ineffective, move, adjust or redeploy them.
4. Beware of the limitations of operating nozzles through holes. The mobility of such streams is necessary limited and it is generally difficult to evaluate the effectiveness of such streams. Sometimes, you must breach walls, floors, etc., to operate - realize the limitations of such situations.
5. Have attack lines ready during forcible entry operations. Attack crews should be fully protected and supervised before forcible entry is effected.
6. If you commit attack crews to inside operations, do not operate exterior streams into the same building - particularly ladder pipes. Do not combine interior and exterior attacks in the same building. It may be necessary to coordinate pulling crews out of the building while an exterior heavy streams knockdown is made. Know when to shut down nozzles

Firefighting		
S.O.P. # 2 - 36	Fire Stream Management	PAGE: 3 of 3

- many times continuing operations of large streams prevents entry and complete extinguishment.

F. AERIAL STREAMS

1. Ladder pipes are particularly useful and effective when operated on large open-type fires. A good general rule is that you have, in effect, written off the building (or portion) when you initiate ladder pipe operations and you are essentially in a defensive mode.
2. Ground crews should be advised before ladder pipes go into operation.
3. Do not apply water to the outside of a roof and think you are extinguishing the Fire. Such water application may offer effective exposure protection, but, if part of the roof is intact, it will shed water just like it was built to do and will prevent water from reaching the seat of the fire. This is particularly true of ladder pipe operations.
4. Do not operate fire streams down ventilation holes during offensive operations.

G. WATER SUPPLY

1. During large scale operations, fire officers must be mindful of the fact that when several pumpers attempt to draw from the same water system, considerably less water is available and at a reduced residual pressure.
2. During alarms in which large quantities of water are required or whenever water supply is anticipated as, or becomes a problem, the Incident Commander shall request the response of a Water Division representative and shall establish liaison with same.
3. Fire Department members should have knowledge of those areas in the City in which water supply may be a problem.



Firefighting		
S.O.P. # 2 - 37	Dumpster Fires	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

37.01 PURPOSE

To provide a safe and effective method of handling fires in dumpsters.

37.02 POLICY

In the event of a dumpster fire, the following procedure shall be followed.

37.03 PROCEDURE

- A. Attempt to determine what is burning.
- B. Contact employees or management to assist in determining contents of dumpster.

37.04 SAFETY

- A. All members involved in operation shall be in full protective clothing, including self-contained breathing apparatus.
- B. Operate with wind at your back, if possible.
- C. Contents in dumpster may be water reactive, explosive or oxidizing agent.
- D. Should be especially aware of personnel safety during overhaul procedures.
- E. May have to decontaminate clothing, equipment and apparatus.
- F. Any member experiencing any unusual feeling, tightness in the chest, nausea, etc., should receive medical attention immediately.

37.05 FIRE CONTROL

- A. Remove bystanders from area.
- B. Attack fire from upwind.
- C. If dumpster is up against a building you may want to move into an open area, if possible.
- D. Consider water supply problems.

37.06 CONTAINMENT

- A. It may be necessary to control run-off if substance is hazardous material.
- B. Dike building material may be necessary, such as sand, potash, soda ash.
- C. If hazardous materials are present, contact and coordinate with appropriate Haz-Mat agency.



Firefighting		
S.O.P. # 2 - 38	Post Fire Detail	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

38.01 PURPOSE

- A. To provide a means of releasing fire companies from the scene of a fire which is under control but may still require observation and additional attention to prevent rekindle.
- B. To provide means of protecting the scene of a fire investigation.

38.02 POLICY

- A. The incident commander may, at his discretion, require the posting of a fire watch for the purposes of preventing rekindle and/or protecting the scene of an investigation.
- B. Whenever a fire watch is posted, those members who may be assigned to the detail shall be properly equipped so that they will be able to obtain help immediately and take necessary actions to prevent an extensive rekindle.
- C. Whenever possible, those members assigned to fire watch detail shall be rotated in such a manner which will insure that those actually on watch will have received sufficient rest so as to be fully alert.

38.03 RESPONSIBILITY

- A. The Incident Commander is responsible for establishing a fire watch detail whenever the need becomes apparent to protect the scene for investigation or prevent a rekindle of the fire.
- B. Members who are assigned to fire watch detail shall be responsible for protecting the scene against the entry of unauthorized persons.
- C. Members who are assigned to fire watch detail shall remain alert and shall guard against the rekindle of the fire.
- D. Members who are assigned to fire watch detail are responsible for recalling help back to the scene in the event that problems arise beyond their control.



Firefighting		
S.O.P. # 2 - 39	Fire in U.S.Mail/Postal Installations	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

39.01 PURPOSE

To provide an effective method of handling fires in United States mailboxes and postal installations.

39.02 POLICY

It shall be the policy of this department to follow this procedure as outlined in the event of fires in United States mailboxes and postal installations.

39.03 PROCEDURE

Have the dispatcher contact the postal authority and request that a representative respond to the scene.

39.04 CONTROL

Control mailbox fires, if possible, without breaking open the boxes.

39.05 EXTINGUISHMENT

Use CO2 or dry chemical to extinguish fires in mailboxes. Avoid the use of water if possible.
If fire occurs in a mailbox , a member shall remain at the scene until the arrival of a postal authority representative.



Firefighting		
S.O.P. # 2 - 40	Fire Ops Involving Bow String Truss Roof	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

40.01 PURPOSE

To establish the policy and procedures to be used in combating a fire in any structure which has a bowstring truss roof.

40.02 POLICY

- A. It will be required that all personnel follow the guidelines as set forth in this Standard Operating Procedure as being the minimum required safety procedures in combating fires in structures with bowstring truss roofs.
- B. It will be required of all personnel to become familiar with all structures which have a bowstring truss roof.

40.03 PROCEDURES

- A. If smoke or fire is showing and no life hazards exist, first arriving companies shall use extreme caution before entering the structure.
- B. Should the Incident Commander determine that the structure can or should be entered, the following procedures will apply:
 - 1. The first engine company should lay a 2 1/2" attack line.
 - 2. If the fire appears to be in or at the truss level, be it concealed or not, no entry of the structure should be made and the attack should change from an interior offensive to an exterior defensive attack.
 - 3. If the first attack line does not control the fire within the first few seconds of water application and it appears that the fire will increase, interior fire fighting should be discontinued.
 - 4. Fire apparatus should be located at a distance safe from collapse of the structure walls.
 - 5. Ventilation should be performed only from an independent source of support, such as an aerial ladder or adjacent structure and then only if it is absolutely essential that the building be ventilated.



Table with 3 columns: S.O.P. # 2 - 41, Carbon Monoxide Hazards, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

41.01 PURPOSE

To establish a procedure for locating and mitigating carbon monoxide hazards.

41.02 POLICY

The Fire Department shall respond to and investigate all reports of possible carbon monoxide incidents occurring in occupied spaces.

41.03 GENERAL

Carbon Monoxide (CO) is an odorless, colorless and tasteless gas that is deadly. It is a by-product of combustion. Many appliances such as furnaces, kitchen stoves, hot water heaters, automobiles, etc., can produce carbon monoxide.

41.04 PROCEDURES

- A. Emergency or non-emergency responses to reports of carbon monoxide shall be determined by the following criteria:
1. Emergency Response: Caller indicates or suspects any signs or symptoms or carbon monoxide poisoning.
2. Non-Emergency Response: Caller has a Carbon Monoxide Detector activation or suspects there may be carbon monoxide present in the building.
3. Any time the dispatcher feels the caller is in jeopardy, he/she can immediately initiate an emergency response, even if the initial dispatch was considered non-emergency.
4. All emergency responses shall require full protective clothing and Self-Contained Breathing Apparatus (SCBA).
B. All non-emergency responses shall require full protective clothing, but no SCBA unless the situation calls for them.
C. Once the fire company arrives on the scene, they should first interview the occupant(s) to determine the following:
1. If any occupants are or have been feeling ill.
2. The number and location of any CO detectors which have been activated.
3. The location of combustion equipment/appliances. Note: This interview should take place outside of any suspected contaminated areas.
D. After the interview, use a CO meter to determine air quality.
E. Take the first reading just inside the doorway to determine initial CO level.
1. If a reading of 5 ppm or greater is detected, the building or effected area shall be evacuated immediately and full turnout gear and SCBA shall be utilized during the investigation.
F. Personnel shall begin monitoring the lower levels of the building then proceed to the higher levels.
1. Be sure to check all areas especially, areas that include utility spaces, kitchens and attached garages. Note: The Gas Company is an important resource during CO investigations and shall be contacted anytime a gas appliance must be turned off.
2. Appliance service personnel should be contacted by the occupant to check the proper operation of appliances.

Firefighting		
S.O.P. #	2 - 41	Carbon Monoxide Hazards
		PAGE: 2 of 2

- G. If a reading of 1 ppm or less is detected:
 1. Inform the occupant(s) that our instrument did not detect an elevated level of CO at this time.
 2. Recommend occupant(s) check their CO detector per manufacturer's recommendations.
 3. Advise the occupant(s) to reset the CO detector (if applicable) according to the manufacturer's instructions.
 4. Inform the occupant(s) that, if the detector reactivates or they feel there may be a problem, to call 911.
- H. If a reading above 1 ppm and below 20 ppm is detected:
 1. Any reading above 1 ppm shall be considered an above normal reading.
 2. Occupant(s) shall be informed that an elevated level of CO has been detected.
 3. If it is determined that an appliance is malfunctioning and thereby producing CO, it shall be shut down and the Gas Company shall be notified to respond.
 4. Once the premises has been ventilated and reduced to a safe level of CO, it may be occupied, at the discretion of the occupant(s).
 5. Advise the occupant(s) to reset the CO detector (if applicable) according to the manufacturer's instructions.
 6. Inform the occupant(s) that, if the detector re-activates or they feel there may be a problem, to call 911.
- I. If a reading of 20 ppm or greater is detected follow the same procedure as in Section H. Advise occupants of findings and further actions which may be necessary.



Table with 3 columns: S.O.P. # 2 - 42, Tower 107 Operations, PAGE: 1 of 3. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

42.01 PURPOSE

To establish procedures for the safe operation of Tower 107.

42.02 POLICY

It shall be the policy of the Mount Dora Fire Department to operate Tower 107 in a safe, efficient and effective manner at all times.

41.03 RESPONSIBILITIES

It shall be the responsibility of all Operations personnel to follow safe operation practices when operating Tower 107.

41.04 OPERATIONS

Note: When aerial operations are required at an emergency scene, a minimum of three (3) personnel shall be assigned to Tower 107.

A. Set-up for Aerial Operations

- 1. Place apparatus considering collapse zones. Leave a minimum of two (2) feet on each side of the truck for stabilizers.
2. Set the parking brake and place the transmission in NEUTRAL. Activate the PTO switch located on the switch console. This will activate the PTO for all aerial operations. It should be noted that at any time the driver feels that the aerial device will be needed on the scene that the PTO should be activated prior to engaging the Pump Drive and prior to leaving the cab area to go to the pump panel. The PTO is only to be engaged while the truck transmission is NEUTRAL and the engaging is at IDLE SPEED. A red light on the dash will indicate when the PTO is engaged.
3. Be sure that a minimum of 90 SPI is in the trucks air system.
4. Once PTO is engaged the truck transmission in the NEUTRAL position unless the FIRE PUMP is needed. To engage the FIRE PUMP while the PTO is in operation, place the FIRE PUMP transfer switch in PUMP and place the transmission in DRIVE. This will continue the operation of the PTO and engage the FIRE PUMP.
5. The operator of the ladder must remain conscious of the location of the ladder with regards to the surrounding. Items to be considered should be: Power Lines, Stationary Objects, such as trees and buildings, the Cab of the truck, when the ladder is operated below 30 degrees and rotated near the front of the vehicle, etc.
6. Engineer must be off of the ground on platform steps while operating ladder.
7. Once the stabilizers are set the operator should return the "AUX. ENGINE CONTROL" switch to the "PUMP OPERATION" for all fire pump controls. At this point the RPM of the engine may be controlled by either the electronic controller on the side of the gauge panel or the manual throttle located on the panel itself. It should be noted that the manual "VERNIER THROTTLE" will not operate when the Aux. Engine Control switch is in the AERIAL position.

B. Raise/Lower of Ladder

- 1. The first operation when utilizing the ladder from its resting place, is to RAISE it up to a point the ROTATE the EXTEND. The opposite should be followed when returning the ladder to its cradle.
2. Raise the ladder by pushing the center lever, located at the control box, outward. Lower the ladder by pulling the lever, inward.

Firefighting		
S.O.P. #	2 - 42	Tower 107 Operations
		PAGE: 2 of 3

3. NORMAL IDLE should be used when beginning any movement with the ladder. The HIGH IDLE can be activated after the movement has begun and should be turned OFF prior to the completion of the movement. This procedure will serve to prevent the jerking motion that causes stress to the ladder prior to a firefighter being in position for the rescue.
 4. When positioning the ladder for a rescue of a victim from an elevated opening, the ladder should be brought to the victim from ABOVE. Never direct the ladder at the opening from below, the victim may panic and jump for the ladder prior to a firefighter being in position for the rescue.
 5. When operating the elevated waterway, the system should be monitored by utilizing both the FLOW METER and PRESSURE GAUGE located near the wheel-type control valve. Attempts should be made to keep the ladder itself stationary while flowing water. Although movements of the ladder are capable, it is easier and more desirable to control the waterway nozzle from either the ground or ladder tip mounted "joy stick" controller.
- C. Rotation of Ladder.
1. The ladder is capable of rotating 360 degrees either to the left or right. All rotation operations should be performed at IDLE SPEED!
 2. While rotating the ladder the operator must bring the rotation to a complete STOP before changing the direction of the rotation. There is a relief-valve built into the hydraulic system to control this operation to reduce the SHOCK. In no way should this be an operational practice.
- D. Auxiliary Power
1. The Auxiliary Power switch is located on the pump panel. Auxiliary power is used in the event of hydraulic pump failure or in case the truck engine fails. The electric motor is operated by pulling the switch out. All ladder functions can be operated with Auxiliary Power.
- E. Returning the Ladder to Ready Position
1. If the waterway was utilized, all drains, valves and nozzles should be OPENED prior to RETRACTING the ladder. This will allow the water in the system to drain and not cause any undue strain on the waterway seals.
 2. The ladder should always be RETRACTED first, then ROTATED into position, then LOWERED into the cradle. The ladder alignment lights will indicate when proper rotation is achieved.
 3. Remove the Wheel Chocks. Failure to do this could result in the wheel chocks being wedged under the tires making them un-removable.
 4. The stabilizer release switch should be moved when the stabilizers are ready to be retracted. Stabilizers should be retracted at IDLE SPEED. Stabilizer pads should be replaced carefully so as not to damage any body parts.
 5. Once all components are replaced, move to the cab and place the FIRE PUMP out of gear, if used. Wait until the speedometer reaches "0" after taking transmission out of gear. Switch PTO, OFF and observe that the RED pilot light is OUT.
 6. Prior to leaving the scene, the driver should make an inspection trip around the vehicle to see that all equipment is secure.
 7. The truck should not be driven with the UPPER POWER switch left in the ON position. This switch could allow for unnecessary lights to be left on that could blind other drivers.
 8. Fill buster tank prior to departure from water source.
- F. Cab Tilting
1. Secure or remove all loose objects from inside the cab. Flip over "Q" siren.
 2. Make sure all objects on the front bumper are removed or otherwise stowed.
 3. Make sure all cab doors are closed, all personnel are in the clear and there is sufficient overhead clearance to raise the cab. It should be noted that the cab has sufficient clearance to tilt while sitting in its bay, but it is recommended that the cab only be tilted OUTDOORS in an open area, with sufficient clearance. It requires 12'10" to fully tilt the cab.

Firefighting		
S.O.P. # 2 - 42	Tower 107 Operations	PAGE: 3 of 3

4. Raise cab by activating the switch located in the compartment near the control panel. When the cab is fully tilted, the safety bar will drop into place.
- G. TO LOWER THE CAB
1. Raise cab to MAXIMUM point.
 2. Make sure all tools, spray cans, drop lights, etc. are removed from under the cab and engine area.
 3. Make sure that all personnel are clear from the cab area.
 4. Have a second person release the safety bar and drop the cab about 1" by pushing the switch marked DOWN.
 5. Lower the cab until the lock can be heard closing at the rear of the cab.
WARNING: Failure to perform any of these actions during the raising or lowering of the cab could result in serious injury of death or damage to the vehicle.
- H. Operations of the "Jacobs Engine Brake"
1. The Jacobs Engine Brake is coupled to the engine exhaust valve train. When actuated, it prevents power strokes from occurring and the engine works as a retarding force on the vehicle. It is controlled by a panel-mounted switch. With the control switch "ON", the engine brake will function whenever foot pressure is off the throttle. Depressing the throttle will deactivate the engine brake.
 2. With this Detroit Diesel type engine, the brake has a two position switch which allows either the right bank or left bank of valves to be used for braking. This switch has a "HI-LO" position and a separate position for "ON-OFF" when the braking effect is not desired.
 3. For safety reasons the department policy for operating Jacobs Engine Brake on any apparatus will be to the drivers discretion as to use the "HI or LO" mode. The unit will be turned OFF during all wet road conditions. If the unit is left ON, skidding may occur on slippery surface.
- I. Operational Questions
1. All operational question for this vehicle shall be routed through the chain-of-command to the Fire Chief.
 2. A copy of the Operational Manual from the Sutphen Corporation is located in the station and is available at any time to all personnel.



Firefighting		
S.O.P. # 2 - 43	TIC Operations	PAGE: 1 of 2
EFFECTIVE: 08/07	REVISED:	Authorized:

43.01 PURPOSE

To establish a written policy and directive for the use and maintenance of the thermal imaging camera (TIC).

43.02 POLICY

These guidelines shall be used whenever the thermal imaging camera is used.

43.03 OBJECTIVE

Use of the TIC varies and this unit can be used for any of the following application:

- A. Search and rescue missions inside a structure during fire conditions.
- B. Search and rescue missions inside a collapse building.
- C. Search and rescue missions in cases of confined space.
- D. Searches performed for lost persons outside of a structure.
- E. Size-up / Scene assessment.
- F. Locating the seat of a fire.
- G. Locating fire extension.
- H. Identifying potential flashover conditions.
- I. Determining entry and ventilation points.
- J. Overhaul operations.
- K. Hazmat situations.
- L. Detecting levels in containers.

NOTE: THE THERMAL IMAGING CAMERA DOES NOT REPLACE STANDARD FIREFIGHTING TECHNIQUES AND ITS USE IS BY DETECTING THERMAL ENERGY-HEAT.

NOTE: THE TIC WILL NOT SEE THROUGH WATER OR GLASS.

43.04 OPERATIONS

- A. ACTIVATION: To activate the TIC push the green button located below the screen center and hold for one (1) second. Wait approximately five (5) seconds and an image will appear.
- B. SYSTEM STATUS INDICATOR: This is located in the lower middle of the screen. A single green light shows the system is on. A blinking green light shows the system is in standby mode.
- C. STANDBY MODE: to activate standby mode, push the green button for one (1) second with the image on the screen and you will see the image disappear and a blinking green light in the center of the screen. To reactivate the image, push the green button for one (1) second again and the image will reappear.
- D. BATTERY STATUS INDICATOR: This is located in the lower right portion of the screen. The battery is a lithium ion battery with two (2) hours of service life with a full charge. The battery indicator is shown in a row of three (3) LED:
 - 1. One (1) green is full charge (Approximately 2-hours of service life)
 - 2. One (1) Yellow is a marginal charge (Approximately 1-hour of service life)
 - 3. One (1) Red (15 minutes of service life remain)
 - 4. One (1) Blinking Red (One minute of service life remain)

Firefighting		
S.O.P. # 2 - 43	TIC Operations	PAGE: 2 of 2

43.05 PROCEDURES

- A. The thermal imaging camera shall be used at the discretion of the Lieutenant or OIC.
- B. The TIC shall be kept in the charging cradle on the engine at all times when not in use.
- C. Care shall be taken to insure that all safety devices used to transport the unit are in place.
- D. Care shall be taken to ensure that all safety devices are used when the unit is in operations. This shall include the use of the carabineer supplied by the manufacturer. The unit shall be securely attached to the personnel using the device when in use.

43.06 CARE AND MAINTENANCE

- A. The TIC shall be wiped down after each use with a damp cloth and mild detergent per manufacturer's recommendations.
- B. The TIC shall never be completely immersed in water or other fluids.
- C. The TIC shall be placed back into the charging cradle and all safety devices secured after each use.



Table with 3 columns: S.O.P. # 2 - 44, Hazardous Materials (General), PAGE: 1 of 5. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

44.01 PURPOSE

To establish guidelines for incident evaluation and safe handling of hazardous materials incidents.

44.02 POLICY

It shall be the policy of the fire department to follow these procedures in the handling of hazardous material incidents and to insure the safety of the personnel and citizens.

44.03 PROCEDURE

A. Upon Arrival

- 1. Size up the situation:
a. The first unit must consciously avoid committing itself to a dangerous situation.
b. The objective of size-up is to identify the nature and severity of the immediate problem...
2. Report on conditions.
3. Establish an operational perimeter.
4. If the involved incident has occurred on a public road...
5. Initiate material identification operations:
6. Attempt to identify the involved material(s) by way of the following:

Hazardous Materials Incidents		
S.O.P. #	2 - 44	Hazardous Materials (General)
		PAGE: 2 of 5

- b. Check paperwork associated with the materials transportation or storage.
- c. Check with persons directly related to the accident/incident, i.e. driver, owner, trainman, technician, plant manager, etc.
- d. Contact shipper and/or manufacturer.
- e. Obtain the exact spelling of the materials involved.

B. INITIAL OPERATIONS:

1. Establish a command post. If the incident is on a highway or roadway, make contact with the appropriate law enforcement agency having primary investigative authority and coordinate with same.
2. Obtain technical information:
 - a. Utilize the D.O.T. Hazardous Materials Emergency Response Guidebook.
 - b. Contact ChemTrec (800) 424-9300.
 - c. Utilize other informational sources available.
 - d. Contact the shipper and/or the manufacturer. (ChemTrec can assist in this)
3. Identify priorities based on the following:
 - a. The type and magnitude of life hazard involved.
 - b. The type and quantity of hazardous material(s) involved.
 - c. Reference the "D.E.C.I.D.E." mnemonic for determining the steps in dealing with a hazardous materials event.
 - D - Detect the presence of hazardous materials.
 - E - Estimate potential harm without intervention.
 - C - Choose response objectives.
 - I - Identify action options.
 - D - Do best option.
 - E - Evaluate progress.
4. Identify the Objectives:
 - a. The objectives must be based upon those priorities which have already been identified. They must be flexible enough to account for the dynamics of the situation.
 - b. The objectives must focus on confinement and/or control of the involved materials in such a way so as to save lives and to prevent the unnecessary exposure of on-scene or nearby personnel (including firefighters, bystanders, law enforcement personnel, etc.) to the adverse effects of the involved material(s). Objectives must also provide for the protection of uninvolved property and the environment.
 - c. Objectives must be clearly understood and well communicated among all levels of the on-scene organization which is attempting to cope with the problem. Close cooperation and coordination is essential if disaster is to be averted.
5. Action Plan - The action plan must be based upon the identified objectives and must be based upon the identified objectives and must be understood by all involved personnel at the scene. The action plan should be centered primarily around the following:
 - a. Protection of life.
 - b. Confinement of the material and its by-products.
 - c. Control of the material and its effects on humans, animals, property and the environment.
6. Monitor progress of the action plan to insure that objectives are either accomplished or modified according to the dynamics of the situation.

C. SAFETY

1. All operations up to and including the evacuation process must be accomplished with the idea of overall safety as the key component.
2. Members shall wear the appropriate protective clothing. A minimum of FULL PROTECTIVE CLOTHING must be worn inside the operational perimeter. Special protective clothing may be necessary depending upon the nature of the materials involved.
3. Be alert for the symptoms of chemical poisoning and reactions that could threaten the lives of firefighters and other involved personnel.

Hazardous Materials Incidents		
S.O.P. # 2 - 44	Hazardous Materials (General)	PAGE: 3 of 5

4. Members who have been exposed to hazardous materials shall receive immediate medical treatment. NOTE: Many symptoms may be delayed up to twenty-four (24) hours after contact.
5. In general, the following safety guidelines should be observed:
 - a. Move and keep people away from incident scene.
 - b. Do not walk into or touch any spilled material.
 - c. Avoid inhalation of all gases, fumes and smoke even if no hazardous materials are involved.
 - d. Do not assume that gases or vapors are harmless because of lack of smell.
6. Keep in mind the basic safety priorities:
 - a. Personnel safety.
 - b. Safety of others.
 - c. Environmental impact.

D. COMMUNICATION:

1. The best, most accurate method of communication is face-to-face, person-to-person, communication.
2. Radio directions must be clear, concise and on the correct radio frequency.
3. Communications during the incident must be, of necessity, two way in nature. Information, reconnaissance data and suggestions must flow up to Command level for evaluation. Clear directions and coordination must flow down from Command level.
4. Operations shall be conducted in accordance with ICS Guidelines for communications and radio frequency assignments.
5. Direct radio/telephone communication may be made through Dispatch and the Incident Command.
6. Direct radio communication links with the local police agencies are possible through Dispatch.
7. In incidents which occur on highways or roadways, early and clear communication links must be established between the Incident Commander and the law enforcement scene manager to insure successful operations.

E. COORDINATION AND CONTROL:

1. State law provides that the on scene Fire Incident Commander is in charge of the incident and coordination of all agencies handling the incident.
2. On incidents occurring within the Mount Dora City limits, the Fire Department will have control and coordination of the incident.
3. On incidents on private property the fire department shall have control and coordination of the incident and make use of on-site employees as information resources in handling the incident.
4. The Fire Department shall establish the command post for all agencies working at a hazardous materials incident.

F. CLEANUP AND DISPOSAL

1. The Incident Commander's responsibility, beyond that of preserving life and property, is only to identify and, if possible, contain the spill material. Under most circumstances, no attempt should be made to "decontaminate" a spill unless directed and supervised by responsible parties from the industry and/or other technical advisors. Professional disposal companies and/or teams should be utilized for cleanup and disposal. Use of this resource is expected, but will normally occur after local expertise is on hand.

G. PROCEDURES (GENERAL):

1. It must be remembered that any and all procedures which may be carried out at a hazardous materials incident must be based upon and compatible with the physical properties of the involved material(s). The following list contains some basic guidelines which may apply to hazardous materials situations in a general sense. The nature of materials involved will dictate more specific procedures.
2. Take all feasible steps necessary to protect or save human life. Safeguard property insofar as practical.

Hazardous Materials Incidents		
S.O.P. #	2 - 44	Hazardous Materials (General)
		PAGE: 4 of 5

3. Take actions to contain and/or prevent the spread of the material. Spread sand or other collection agents, build dikes, etc. Control run-off water at fires.
4. Keep the public as far from the scene of the incident as reasonably possible. Prevent souvenir hunting and handling of debris.
5. Isolate for further examination those persons who may have had contact with the material. Obtain names and addresses of those involved.
6. Remove injured persons from the area with a little direct personal contact as possible. Hold them at a transfer point for first aid. If serious injury has occurred, demanding more than first aid measures, the patient should be sent, at once, to the nearest emergency room for medical attention. Advise medical attendants and facilities of possible contamination and what material is involved.
 - a. Medical first aid is directed primarily at restoration of breathing, control of hemorrhage, splinting for fractures, prevention of shock and control of pain. These are carried out for exposed person in the same basic fashion as for a non-exposed individual.
 - b. First aid for contaminated persons consists of cleansing the skin of obvious dirt (possible contamination) and, if feasible, carefully remove the outer garments and shoes of the patient and wrapping him mummy-fashion in a blanket, sheet, canvas, or large coat. By this measure, any remaining contamination is contained and if the wrapping is carefully done, the victim can be moved with little likelihood of spreading contamination.
7. If incidents involve fire or material subject to blowing in the wind, conduct operations from an upwind position. Keep out of smoke, fumes, or dust resulting from the incident. Segregate clothing and tools used at the scene until they can be checked for contamination. Do not handle suspected material until it has been inspected and released by qualified technical experts.
8. In a vehicle accident involving hazardous material, detour all traffic around the accident scene. If this is not possible, move the vehicle or vehicles involved the shortest distance necessary to clear the right-of-way. If the material is spilled, prevent the passage of vehicles and people through the area until it has been surveyed. If right-of-way must be cleared before the assistance team arrives, wash spillage to the shoulders of the right-of-way with a minimum of dispersal of wash water. Try and construct a dike to contain the wash water or use absorbent material to control run off. Do not allow wash water to enter the drainage system.
9. Do not eat, drink, or smoke in the accident area. Do not use food or drinking water that may have been in contact with material from the incident area.
10. Take only necessary emergency actions prior to the arrival of a qualified hazardous materials specialist, team and/or physician.
11. There are basically four different methods of handling hazardous materials spills or leaks. They are:
 - a. Absorption.
 - b. Containment.
 - c. Separation.
 - d. Neutralization.
12. Sometimes, a non-attack posture is the best approach to a hazardous materials problem. A fire in any of the following materials should signal a non-attack posture and immediate evacuation of the surrounding area:
 - a. Explosives A.
 - b. Explosives B.
 - c. Oxidizers.
 - d. Organic peroxides.
13. Hazardous materials must not be carelessly washed down storm drains or sewers. Such action could compound the problem and hasten disaster.

Hazardous Materials Incidents		
S.O.P. # 2 - 44	Hazardous Materials (General)	PAGE: 5 of 5

14. In some cases, it may be better to let a fire involving certain hazardous materials to burn. In such cases, the run off water from fire extinguishment operations may pose more of a hazard than the fire itself.
15. Fires involving hazardous materials in closed containers such as tank trucks, tank farms, etc., require special decision-making considerations and may also indicate a non-attack posture.



Table with 3 columns: S.O.P. # 2 - 45, Flammable Fuel Spills (Liquid or Gas), and PAGE: 1 of 1. Includes rows for EFFECTIVE: 08/07, REVISED:, and Authorized:.

45.01 PURPOSE

To establish guidelines for the handling of flammable fuel spills (liquid or gas).

45.02 POLICY

It shall be the policy of the fire department to follow these guidelines in the handling of flammable fuel spills and to insure the safety of the personnel and citizens.

45.03 PROCEDURE

A. UPON ARRIVAL

- 1. When approaching area, slow down or stop if necessary to assess any visible action taking place. It may be necessary to "stage" incoming units away from the scene.
2. Attempt to determine hazardous area (flammable vapor area) using the aim detector.
3. Give report on conditions and request additional equipment or special equipment, if needed.
4. Determine if rescue or evacuation problem exists.
5. Formulate a plan of action based on initial size-up plan - plan of action must provide for:
a. Safety of citizens and firefighters.
b. Evacuation of endangered area if necessary.
c. Control of situation.
d. Stabilization of the spilled material.
e. Disposal or removal of spilled material.
6. Coordinate with law enforcement personnel for evacuation and traffic control.

B. SAFETY

- 1. Avoid commitment of personnel and apparatus until a complete size up has been made.
2. All personnel should be in full protective clothing and breathing apparatus.
3. Keep all bystanders in a safe location per the ERG Book.
4. Remove all ignition sources in the hazardous area. This may mean closing a highway.
5. Some flammable liquids give off toxic vapor whether they are burning or not.
6. If personnel must operate in a precarious position, they must be protected with another fire stream.
7. Do not park apparatus in low areas - flammable vapors may have accumulated there.

C. CONFINEMENT

- 1. Unless immediate hazard to life is involved, any efforts to remove spill by flushing into any drainage system should be restricted. If a spill is flushed, it will have to be picked up downstream.
2. Isolate the spill by the use of dikes and absorbent materials (i.e. sand, dirt or sawdust).
3. Spill fires which are flowing to an area where they can burn safely should be allowed to do so.
4. Direct spill away from exposures.
5. The biggest problem with spills is containment of spilled material; the more water you add, the larger the containment problem becomes.

D. CONTROL

- 1. Use fog streams to dissipate the vapors if possible, without disturbing the liquid.
2. Determine if water can be used based on specific gravity of the spilled material.
3. The use of foam (proper type) can prevent ignition of spilled material.
4. Attempt to shut-off leak - shutting off valves, plugging container.
5. Heavy streams can be used to divert flames from exposures. Burning fuel must be flushed from under and around tanks.
6. Recover the fuel by absorption or use of vacuum trucks.



Hazardous Materials Incidents		
S.O.P. # 2 - 46	LPG Emergencies	PAGE: 1 of 2
EFFECTIVE: 08/07	REVISED:	Authorized:

46.01 PURPOSE

To establish guidelines for the response, operations, and safety of personnel in the handling of L.P.G. (Liquefied Petroleum Gas) emergencies.

46.02 POLICY

- A. It shall be the policy of the fire department to follow these guidelines in the response and operations in the handling of liquefied petroleum gas incidents.
- B. It shall be the policy of this department to follow these guidelines to insure the safety of fire personnel and citizens.

46.03 PROCEDURE

Whenever a report of a possible Liquefied Petroleum Gas (LPG) leak is received the appropriate gas company shall be notified at their emergency number and furnished with the following information:

- A. Name and address of individual reporting leak.
- B. Address where the leak exists if different than A.
- C. Exact location of odor (inside building, outdoors, at an appliance, in street, etc.).
- D. When odor was first detected.

46.04 GENERAL INSTRUCTIONS

If the caller can detect a strong odor of gas or can hear gas escaping they should be instructed to leave the building immediately by walking, not running. They should also be instructed not to:

- A. Hang up the telephone.
- B. Operate any electrical switches, television sets, appliances or other devices.
- C. Pull any circuit breakers.
- D. Re-enter the building.

46.05 RESPONSE

A full assignment shall respond on all LPG leaks. One company may enter the block of the reported leak, all other companies will stand by at least one block away.

46.06 UPON ARRIVAL

- A. Attempt to determine the hazardous area (flammable vapor area).
- B. Remember that LPG is heavier than air, so avoid low lying areas and do not approach from a down hill direction.
- C. Give a report on conditions and request additional equipment or special equipment if needed.
- D. Determine if rescue or evacuation problems exist.
- E. Formulate plan of action based on initial size-up plan of action must provide for:
 - 1. Safety of citizens and firefighters.
 - 2. Evacuation of endangered area if necessary.
 - 3. Control of situation.
 - 4. Stabilization of the spilled or leaking material.
 - 5. Disposal or removal of the spilled or leaking container.
 - 6. Coordinate with law enforcement personnel for evacuation and traffic control.

46.07 SAFETY

- A. Avoid commitment of personnel and apparatus until a complete size-up has been made.
- B. All personnel should be in full protective clothing and SCBA's.
- C. Keep all bystanders at appropriate safe distance per ERG Book.
- D. Remove all ignition sources in the hazardous area.
- E. Keep clear of tank ends if fire is impinging on the tank.

Hazardous Materials Incidents		
S.O.P. #	2 - 46	LPG Emergencies
		PAGE: 1 of 2

- F. During LPG tank fires, if whistling from pressure relief valve becomes progressively louder, evacuate the area, explosion is imminent.
- G. If tank is burning, fire streams must be used to cool the vapor area of the tank (area above liquid level).
- H. Do not extinguish tank or cylinder fires unless shut-off can be effected.
- I. Use at least two crews with fog streams to cover the men attempting to close the valves or effecting the shut-off.
- J. LPG tank that has rolled over (such as vehicle accident) may have rendered the relief valve inoperable.
- K. If personnel must operate in a precarious position, they must be protected with another fire stream.
- L. Do not park apparatus in low area - flammable vapors may have accumulated there.

46.08 CONFINEMENT

- A. If vapor is leaking use fog streams to protect exposures and direct vapor cloud.
- B. If ignition has occurred, use streams to protect the container from over heating and protect exposures from radiant and convection heat.

46.09 CONTROL

- A. Approach the fire or leak from upwind.
- B. Use heavy fog streams to dissipate the vapors if possible without disturbing the liquid. Disperse vapor to safe location.
- C. Attempt to shut off leak by shutting off valves, plugging hole in container or crimping lines. Consult driver of vehicle or plant personnel as to possibility of shutting off fuel supply.
- D. Heavy streams should be used to divert flames from exposures.
- E. Apply heavy streams to all areas of the tank exposed to heat.
- F. The controlled burning of escaping LP Gas (which cannot be shut off by closing a valve) is a commonly accepted firefighting practice.
- G. Dry chemical and CO2 extinguishers are effective for extinguishing small L.PG fires.



Hazardous Materials Incidents		
S.O.P. # 2 - 47	Fumigation Emergencies	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

47.01 PURPOSE

To establish guidelines for the handling of emergency incidents involving fumigation material.

47.02 POLICY

It shall be the policy of this department to follow these guidelines in the handling of emergency incidents involving fumigation material and to insure the safety of fire personnel and citizens.

47.03 PROCEDURE

- A. Identify the fumigant involved. Many fumigants are highly toxic both through inhalation and skin absorption.
- B. Check placards and signs for information.
- C. Attempt to determine if a rescue problem exists.

47.04 SAFETY

- A. All personnel involved in firefighting or rescue operations should be in full protective clothing including breathing apparatus.
- B. Evacuation of adjoining buildings and/or the surrounding area should be considered, especially down wind.
- C. Bystanders and curious observers should be kept back at a safe distance. Police assistance may be necessary.
- D. Never trust your sense of smell since many fumigation gases may quickly paralyze your sense of smell.
- E. Any department personnel or bystander who begins to feel sick or notices any unusual feeling after exposure to fumigants shall receive medical attention.
- F. Personnel shall only enter the involved structure after it has been thoroughly ventilated.

47.05 OPERATIONS

- A. Ventilation of the structure should be done from the outside while wearing breathing apparatus
- B. Request that the dispatcher notify the fumigation company and have them respond a representative.
- C. If the structure is on fire, it is important to be aware that poison gas cylinders exposed to fire may explode as they have no relief device or soft plugs to prevent over pressure.
- D. If gas cylinders have been exposed to heat but have remained intact, fog streams can be used to cool them down but they must not be disturbed without consulting with the supplier.



Table with 3 columns: S.O.P. # 2 - 48, Explosives and Bombs, PAGE: 1 of 1. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

48.01 PURPOSE

To establish guidelines for the fire department for incidents involving bombs or explosives.

48.02 POLICY

This policy shall be followed when the department receives a bomb threat for another location, explosives brought to the station and for explosives encountered during routine operations.

48.03 PROCEDURE

A. BOMB THREATS

- 1. The fire department will respond on bomb threats when notified by Dispatch or by an anonymous caller.
2. If an engine company is dispatched to standby spot the apparatus well clear of the exact location.
3. Make contact with the law enforcement officer in charge and coordinate with the same.
4. Do not become involved in the police functions of search and evacuation unless there has already been an actual explosion.
5. Do not become involved in bomb disposal operations.
6. Coordinate with law enforcement personnel concerning the establishment of an operational perimeter.
7. Standby and await instructions.
8. If an explosion and/or fire occur, be aware that secondary explosions will likely occur.
9. In bomb threat situations, normally the decision to search for the bomb or to evacuate the building rests with the management of the occupancy and the law enforcement agency involved.
10. Remember that the radio transmitter may initiate detonation of some types of explosive devices.
11. During emergency operations and during overhaul, be alert for additional explosive devices.

B. EXPLOSIVES BROUGHT TO THE FIRE STATION

- 1. In the event that any person brings a suspected bomb, explosive device, or any amount of explosives into a Fire Station, Fire Department members shall be guided by the following:
2. Secure the area around the device.
3. Notify the Police Department.
4. Evacuate personnel and apparatus from the station.
5. Obtain identification and all pertinent information from the caller or person(s) at the scene until the Police Department arrives.
6. Do not use radios in the immediate area as they could possibly initiate detonation of the suspected device.

C. EXPLOSIVES ENCOUNTERED DURING ROUTINE ACTIVITIES

Whenever explosives, suspected bombs or explosive devices are encountered during the course of routine operations, Fire Department personnel shall be guided by the following:

- 1. Refrain from touching or moving the suspected device.
2. Evacuate the immediate area and establish an operational perimeter.
3. Allow no unauthorized personnel within an operational perimeter.
4. Contact Dispatch (utilize radios only from a distance of at least two hundred (200) feet away to avoid possible detonation) and request the response of the Police Department.



Hazardous Materials Incidents		
S.O.P. # 2 - 49	Pesticide Procedures	PAGE: 1 of 2
EFFECTIVE: 08/07	REVISED:	Authorized:

49.01 PURPOSE

To establish guidelines for the handling of incidents involving pesticides and the safety of personnel and citizens at pesticide incidents.

49.02 POLICY

All fire department personnel shall follow these guidelines when handling pesticide incidents to afford the personnel and citizens the greatest degree of safety.

49.03 PROCEDURE

- A. Identify the pesticide involved. Most pesticides are readily absorbed by way of inhalation, ingestion and through the skin. (Most rapid absorption is through the eyes.)
- B. Check containers or packages for placards or other pertinent information.
- C. Notify dispatcher to contact ChemTrec with the following information:
 - 1. What happened.
 - 2. Where.
 - 3. Chemical(s) involved (chemical or trade name).
 - 4. EPA registered number.
 - 5. Type of containers.
 - 6. Shipper.
 - 7. Carrier.
- D. Make contact with facility management.
- E. Make contact with appropriate law enforcement agency and coordinate with same.

49.04 SAFETY

- A. All personnel involved in operation should be in full protective clothing, including self-contained breathing apparatus.
- B. Should wear rubber boots instead of leather. (Leather is unable to be de-contaminated.)
- C. May have to utilize acid suit. Notify LCFD for assistance.
- D. Stay upwind.
- E. Keep spectators out of the area.
- F. May have to evacuate surrounding area (downwind).
- G. Any personnel experiencing any unusual feeling, tightness in the chest, nausea, etc., should receive medical attention immediately.
- H. Any personnel involved in spill or fire involving pesticides should be under surveillance for twenty four (24) hour period because symptoms of poisoning may be delayed as long as twelve (12) hours.
- I. Decontamination of apparatus, equipment and clothing should be done immediately following incident using a strong detergent.
- J. Decontamination of personnel should be done using plenty of soap and water.
- K. Pesticides can be detoxified if allowed to burn freely (complete combustion).

49.05 OPERATIONS

- A. Make the necessary notifications to the various agencies.
- B. Evacuate personnel and civilians to an upwind area.
- C. Isolate area and keep personnel out of smoke.
- D. Attack fire from upwind (at a safe distance).
- E. Remember possibility of BLEVE exist - pesticide containers are not vented.
- F. Use minimum amount of water and contain the run-off.

Hazardous Materials Incidents		
S.O.P. # 2 - 49	Pesticide Procedures	PAGE: 2 of 2

- G. Should the facility or area containing pesticides become totally involved in fire, the Incident Commander should consider letting the fire burn and protect exposures. If he/she determines to continue water application, it might have one of the following effects:
1. Result will be extensive contaminated run-off.
 2. Result could be incomplete combustion of chemicals, resulting in a release of toxic compounds into the air.



Hazardous Materials Incidents		
S.O.P. # 2 - 50	Radioactive Materials	PAGE: 1 of 2
EFFECTIVE: 08/07	REVISED:	Authorized:

50.01 PURPOSE

To establish guidelines for the handling of incidents involving radioactive material and providing for the safety of personnel and citizens.

50.02 POLICY

All fire department personnel shall follow these guidelines in the handling of incidents involving radioactive material.

50.03 PROCEDURE

- A. Size-up:
 - 1. Determine nature and extent of problem.
 - 2. Determine if radioactive materials are present.
 - 3. If a target hazard is involved, check pre-plans and confer with plant management. If a vehicle is involved, check bills of lading, placarding and talk with driver, if possible.
- B. Report on conditions.
- C. Request the response of a radiological assistance team.
- D. Establish an operational perimeter. The distance involved should be at least five hundred (500) feet, except for downed military aircraft which shall be two thousand (2000) feet, minimum.
- E. Establish a command post.
- F. Request other resources as may be required.

50.04 SAFETY

- A. Keep personnel as far away as is possible from the involved material.
- B. Fire personnel shall wear proper protective clothing. (FULL PROTECTIVE CLOTHING - including breathing apparatus, while inside the operational perimeter.
- C. Food, Water, Smoking. DO NOT EAT. DO NOT DRINK. DO NOT SMOKE IN THE AREA. Do not use any food or water that may have come into contact with suspected materials of the incident.

50.05 OPERATIONS

- A. Perform (if possible) a primary search and rescue of trapped person. If any person is alive and trapped in wreckage, make every possible effort to rescue them.
- B. Segregate and detain personnel who have had possible contact with the radioactive material until they can be examined further. Obtain names and addresses of all involved in the incident.
- C. Remove injured from the area of the accident with as little contact as possible and hold at a transfer point.. Take any measures necessary to save life but carry out minimal emergency medical procedures until help is obtained from radiological team physicians or other physicians familiar with radiation medicine. When recommended by a doctor, an injured person should be removed to a hospital for treatment and the doctor or hospital should be informed when there is a reason to suspect that the injured person has radioactive contamination on his/her body or clothing.
- D. Firefighting. Fight fires from as far upwind as possible, keeping out of smoke, fumes, or dust arising from the incident. Treat in the same manner as fire involving toxic chemicals. Do not handle suspected material; segregate clothing and tools used at fire until they can be checked by radiological emergency teams.
- E. Request response of the appropriate law enforcement agency and coordinate with same.

Hazardous Materials Incidents		
S.O.P. #	2 - 50	Radioactive Materials
		PAGE: 2 of 2

- F. Traffic Control. In the event of a radiological incident involving a vehicle, detour all traffic away from the scene. If this is not possible, move the vehicle involved the shortest distance necessary to clear a right-of-way. If radioactive material has been spilled, prevent passage through the area. If a right-of-way must be cleared before the arrival of qualified radiological assistance, wash any spillage to the shoulders of the right-of-way to a contained area, with the minimum dispersal of wash water.
- G. Upon their arrival coordinate and cooperate with the members of the radiological assistance team.

50.06 ZONE CONTROL

- A. In cooperation with the radiological assistance team, zone controls will be established within the operations perimeter.
- B. Effective zone controls are the basis of a good emergency plan where radiation is involved. Three main zones should be roped off: HOT ZONE; an INTERMEDIATE ZONE; and a COLD ZONE. Numerous means may be employed to mark these zones; rope, stanchions, flares, tape or even imaginary boundary markers can be used. The amount and type of materials released and weather conditions should play an extremely important role in determining zone boundaries.
- C. The HOT ZONE - the innermost area - centers where radioactivity is greatest. The boundaries of this zone should be flexible and large enough to encompass all radiation and suspected areas of contamination. This zone, which should include wet areas (run-off water) can be reduced in size later as portions are judged safe.
- D. Downwind areas should be monitored continuously. If airborne radiation is particularly heavy, the downwind area may be included within the HOT ZONE.
- E. The INTERMEDIATE ZONE serves as a buffer between the hot and cold zones. Emergency gear is passed from this zone to rescuers in the Hot Zone. The Intermediate Zone also serves as a collecting point where victims (once they have been removed from the Hot Zone) are given additional first aid and decontamination treatment.
- F. The COLD ZONE includes areas that are free of contamination. The rescue operations are directed from this area. Officials and utility crews stand by here also.



Hazardous Materials Incidents		
S.O.P. # 2 - 51	Natural Gas Filled Structure – No Fire	PAGE: 1 of 2
EFFECTIVE: 08/07	REVISED:	Authorized:

51.01 PURPOSE

To establish guidelines for the receipt and handling of incidents involving natural gas leaks in a structure.

51.02 POLICY

- A. All personnel shall follow these guidelines in the receipt of a call from a citizen who has a natural gas leak in a structure.
- B. All personnel shall follow these guidelines to insure the safe handling of an incident involving natural gas in a structure.

51.03 RECEIPT OF CALL

If the caller can detect a strong odor of gas or can hear gas escaping they should be instructed to leave the building immediately by walking, not running. They should also be instructed not to:

- 1. Hang up the telephone.
- 2. Operate any electrical switches, television sets, appliances or other electrical devices.
- 3. Pull any circuit breakers.
- 4. Re-enter the building.

51.04 PROCEDURE

- A. Notify dispatcher to respond gas company to the suspected leak.
- B. Spot apparatus safe distance from the address of the leak, the first due apparatus may enter the block area of the leak and all other responding apparatus shall stage one block from the address of the leak.
- C. Request traffic control by the Police Department if needed.
- D. Consider immediate evacuation of the structure and other exposures.
- E. Try and determine if there is a gas leak and the area of involvement with the use of a gas detector.

51.05 SAFETY

- A. All personnel involved in the operation shall be in full protective clothing and breathing apparatus.
- B. Ventilate structure by opening windows and doors from outside.
- C. If using electric or gas fans to ventilate, make sure they are explosion proof type and keep generators clear of the area.
- D. Do not operate electric switches in the building.
- E. Natural gas does not contain carbon monoxide or other toxic products, but in sufficient amount it is suffocating.
- F. Natural gas is lighter than air so always check upper levels above the leak site and place apparatus accordingly.

51.06 CONTROL UTILITIES

- A. Shut off gas supply at meter or curb valve.
- B. Shut off electric power to building to prevent appliances (i.e. refrigerator, etc.) from coming on.
- C. Suppress or remove any other sources of ignition in the immediate area.
- D. Do not attempt to shut down main line gas valves. Gas department personnel only will do this procedure.

Hazardous Materials Incidents		
S.O.P. # 2 - 51	Natural Gas Filled Structure – No Fire	PAGE: 2 of 2

51.07 OPERATIONS

- A. Shut off utilities. (See Control Utilities)
- B. Ventilate structure from outside.
- C. Consider water supply in case of explosion and fire.
- D. Evacuate any endangered occupants in the building as well as the immediate area.
- E. Use combustible gas indicator to determine if building is safe to enter. (Natural gas is lighter than air, therefore, if confined in a structure or carport it will generally be concentrated at ceiling levels).
- F. Shut off or plug leak.
- G. Restoration of gas service should be done by gas department personnel only.
- H. Allow occupants back into the structure only after levels have been reduced to 0 % and the gas company concurs.



Hazardous Materials Incidents		
S.O.P. # 2 - 52	Natural Gas Fed Fire – Inside Structure	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

52.01 PURPOSE

To establish guidelines for the handling of a gas fed fire in a structure.

52.02 POLICY

All personnel shall follow these guidelines involving a gas fed fire in a structure.

52.03 PROCEDURE

- A. Notify dispatcher to respond gas company to the leak address.
- B. Consider rescue problems and take appropriate actions.
- C. Remember to be aware that gas could still be leaking and moving into different areas so place apparatus accordingly until a determination can be made on the leak area.

52.04 CONTROL UTILITIES

- A. Shut off gas at the meter or curb valve.
- B. Do not attempt to shut down main line gas valves.

52.05 FIRE CONTROL

- A. If gas supply cannot be safely shut off, use fog spray to control the spread of fire until gas company crew's effect shut down.
- B. Once shut down of the gas is completed, proceed with structure fire operations.



Hazardous Materials Incidents		
S.O.P. # 2 - 53	Broken Natural Gas Main - Fire	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

53.01 PURPOSE

To establish guidelines for an incident involving a gas leak on fire outside a structure.

53.02 POLICY

All personnel shall follow these guidelines for incidents involving gas leaks that are on fire outside structures.

53.03 PROCEDURE

- A. Notify dispatch to respond gas company to the leak address.
- B. Request additional units, if necessary.
- C. Request the police department to control traffic and/or close the street.

53.04 SAFETY

- A. Back-up lines should be used to protect personnel involved in fire control.
- B. All personnel shall have on full protective gear and breathing apparatus.
- C. Keep spectators clear of area. May have to utilize police department personnel for this function.

53.05 FIRE CONTROL

- A. Protect exposures from fire and radiated heat.
- B. Attempt to control (not extinguish) fire using fog streams, pending gas shut-off.
- C. When requested by gas company to extinguish fire, water fog or dry chemical (or combination of both) may be used.
- D. Be ready in the event there is a re-ignition.



Hazardous Materials Incidents		
S.O.P. # 2 - 54	Broken Natural Gas Main – No Fire	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

54.01 PURPOSE

To establish guidelines for the handling of gas leaks outside a structure that is not on fire.

54.02 POLICY

All personnel shall follow these guidelines for gas leaks outside a structure that is not on fire.

54.03 PROCEDURE

- A. Notify dispatch to respond the gas company to the leak address.
- B. Spot apparatus safely upwind from the break.
- C. The first due apparatus may enter the block area of the leak.
- D. All other apparatus shall stage one block from the break site.
- E. Request traffic control and/or road closed by the police department.

54.04 SAFETY

- A. All personnel involved with the operation shall have on full protective clothing and breathing apparatus.
- B. Operate with the wind at your back.
- C. Make sure that companies that hooking up for water supplies are in a safe position.
- D. Remove sources of ignition from the immediate area including fire apparatus.
- E. Keep all bystanders and traffic clear of area. (With large, high pressure mains, five hundred (500) feet is considered a safe distance.)
- F. Noise level from high pressure gas line break can be loud enough to cause physical affect on personnel, actually influencing their ability to think and act clearly.

54.05 CONTROL LEAK

- A. The gas company shall control any leaks from gas mains.
- B. The fire department shall protect gas company personnel, fire personnel and all exposures with hose lines.
- C. Make sure that companies hooking up to water supplies are in a safe location.
- D. Remove sources of ignition from immediate area including fire apparatus.
- E. It is possible to disperse pockets of gas by fog lines. (If fog stream is used, do not direct stream on broken pipe in pit. This could create additional problems.)
- F. Guard against static electricity when stopping leaks by use of wet rags or fine mist.

54.06 OPERATIONS

- A. Request necessary assistance from gas department.
- B. An Officer may use their discretion to safely crimp a broken or damage gas transmission line.
- C. Evacuate area.
- D. Eliminate sources of ignition.
- E. Position apparatus for exposure control.
- F. Utilize control measures to stop leak.



Table with 3 columns: S.O.P. # 2 - 55, Chemical and Biological, PAGE: 1 of 1. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

55.01 PURPOSE

To provide guidelines for fire department response to chemical and biological emergencies and to make common sense determinations as to the extent of fire department involvement in the emergency.

55.02 POLICY

It shall be the policy of the Mount Dora Fire Department to respond to chemical and biological emergencies. The response shall be for investigation, verification and possible mitigation.

55.03 PROCEDURE

The Mount Dora Fire Department will respond to chemical and biological emergencies under the following guidelines:

- A. Anonymous caller indicating a chemical or biological threat. MDFD will respond to assist police in investigation. If a threat should be proven real, then Lake County Health Department Guidelines shall be initiated.
B. A release of a potential chemical or biological filler or supplement. MDFD will respond and investigate incident. Should a release be confirmed, Lake County Health Department Guidelines for handling this type of emergency shall be initiated.
C. Specific situations such as potential threat of anthrax, letter opened and material present will require response from MDFD to assist police. Lake County Guidelines for handling this type of emergency shall be initiated.
D. At this time, with minimal training and experience by MDFD personnel as to handling and mitigating chemical and biological emergencies, and based on the severity of the potential incident, NO Mount Dora Fire Department personnel shall mitigate an incident without the assistance of the local, state and federal agencies where recommended or needed.
E. Refer to the following documents for recommended handling of potential situations:
1. Guidelines for Collecting, Sorting and Testing Items National Domestic Preparedness Office Special Bulletin Center for Disease Control - Disease Information Lake County Health Department Guidelines for Handling of Suspected Anthrax Contaminated Parcels.



Table with 3 columns: S.O.P. # 2 - 56, Accidental Discharge of Vehicle Fluid (Non Cargo), PAGE: 1 of 4. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

56.01 PURPOSE

These guidelines were developed by the multi agency, Florida Statewide Traffic Incident Management Program (TIMP) to clarify the goals, objectives and processes for clearing the highway of spilled motor vehicle fluids resulting from crashes and other vehicle incidents.

Spilled vehicle fluids are generally petroleum products, and most commonly are crankcase engine oil or diesel fuel, but they may also include transmission, hydraulic, or other fluids.

56.02 POLICY

The goal is to provide guidance to responders and assist them in meeting the primary Incident Management goal of the Open Road Policy (ORP), namely to clear the incident scene within 90-minutes of the arrival of the first responder.

The objective of these guidelines are to:

- A. Provide specific procedural guidance for spilled vehicle fluid cleanup, and;
B. Provide a reference for the disposal of spill materials.

56.03 DEFINITIONS

For the purpose of these guidelines, the following definitions apply;

- A. Absorbent materials are any materials, manufactured or natural that may be used to absorb spilled fluid, and may include commercial absorbents, saw dust, floor sweep, peat moss, absorbent pads, sand, clay or even topsoil.
B. Cargo means the commercial (or other) materials being transported by the motor vehicle.
C. Commercial vehicle is one that carries cargo of commercial materials for pay, and may include, but not limited to, small, medium and heavy trucks; panel trucks and vans; tractor-trailers; commercial busses.
D. Hazardous materials (HAZMAT) are materials posing immediate life-threatening danger to people and property, as defined in the US DOT "North America Hazardous Materials Guidebook".
E. Private vehicle is any vehicle that is used for the personal transportation of its occupants on a not-for-hire basis, and may include, but not be limited to, passenger cars and cycles, vans, and SUVs, motor homes and recreational vehicles, and busses used for private purposes.
F. Responders may include fire rescue, wrecker operators, Road Rangers, contractors, and DOT or local highway agencies.
G. Responsible party is the entity having dominion over the product prior to the spill, not necessarily the party responsible for the accident.
H. Spill means the expulsion of any vehicle fluids upon the roadway itself of the abutting areas that cause an immediate threat to traffic by hindering its normal operation in any way (covering surfaces causing slicks, dripping onto traffic below, etc.).

Hazardous Materials Incidents		
S.O.P. #	2 - 56	Accidental Discharge of Vehicle Fluid (Non Cargo) PAGE: 2 of 4

- I. Vehicle fluid, or simply fluid(s), are non-cargo liquid materials that are spilled from the vehicle, such as gasoline, diesel fuel; motor oil; coolants; transmission, brake and hydraulic fluids. These may originate from the engine, drive train, fuel tanks, wheel assemblies, compressors, air handlers or any component of the vehicle, including tractor and trailer, as applicable.

56.04 SCOPE

These guidelines only apply to spilled motor vehicle fluids from private and commercial vehicles used for the operation of the vehicle. They do not apply to any hazardous material cargo spill.

The full extent of these guidelines cover crashes involving commercial vehicles. Spilled fluids from **passenger vehicle** crashes are exempt from regulation with respect to removal and reimbursement but should be routinely cleaned up by responders and/or vehicle owner in accordance with this guideline for clearance.

56.05 CLEARANCE PROCEDURE

In situations involving the spillage of vehicle fluids on the roadway from both **commercial vehicles** and **private vehicles**, the referred clean-up method is to soak up as much materials possible using absorbent materials. Also, move the absorbent materials out of the travel lanes and store at the roadside, preferably well off the shoulder, In some cases the material may be containerized and placed in the damaged vehicle(s) for removal by the towing company. **Note: DOT and other crash-scene responders may apply absorbents and sweep off travel lanes regardless of the quantity.** It is not necessary to await a licensed clean-up contractor.

Clean up normally involves the use of granular absorbents or vermiculite, floor sweep, peat moss, pads and booms, clay or topsoil. In limited situations, sand can also be used but it is better suited for increasing friction than to be used as an absorbent. If immediately available, an alternative method for dealing with the thin film that may remain after absorbents are used is to apply a light dusting with Portland cement.

Defensive efforts can include containment or diking, soil berming, and stopping the leak at the source. These efforts not only limit the size of the release, but also can help prevent the spilled material from entering storm drains. Pails, buckets, kiddy pools, as well as hand transfer pumps are typical items used to contain and limit diesel fuel spills on roadways.

The Responsible Party (RP) is accountable for vehicle fluid spillage, including the final removal and proper disposal of absorbents and if needed the subsequent site remediation. If the RP does not or cannot handle this responsibility in a timely manner, the governing authority (State of Florida, County, City, etc.) will initiate disposal and the responsible party will be billed. Clean-up actions taken by early responders do not affect or limit this responsibility.

Responders should be aware that it often takes several hours for a clean-up contractor to arrive on-scene. Therefore, priority should be given to re-opening the travel lanes. In many cases lanes can be re-opened with a minimal effort using available absorbents applied by on-scene personnel.

Additional or incidental material spilled during the relocation of the vehicle out of the travel lanes of the roadway can be cleaned up and moved to the roadside with the other absorbents used at the scene. *The responsible party remains accountable.*

Absorbent material moved out of travel lanes may be bagged in heavy-duty trash bags, wrapped or “diapered” in plastic sheeting, or containerized in pails or barrels. The material should be well off the travel portion of the roadway and can remain there a reasonable time to allow for disposal by the

Hazardous Materials Incidents		
S.O.P. #	2 - 56	Accidental Discharge of Vehicle Fluid (Non Cargo) PAGE: 3 of 4

responsible party or a contractor, (paid by the responsible party). The material may also be placed in the damaged vehicles and removed by the towing company.

The containers used to hold the material should be tagged and clearly marked to indicate the type of absorbent used and the material that was spilled. It is also desirable to indicate the responsible party. Care should be taken not to overload the containers used to store the absorbents. If trash bags are used, double bag and limit each bag to about 15 pounds.

The reportable quantity of 25 gallons does not automatically prevent or limit on scene action to mitigate the spill. In fact **prompt intervention is encouraged** to limit the congestion impact and prevent the high probability of secondary incidents as a result of extended traffic blockage. **It is very important that every effort be made to limit the amount time the spilled fluids are in contact with asphalt pavement.**

Traffic cones or other readily identifiable methods should be used at the site to mark the location of the material for later retrieval.

Spill clean up by a fire department; highway agency, wrecker operator, roadway contractor or the responsible party should be limited to spills of a magnitude within their capabilities. However, **no responder is restricted from taking prompt action to stop the spill at its source, to contain and limit the size of the spill, to limit the damage to the pavement surface, and to prevent any flammable material from catching fire.**

Vehicle fluid spills, which have soaked into soil, will require cleanup but may be completed at a later date by the responsible party. Care must be taken to locate any underground utilities prior to excavation of contaminated soil.

Disposal options for non-hazardous fuels, oils, and other vehicle fluids include, but not limited to:

- Thermal treatment at a permitted soil burner
- The use on any approved oil hauler for liquids
- Incineration at a local landfill incinerator
- And delivery to a local Household Hazardous Waste Facility (Some limitations may apply)

Responders should have 'Right to know' instruction for handling these vehicles fluids and have completed the "Awareness" level of Hazardous Material Training.

56.05 SUMMARY

A quick reference of these guidelines are included on the next page.

NOTIFICATION and REPORTABLE QUANTITIES

Florida DEP has adopted the US Environmental Protection Agency reportable quantity of 25 gallons for spilled petroleum products. The notification requirement can be met by calling the State Warning Point, who will contact DEP's Bureau of Emergency Response (BER).
 STATE WARNING POINT (800) 320-0519, 24 hours, 7 days
 When calling be prepared to give the location, type of fluid spilled, RP name, address and phone number.

Hazardous Materials Incidents		
S.O.P. #	2 - 56	Accidental Discharge of Vehicle Fluid (Non Cargo) PAGE: 4 of 4

VEHICLE FLUID SPILL CLEAN-UP GUIDELINE

QUICK ACTION GUIDE

- Identify spill as a vehicle fluid
- Stop leaking material at the source
- Contain and limit spill from spreading
- Apply available absorbents
- Sweep material off travel lanes
- Second application if necessary
- Gradually restore traffic flow
- ID RP mark location of material
- Assure proper notification made, State Warning Point (800) 320-0519



Table with 3 columns: S.O.P. # 2 - 57, Electrical Emergency Operations, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

57.01 PURPOSE

To provide safe guidelines for the handling of electrical emergency operations.

57.02 POLICY

When it has been determined that an electrical emergency exists.

57.03 PROCEDURE

- A. Determine the type of electrical problem and request the appropriate power company to respond, if needed.
B. Give dispatcher proper location of incident (pole number, etc).
C. Set up operational perimeter. Request police department assistance when necessary.
D. Park apparatus outside of operational perimeter.

57.04 SAFETY

- A. Do not fight electrical fires unless de-energized or life is in danger.
B. Be careful when spotting equipment and hose lines.
C. Do not walk under transformers as they may contain P.C.B.s or burning oil.
D. Wear protective clothing.
E. Keep bystanders clear of hazardous area.
F. Do not assume that telephone wires are not hot - they may be in contact with hot wires.
G. Do not use water to control pole top fires unless de-energized by the power company.
H. Avoid standing in puddles of run-off water during fire fighting operations.
I. Assume that all wires down are HOT and act accordingly.
J. Do not use non-rated equipment such as pike poles, non-rated cutters and non-rated ropes to handle downed wires.

57.05 WIRES DOWN

- A. Members should not move wires unless necessary to rescue victims, and then only after all safety precautions have been observed.
B. Be careful when spotting hose lines and apparatus additional lines may fall.
C. Establish a secure area (operational perimeter); include fences, vehicles, guard rails, railroad tracks and puddles of water which may be electrically energized.
D. Standby and keep the public away from the scene until wires are de-energized by power company personnel.

57.06 ELECTRICAL FIRE CONTROL

- A. Power pole fire - do not extinguish with water unless life is threatened or major structural component of power pole is threatened or directed to by power company personnel.
B. Electrical fires are best handled by shutting down power source.
C. CO2 and dry chemical is the best extinguishing agent for electrical fires.
D. If structure fire involves electrical service or wiring, the power to the building should be shut off.

Electrical Emergencies		
S.O.P. #	2 - 57	Electrical Emergency Operations
		PAGE: 2 of 2

- E. Electrical vault fires should be extinguished only after they have been de-energized.
- F. Power company personnel shall be notified anytime electrical service is shut off by fire department personnel.

57.07 VEHICLE RESCUE

- A. Uninjured or mildly injured victims should stay in vehicle until power to downed lines can be secured by power company personnel.
- B. If it is necessary to care for injured patient or remove patient from vehicle prior to power company arrival, proceed with the proper safety clothing (full turnout gear and face shield or goggles) and electrical equipment (dielectrically rated equipment, etc.), the wire can be pulled free of the vehicle.
- C. Do not use pike poles, non-rated ropes and/or non-rated equipment to handle downed lines during vehicle rescues.



Rescue Operations		
S.O.P. # 2 - 58	Vehicle Rescue and Extrication	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

58.01 PURPOSE

To establish guidelines for handling vehicle rescue and extrication safely and effectively.

58.02 POLICY

In the event of a vehicle rescue or extrication, the following guidelines have been established.

58.03 PROCEDURES

- A. Request dispatcher to respond additional or special equipment, if necessary.
- B. If commercial trucks are involved, check placarding and take necessary precautions.
- C. Give actual location of incident to dispatcher if other than original reported location.
- D. Request police department units to respond to the scene if they are not already there. If police units are at the scene, coordinate with them.

58.04 SAFETY

- A. All personnel shall be in protective clothing.
- B. Spot apparatus uphill and upwind from accident scene if possible. Apparatus should be parked between rescuers and oncoming traffic with parking brake set and wheels turned toward curb.
- C. Stop all fuel leaks, if possible and prevent use of flares if fire hazard exists. Hose lines should be position and charged.
- D. Prior to rescue personnel entering vehicle, stabilize the vehicles using cribbing, chock blocks, wrench, vehicle emergency brake, etc.
- E. While awaiting arrival of police units, you may want to post a guard to watch oncoming traffic on busy highways.
- F. Overturned vehicles should not be "righted" until patients have been removed.
- G. Do not disconnect battery cables if flammable vapors are present.

58.05 FUEL SPILLS

- A. Should stop leak, if possible and prevent ignition utilizing hose lines to safeguard patients as well as rescue personnel.
- B. If unable to stop leak by crimping fuel lines, you may be able to fill fuel tank with water to level of leak so only water runs out.
- C. With large fuel spill, a light water or other type foam may be needed to prevent ignition.

58.06 EXTRICATION

- A. Make sure vehicle is stabilized before rescue personnel enter.
- B. Officer in charge should supervise the extrication operation.
- C. All personnel should wear protective clothing.

58.07 OPERATIONAL CONSIDERATIONS

- A. Officer in charge shall coordinate with rescue squad personnel concerning patient care.
- B. Officer in charge should coordinate with police personnel concerning traffic control and any other police function required.
- C. Safety should be foremost in the mind of the officer concerning emergency operations.



Rescue Operations		
S.O.P. # 2 - 59	Rescue from Machinery	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

59.01 PURPOSE

To establish guidelines for the safe method of rescue from machinery.

59.02 POLICY

All personnel involved in rescue operations shall adhere to the procedures set forth in order to insure the safety of all personnel.

59.03 PROCEDURE

A. Upon arrival.

1. Insure that all power is shut off to the machine involved. Have someone standby the switch to insure that power is not accidentally restored while rescue operations are underway.
2. If possible, obtain technical assistance from foreman or other knowledgeable person.
3. Request necessary assistance as required.

B. Operations, General:

1. Utilize special tools or equipment which may be kept on hand in the shop or facility for such emergencies.
2. With wrenches, you may be able to remove gears, chains, etc., sufficiently to get the enmeshed member out. In general, do not spare the machinery.
3. Bolt cutters or hacksaw may be useful.
4. If necessary to use a cutting torch, protect the body as much as possible with wet clothes, wool or asbestos blanket, being alert to steam burn possibility.
5. In spring-wound devices, place bar through sprockets to prevent further rotation.
6. Grease or lard may be of some help.
7. Provide emergency medical care appropriate to the injury after extrication - remember shock is most likely to occur.
8. In some cases, it may be necessary for a trapped body to be removed from machinery by a surgical operation. In such cases, dismantle the involved machine to the point where the patient may be transported to the hospital with the injuring machine component still attached.



Table with 3 columns: S.O.P. # 2 - 60, Elevator Emergencies, and PAGE: 1 of 1. Includes fields for EFFECTIVE: 08/07, REVISED:, and Authorized:.

60.01 PURPOSE

To establish guidelines for handling elevator emergencies in the safest way possible.

60.02 POLICY

When it has been determined that persons are trapped in an elevator the following guidelines have been established.

60.03 PROCEDURE

A. Upon Arrival

- 1. Request dispatcher to notify elevator mechanic to respond. (Obtain name and phone number from occupant.)
2. Reassure trapped passengers that efforts are underway for their release. Ascertain if any passengers are ill or injured.
3. Locate the position of the stalled car and obtain over-ride keys, if so equipped.

B. SAFETY PRECAUTIONS

- 1. The safest means of rescue is through elevator doors (hoist way and car).
2. If passengers are being removed from elevator by any means other than the car doors, then the mainline disconnect must be opened.
3. Whenever possible, elevator emergencies should be handled by elevator mechanic with fire department personnel assisting.
4. Barricade any openings into the hoist way.
5. When a car is stalled more than three (3) feet below a landing, it is recommended that passengers be removed through the top escape hatch.

C. PROCEDURE FOR FREEING PASSENGERS

- 1. Locate the stalled car.
2. Communicate with passengers either by elevator phone or by yelling through the elevator doors.
3. Check the power supply systems. (Mainline disconnect, breakers, fuses, etc.)
4. Have passengers check the Emergency Stop button.
5. Push the landing button and have passenger push "Door Open" or "Floor" button simultaneously.
6. Shake hoist way doors and have passengers shake car doors simultaneously.
7. Attempt to break light beam with thin piece of cardboard or paper. (Power on)
8. Turn power off.
9. Have passenger open car doors. (Rescuer may have to enter through top hatch to perform this.)
10. Have passenger or rescuer open hoist way doors.
11. Trip the interlock using tools available.
12. Cut or pry doors. (Life or death situation only.)



Table with 3 columns: S.O.P. # 2 - 61, Cave-in and Manhole Rescues, and PAGE: 1 of 1. Includes fields for EFFECTIVE: 08/07, REVISED:, and Authorized:.

61.01 PURPOSE

To provide guidelines for the safe handling of cave-in and manhole rescues.

61.02 POLICY

In the event of a cave-in or manhole rescue, the following guidelines have been established.

61.03 PROCEDURE

A. UPON ARRIVAL

- 1. Report on conditions and give the exact location of the incident if different from the one given by dispatch.
2. Determine rescue problems involved and request additional equipment as may be necessary.
3. If the incident is a cave-in, assess the problem and obtain additional information from witnesses or the job foreman (if at a construction site).
4. If the incident involves a manhole and electrical equipment is involved, request dispatch to notify power company personnel.

B. CAVE-IN

- 1. Keep heavy equipment, fire apparatus and spectators a safe distance away to avoid further slides or cave-ins. Shore up area, if needed.
2. Determine aid needed for victims, extent of injuries, etc.
3. Provide victim with air (preferably), or oxygen, from cylinders or compressors, by lowering air hose or cylinder with partly opened valve into hole. (Garden hose can be used to convey air from cylinder.)
4. Provide victim with light and reassurance, especially a child.
5. If hole is large enough, you may be able to use a collapsible ladder, stokes stretcher, life belts on rope, etc., to remove the victim.
6. When lowering a fire fighter into opening, e.g., head first (suspended by a bowline on a bight over his shoulders and half-hitch on ankles), bridge opening with a straight ladder.
7. If hole is very small, it may be possible to dig another hole about eight feet away and tunnel to victim. Ask advice from construction foreman.
8. Provide emergency medical care as required.

C. MANHOLE RESCUES

- 1. Notify dispatch if electrical equipment is involved and the power company to be notified.
2. Never enter, even to rescue, unless electricity is cut off and clearance is given by dispatcher or authorized power company representative.
3. Whenever a manhole is entered, the rescuer shall wear breathing apparatus and shall be secured to a life line. An additional life line shall be taken in for the victim.
4. Provide sufficient personnel above ground for support. (It may take as many as four fire fighters to hoist one unconscious victim by rope.)
5. One member of the above ground support team shall be in breathing apparatus and secured to a lifeline standing by in case problems in the operations occur.
6. If possible, smoke ejectors may be used to provide positive fresh air flow into the manhole.
7. Provide emergency medical care as required.



Rescue Operations		
S.O.P. # 2 - 62	Building Collapse	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

62.01 PURPOSE

To provide guidelines for the safe handling of building collapse incidents.

62.02 POLICY

In the event of a building collapse, be it partial or total, the following guidelines shall be adhered to.

62.03 PROCEDURES

- A. Give a report on conditions include: type of occupancy, size of building, extent of damage, probable number of victims, etc. and approximate number of ambulances needed.
- B. Request notification of building services, police department, also the gas and electric companies to shut off utilities.
- C. Request heavy-duty equipment (cranes, bulldozers, loaders, etc.) if needed.
- D. Request notification of an experienced demolition contractor if needed.

62.04 OPERATIONS

- A. Operations must proceed at a pace which will provide for the safety of those trapped as well as those directly involved in rescue efforts.
- B. Shoring operations may be necessary to reach trapped victims.
- C. Obtain advice of building official as to stability of balance of structure.
- D. Request police to rope off or barricade the area, to keep spectators away.
- E. Provide emergency medical care as needed.
- F. Before returning to quarters, see that barricades are placed and signs posted to warn of unsafe conditions.



Table with 3 columns: S.O.P. # 2 - 63, Rescue at Structure Fires, and PAGE: 1 of 1. Includes rows for EFFECTIVE: 08/07, REVISED:, and Authorized:.

63.01 PURPOSE

To provide an effective system for searching areas at structure fires.

63.02 POLICY

Any time a structure is involved with fire, it shall be the policy to make a primary and secondary search.

63.03 PROCEDURE

A. Upon arrival:

- 1. Report on conditions.
2. Size up the rescue problem.
3. Request additional resources as needed.
4. Institute a primary search and initial fire control operations.

B. Primary Search:

- 1. It is standard operating procedure to extend a primary search in all involved and exposed occupancies which can be entered.
2. The Incident Commander must make specific primary search assignments to companies to cover specific areas of large complex occupancies...
3. The Incident Commander and operating companies cannot depend upon reports from spectators to determine status of victims.
4. It should be the responsibility of the companies assigned to primary search to notify the incident commander when primary search has been completed.
5. Once the primary search has been completed and transmitted, the incident commander must maintain control of access to the fire area; beware of occupants (and others) re-entering the building.
6. When search is complete the room shall be marked.

C. Secondary Search:

- 1. The Rescue functions that follow lengthy fire control activities will be regarded tactically as presenting a secondary search. Secondary search means that companies thoroughly search the interior of the fire area after initial fire control and ventilation activities have been completed.



Table with 3 columns: S.O.P. # 2 - 64, Confined Space Rescue, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

64.01 PURPOSE

To establish guidelines for handling confined space rescue safely and effectively.

64.02 POLICY

In the event of a confined space emergency, the following guidelines have been established.

64.03 PROCEDURE

- A. Incidents which require fire department personnel to enter confined spaces to fight fires or to rescue and remove persons in need of assistance present very serious potential dangers. In order to operate safely in these situations, special precautions must be taken and rigidly enforced.
B. Confined spaces include caverns, tunnels, pipes, tanks, and any other locations where ventilation and access are restricted by the configuration of the space. These factors may also apply to basements. Confined space incidents may involve injured persons, persons asphyxiated or overcome by toxic substances, cave-ins or fires occurring within the space. Pre-incident planning is an important factor in dealing with these situations.
C. Operations within confined spaces shall be approached with extreme caution. Direct supervision is required and all safety precautions and procedures shall be rigidly enforced. Operations shall be conducted in a manner which avoids premature commitment to unknown risks.
D. In order to provide adequate support for confined space incidents, Command shall provide a minimum 2:1 ratio of personnel outside the confined space to support personnel working within. This shall include a stand-by rescue team with a 1:1 ratio to provide emergency assistance to the personnel in the confined space. This team shall be equipped with breathing apparatus and standing by to enter if needed. An EMS Sector (with ALS capability if possible) shall also be provided near the entrance/exit point.
E. Before allowing personnel to enter a confined space, the officer in command must attempt to gather any available information about the nature of the situation or hazard, particularly as it pertains to the atmosphere inside the space. THIS IS CRITICAL WHEN THE SITUATION INVOLVES UNCONSCIOUS VICTIMS OR PERSONS WHO MAY HAVE BEEN OVERCOME BY THE ATMOSPHERE INSIDE THE SPACE. Command must assume that an unsafe atmosphere exists within the confined space until/unless testing establishes it is safe.
F. ALL PERSONNEL entering confined spaces SHALL use breathing apparatus. Command must evaluate the need for extended duration or airline supplied breathing apparatus and provide for the response of this equipment when necessary.
G. Breathing apparatus shall be used without exception in confined spaces until or unless analysis of the atmosphere confirms that is it safe to breathe. Personnel shall not remove face pieces or take any other action to compromise the effectiveness of their breathing apparatus while inside the confined space atmosphere.
H. Protective clothing shall be worn as required by the situation, depending on an evaluation of the hazards and the products which may be inside the confined space.
I. When feasible, Command should establish a Ventilation Sector to begin operations directed at providing fresh air and/or exhausting contaminated air from the confined space. Any electrical or mechanical equipment taken inside the confined space, including lighting equipment, shall be an explosion-proof type, when any flammable hazard is suspected. When ventilating a confined space containing flammable vapors or gases, ventilation must consider the concentration in relation to the flammable limits.

Rescue Operations		
S.O.P. #	2 - 64	PAGE: 2 of 2

- J. The Safety Officer will consult with Command on the safety measures and precautions to be taken in each case. Command will assign a Safety Officer to assume these responsibilities from the initial stages of the incident until a department (Safety Officer) arrives at the scene. The Safety Officer shall evaluate the risks and enforce all safety requirements associated with the particular situation. If the Safety Officer judges that an operation is unsafe, the operation shall be suspended.
- K. Command shall assure that personnel entering a confined space do not commit themselves to travel within the space beyond a point that provides sufficient air reserve to return and exit safely, with at least a 5 minute safety margin. The time available for operations inside shall be estimated based on air supply and monitored by personnel outside, as well as the entry team. Where feasible, lifelines shall be used by personnel entering the confined space.
- L. A "Lobby Sector" shall be established at the entrance/exit to control access to the confined space. Lobby Sector personnel shall record the names, assignments, entry times, and SCBA cylinder pressures of all personnel entering the confined space. The Lobby Sector will maintain a time awareness of the expected exit time for each individual based on air supply at the time of entry and provide a warning at the predetermined time to begin exit procedure. Warning will provided by radio or other communications system.
- M. When working in confined spaces with very restricted access, personnel shall wear rescue harnesses to provide for extrication by rope.
- N. A primary function of the Lobby Sector is to control the number of personnel and prevent crowding at the entrance to the confined space.



Table with 3 columns: S.O.P. # 2 - 65, Water Rescue/Recovery, and PAGE: 1 of 3. Includes rows for EFFECTIVE: 08/07, REVISED:, and Authorized:

65.01 PURPOSE

The purpose of this procedure is to provide a guideline for conducting all water rescue/recovery operations.

65.02 POLICY

These guidelines shall be followed whenever a water emergency or recovery occurs.

65.03 PROCEDURES

A. TACTICAL CONSIDERATIONS

- 1. Phase I - Arrive on scene - Take command - Size up
a. Secure responsible party or witness.
b. Assess the need for additional resources.
c. Assess the hazards.
d. Decide on "Rescue" or "Recovery".
e. Decide on an action plan.
2. Phase II - Pre-Rescue Operations
a. Make the general area safe.
b. Make the rescue area safe.

Rescue Operations		
S.O.P. #	2 - 65	PAGE: 2 of 3

be secured. If it is not possible, Command or his/her designee shall notify all rescuers in the area of possible hazards.

- c. Pre-rescue/Recovery. Depending on the action plan established, Command may want to establish an Extrication Sector. Extrication Sector will be responsible for gathering all equipment and personnel necessary to operate according to the action plan. Extrication Sector will assign rescue personnel to conduct the rescue and support personnel to support the rescuers during the actual rescue phase. Extrication Sector should have an alternative action plan and should be communicated to all personnel operating in the rescue area.

B. Phase III – Rescue Operations

After pre-rescue operations are complete, Extrication Sector shall put forth the action plan for the removal of the victim(s). Rescue operations should be conducted from low risk to high risk order. Rescue should be conducted with the least amount of risk to the rescuer necessary to rescue the victim. Low risk operations are not always possible by means of a high risk operation, Extrication Sector shall communicate with Command the risk/benefit of the operation. Command should assign downstream personnel, with throw bags and an opposite water-side/bank-side sector for incidents involving swift-water rescue. The order of water rescue from low risk to high risk will be:

- a. TALK the victim into self-rescue. If possible, the victim can be talked into swimming to shore or assisting the rescuers with his/her own rescue. If a victim is stranded in the middle of a flash flood, this will not be prudent.
- b. REACH - If possible, the rescuer should extend his/her hand or some other object, such as a pike pole, to remove the victim from the water.
- c. THROW - If the victim is too far out in the water to reach, rescuer(s) should attempt to throw the victim a throw bag or some piece of positive floatation (i.e., PFD, rescue ring). Downstream personnel should be in position during the actual rescue operation. If the victim is able to grab the throw bag, the rescuer can pendulum belays or haul the victim to the nearest bank. Care should be taken to assure the victim will be belayed to a safe downstream position. First responders that have had operational level water rescue training should be able to conduct the above rescues without the help of the Technical Rescue Team (T.R.T.). If the victim cannot be reached by either of these methods, Command should consider stopping the operation until units from the T.R.T arrive. If the operation becomes a high risk one, Command will want the equipment and experience of the T.R.T. After the Technical Rescue Team arrives, Command should discuss with them the action plan. Command should consider re-assign the Extrication Sector to a company officer from the T.R.T. The next order of water rescue from low risk to high risk would be:
- d. ROW – If it is determined that a boat based operation shall be run, Command should assign a company on the opposite bank to assist Extrication Sector in establishing an anchor for a rope system. The company on the opposite bank will be made aware of the action plan. Extrication Sector will be responsible for seeing that the rope system used for the boat based operation is built safe and proper. A minimum of 2 point tether should be built for swift-water operations. Extrication Sector should consider personal protective equipment (PPE) for victim(s).
- e. GO – If is not possible to ROW (boat base operation) to the victim. Extrication Sector should consider putting a rescuer in the water to reach the victim. This is a very high risk operation. Only rescuers with the proper training and equipment should be allowed to enter the water. Prior to the rescuer actually proceeding into the water, he/she shall discuss the action plan, including specific tasks and objectives, hazards and alternate plans. The rescuer shall never be attached to a life line without the benefit of a quick-release mechanism. The rescuer should take PPE or at least a PFD to the victim. Members shall not do a breath-hold surface dive in an attempt to locate a victim beneath the surface of the water.

Rescue Operations		
S.O.P. #	2 - 65	PAGE: 3 of 3

- f. HELO – At times the use of a helicopter is the most reasonable method of reaching the victim. Helicopter operations over water are considered high risk operations. Command should consult with Extrication Sector and the pilot to determine the risk/benefit of the use of a helo. If the pilot says he/she can do the operation, command should consider it. Extrication Sector should assign rescuers to the helicopter and discuss with the pilot and the rescuers the specific action plan. Extrication Sector, or his/her designee should address the weight and balance considerations. Command will have the final say on the use of a helicopter for water rescue operations. The pilot will have the final say on how the helicopter is used.
 - g. ASSESSING THE VICTIM – Once the rescuer(s) have reached the victim, they should do an immediate assessment of the victim a quick assessment of the ABC's and the exact method of entrapment. If the victim is conscious, the rescuer should determine if the victim can assist in his/her own rescue. If the victim is unconscious, the rescue must be quick. If it has been determined to be an underwater or recovery operation, Extrication Sector should proceed with a dive operation (see Dive Operation). Depending on the length of submersion, Extrication Sector will decide on a dive rescue or recovery operation. If the victim can assist in his/her own rescue, the rescuer should proceed with the rescue action plan. The victim should be brought to shore as soon as possible.
 - h. TREATMENT – As soon as the victim is brought to safety, an assessment should be done by ALS personnel. Treatment shall be administered as per local protocol. If necessary, the victim shall be transported to the appropriate facility.
- C. Phase IV – Termination
- a. Command should begin termination as soon as possible after the victim has been removed from the water. This shall include securing all the equipment used for the rescue and personnel accountability. This may also include witnesses, photos, and victim's personal affects of equipment used in the rescue. Members should not become part of a towing operation to remove vehicles from the water. One company should stand by for rescue if a tow truck driver insists on retrieving the vehicle. Command should also consider activating the C.I.S.D. for extraordinary or extended operations.
 - b. PREPARE FOR TERMINATION
 - 1. Personnel accountability.
 - 2. Equipment accountability. If there has been a fatality, Extrication Sector may consider leaving equipment in place for investigation purposes.
 - 3. Re-stock vehicles.
 - 4. Consider debriefing.
 - 5. Secure the scene. Return to service.
 - 6. Additional Considerations:
 - 7. HEAT – Consider rotation of crews.
 - 8. COLD – Consider the affects of hypothermia on victim and rescuers.
 - 9. RAIN – Consider the affects of rain on the hazard profile.
 - 10. TIME OF DAY – Is there sufficient lighting for operations extending into the night.
 - 11. Consider the affect on family and friends; keep family informed.
 - 12. Consider news media; assign a P.I.O.



Table with 3 rows and 3 columns containing document metadata: Title (Transportation Emergencies), S.O.P. # (2 - 66), Roadway Emergencies, PAGE: 1 of 1, EFFECTIVE: 08/07, REVISED:, and Authorized:

66.01 PURPOSE

To establish response and operation guidelines for fire and medical incidents on major roadways.

66.02 POLICY

- A. The fire department shall follow these guidelines for the response criteria for both fire and medical incidents on the interstate.
B. The fire department shall follow these operation guidelines for emergency incidents on major roadways to insure the proper handling of the incident and safety of the personnel.

66.03 RESPONSE

The response criteria for medical emergencies/motor vehicle accidents shall be a normal initial response. Fires involving vehicles with known or suspected hazardous materials on board shall be dispatched as a "first alarm" response. Any time the information received indicates a situation that may require additional resources, then those resources shall be requested.

66.04 PROCEDURE

- A. Upon Arrival
1. Give the standard condition report which should also include the exact location of the incident.
2. If other responding apparatus are approaching from an opposite direction, every effort should be made to inform the other responding apparatus of the best approach.
3. If possible, place apparatus between the emergency scene and the oncoming traffic flow (for protection).
4. Place apparatus out of the flow of spilled chemicals, flammable liquids and run-off water (normally this would be upgrade, upwind from the incident).
B. SAFETY
1. During roadway emergency operations, personnel shall wear a minimum of Regular Protective Clothing and be guided by the Fire Department Protective Clothing Policy.
2. Follow the Open Road Policy of the Department of Transportation.
3. If possible, place apparatus between on-coming traffic and the emergency (to provide protection for personnel operating on the scene).
4. Personnel should constantly remain cognizant of traffic and shall exercise caution when operating at the scene.
5. Personnel should be aware of the topography of the section of interstate on which they are operating. This can affect the flow of flammable and hazardous materials.
6. Personnel must be aware that storm drains on the roadway and run-off may lead into sewer systems or small streams that could spread the contamination.
C. WATER SOURCES
Fire Officers should be cognizant of the lack of water sources on the major roadways and should consider alternative means of obtaining water.
1. Tank on fire apparatus.
2. Additional pumpers.
3. Hydrants on surface street adjacent to the major roadway.
4. Relay pumping.
5. Water tankers with portable dump tanks.



Transportation Emergencies		
S.O.P. # 2 - 67	Railroad Emergencies	PAGE: 1 of 1
EFFECTIVE: 08/07	REVISED:	Authorized:

67.01 PURPOSE

To establish guidelines for the notification and safety of personnel while handling emergency railroad incidents.

67.02 POLICY

The fire department shall follow these guidelines in the handling of emergency incidents on the railroad to insure the proper handling of the incident and the safety of personnel and citizens.

67.03 PROCEDURE

A. UPON ARRIVAL

1. Notify Dispatch of the exact location of the incident and request a railroad representative respond.
2. Request assistance as may be necessary to handle the emergency.
3. Request police assistance, if necessary.
4. Coordinate with the train conductor, engineer and/or any available railroad personnel at the scene.

B. SAFETY

Responding personnel shall wear protective clothing in accordance with the emergency situation and Fire Department guidelines.

C. ENGINE FIRES

1. Coordinate with the conductor and engineer.
2. Use CO2 on electrical fires.
3. Diesel engines utilize considerable quantities of diesel fuel on board. Handle these fires as you would a combustible liquid fire.
4. Full protective clothing and SCBA's shall be worn.



Table with 3 columns: S.O.P. # 2 - 68, Aircraft Emergencies, PAGE: 1 of 1. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

68.01 PURPOSE

To establish guidelines for the handling of emergency incidents that involves aircraft.

68.02 POLICY

- A. The fire department shall follow these guidelines in working with airport personnel in the handling of emergency incidents at the airport.
B. The fire department shall follow these guidelines to insure the safety of personnel while operating on the airport.

68.03 PROCEDURE

A. UPON ARRIVAL

- 1. Off Airport Property:
a. Report on conditions.
b. Size up conditions.
c. Request additional assistance if needed.
d. Establish an operational perimeter.
e. Establish a command post.

B. SAFETY

- 1. Full protective clothing and breathing apparatus.
2. Beware of the propellers, rotors and jet exhaust.
3. Do not approach military aircraft from the front. They may be loaded with ordinance.
4. Beware of fuel spills and vapor clouds.
5. Be prepared for possible explosions.
6. Keep personnel away from aircraft if not participating with the incident.

C. OPERATIONS

- 1. If an aircraft crashes, the exact location and best approach route should be relayed to responding apparatus and agencies.
2. Command Post shall be established.
3. If there is no fire:
a. Use foam on spilled fuel and aircraft to minimize ignition potential.
b. If foam is not available, flush spilled fuel away from cabin or cockpit and keep fog streams in operation while effecting rescue of occupants. (Remember, keep in mind where the spilled fuel may be running.)
c. Take precautions against possible fuel ignition.
d. Set up a safety perimeter around the incident site.
e. Try and determine if there are any hazardous materials on board the aircraft.
4. If there is a fire:
a. Approach from windward, if possible.
b. Use foam if available.
c. If foam is not available, use fog streams to drive away fire from occupants and to cover firefighters on nozzles and those attempting rescue.
d. Protect exposures.
e. Set up a safety perimeter around the incident site.
f. Try and determine if there are any hazardous materials on board the aircraft.



Table with 3 columns: S.O.P. # 2 - 69, Fire Department Response to Major Emergencies, PAGE: 1 of 2. Includes fields for EFFECTIVE: 08/07, REVISED:, and Authorized:.

69.01 SCOPE

Fires can result from disasters of natural or man-made causes in any area of the City. Taking into consideration the number of buildings and their density, it is apparent that, without quick response and proper utilization of competent fire fighting forces, a relatively small fire might grow into a conflagration with an extremely large loss in life and property.

69.02 PURPOSE

- A. To minimize fire risk to human life and damage to property.
B. To assist in rescue work when it does not conflict with firefighting operations.

69.03 ORGANIZATION AND FUNCTIONS

- A. Dispatch handles all communications for the City of Mount Dora Fire Department.. The City area is broken into two major fire and rescue zones.
B. The City is further broken into alarm response areas with running assignments for each response area in each fire and rescue zone.
C. In addition, provisions are made for mutual aid assignments for:
1. Additional equipment and personnel for fire suppression.
2. Station coverage in the City.
D. The Fire Chief and/or designee shall respond to all major incidents.
E. Equipment and Communications
1. All City fire apparatus are equipped with fire fighting equipment and two-way radios.
2. All personnel are equipped with mobile two- way portable radios.
3. Cellular Telephone Communications are available.
F. Fire Fighting Staff
See appendix Organization Chart, Mount Dora Fire Department.

69.04 TASKS

- A. Respond to all alarms.
B. Perform rescue operations in conjunction with firefighting.
C. Contain and extinguish fires.
D. Provide emergency medical services.
E. Assist with the following operations if not fully committed to firefighting operations at the time of particular incident.
1. RADEF (chemical, biological and radiological) monitoring and reporting.
2. Warning dissemination and evacuation.
3. Communications operations.
4. Search and rescue.
F. Perform other tasks as assigned to assist in insuring that there is an effective emergency response capability in any area of the City.
1. Mutual aid station, area coverage.
2. Sufficient staffing of companies.
G. Assist other jurisdictions in fire fighting in accordance with mutual aid agreements.

Major Emergency Operations		
S.O.P. #	2 - 69	PAGE: 2 of 2

69.05 CONCEPT OF OPERATIONS

- A. The City of Mount Dora is broken into two major fire and rescue zones.
 - a. Zone I - approximately two-thirds of the City area is served from Headquarters Station, 1300 North Donnelly Street.
 - b. Zone II - approximately one-third of the City area is served from Station No.2, 19A.
 - c. Special alarms and multiple alarm fires may pull equipment from both zones, as well as mutual aid companies, into each zone for fire, rescue and/or station coverage.
- B. Major disaster incidents are listed in three categories:
 - a. Fire/Rescue/Police
 - i. If the incident is primarily a fire incident, the officer on the "first-in" emergency company will take charge in initiating suppression activities until relieved by a senior ranking or chief officer. If and when relieved, the officer will advise the ranking officer of the situation at the present time and of any operation initiated. The officer will then assist the ranking officer in any capacity desired of them. If primarily a rescue operation, the senior ranking or Chief Officer present at the scene will have direct contact and direct the efforts of the operation. If primarily a police operation, the ranking law enforcement representative from the police department will have direct control of the operations efforts.
- C. Tasks listed above will be provided in conjunction with quasi-public and/or private organizations if these forces are available and have been approved for development by the City of Mount Dora.

69.06 LOGISTICS

The City of Mount Dora maintains all equipment, supplies and personnel in the Mount Dora Fire Department.



Table with 3 columns: S.O.P. # 2 - 70, Emergency Management, PAGE: 1 of 4. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

70.01 SCOPE

Emergency Management is a coordinated effort of all levels of government (local, state and federal) working together with business and industry, community based organizations, and volunteers to effectively meet the challenges posed by all types of emergencies and disasters.

70.02 PURPOSE

To provide operational policy within the fire department during any operation involving emergency management and the use of the City Emergency Management Plan herein referred to as the (CEMP).

70.03 POLICY

It shall be the policy of the Mount Dora Fire Department to follow the guidelines of the CEMP during any emergency management conditions requiring use and activation of the emergency management plan.

The Mount Dora fire department intends to use both the "ICS" Incident command system and the "NIMS" National Incident Management system as the management tool for command, control and coordination of resources and personnel during an emergency.

70.04 PROCEDURES

A. Emergency Response

- 1. All Fire Personnel will be informed on a continuing basis of any pre-warned events that may occur or have the potential for impacting the response areas of the fire department.
2. All personnel will be informed of any event that is not pre-warned that is declared a disaster by the emergency manager.
3. Personnel will begin making themselves available to promptly respond when called upon to assist in the mitigation of any disaster as identified in the CEMP.
4. Upon the request from the fire department any needed/ activated personnel will respond in a prompt efficient manner with the necessary personal items to sustain themselves for 72 hours.
5. Upon Activation of the City Emergency Operation Center (EOC) the Fire Department will send and assign a representative staff member to respond to the EOC to coordinate the (ESF'S) emergency services functions and provide liaison with the Lake County EOC.
6. The Fire Captain or a command officer established by the Fire Chief will coordinate and be responsible for all operational staff functions and personnel assigned to the emergency support functions during all three contiguous phases including emergency response, relief and recovery.

Major Emergency Operations		
S.O.P. #	2 - 70	Emergency Management
		PAGE: 2 of 4

and managed by departmental Lieutenants under the direction of the Fire Chief, Fire Captain or designee.

7. The Fire Chief and Fire Captain will assure that all actions to be taken at every EMCON level (emergency condition levels) is accomplished as deemed necessary and appropriate.
8. The Fire Chief or his designee will attend all meeting necessary for the coordination and control of any emergency management related disaster or situation. Proper precautions and preparation including notification to the State warning point will be conducted per the CEMP.
9. The fire department will respond personnel and resource to effectively handle and coordinate all of the ESF's that are required of the department. Normal emergency response procedures may be discontinued by the Fire Chief or his designee when conditions dictate that such a response may inherently danger the safety and/or the lives of the responders.

B. Relief Operations

1. The Fire Department will continue to staff a representative in the EOC during relief operations. During relief operations all situations will be attended to on a "priority" basis in order to best utilize the personnel and equipment resource available.
2. The fire department will contact all of the logistical support needed to handle the ESF's required of the department. During the relief phase, primary efforts will be directed toward search and rescue, mass care, resource support, health and medical.
3. All critical facilities will be contacted during the relief phase (when it is safe to do so) in order to determine the status and or needs of the citizens within those facilities. Direct attention and consideration will be given to meeting the relief effort needs of those critical facilities listed within the CEMP.
4. Upon reentry into an emergency area the fire department will work to:
 - a. Establish priorities
 - b. Provide staging areas for incoming resource and equipment
 - c. Secure and provide adequate resource and supplies to those in need
 - d. Secure disaster areas and protect the public
 - e. Perform search and rescue of all areas within the City of Mount Dora
 - f. Assess life safety, medical and health needs including mass care operations
 - g. Identify, contain and eliminate fire and other safety hazards
 - h. Assess damages to essential and critical facilities and provide restoration where possible
 - i. Assess damaged structures and prepare written documentation on estimated damage levels
 - j. Prepare status reports and communicate vital information to the public including the progress of all relief and recovery efforts
 - k. Provide coordination of volunteer efforts

C. Recovery Operations

1. The fire department will assure that vital communications are restored as a priority measure for the safety of responders as well as facilitating the accomplishment subsequent tasks.
2. The fire chief or his designee will assure that all emergency support functions required of the fire department are carried out and continue throughout the duration of the emergency until all of the recovery needs are met.

D. Fire Department Emergency Support Functions (ESF'S)

Under the direction of the Fire Chief, the Fire Department will assign command officers to supervise, organize and facilitate the accomplishment of the following organizational responsibilities as outlined in the CEMP.

1. ESF 4 - Fire Rescue Services

The Fire Department will adequately staff and control fire and rescue response during emergency management activation. A fire officer will be assigned to supervise this

Major Emergency Operations		
S.O.P. #	2 - 70	Emergency Management
		PAGE: 3 of 4

function. A checklist will be provided for the officer assigned to control this emergency support function to assure that all areas of this responsibility are being accomplished. These calls may be placed on a priority dispatch to respond in order of importance based immediate on call volume and staffing availability. The officer supervising this function will provide status briefings to the Fire Chief or his designee both verbally at meetings and in written form on a routine basis as established by command. During heavy wind events or other dictating circumstances emergency response may be halted by direction of the Fire Chief or his designee.

2. **ESF 6 - Mass Care**
 The fire department will work closely with Lake County EOC to assure and determine the availability of all activated emergency shelters during a disaster. A fire officer will be assigned to supervise this function. A detailed checklist will be provided for the officer assigned to control this emergency support function to assure that all areas of this responsibility are being accomplished. The officer supervising this function will provide status briefings to the Fire Chief or his designee both verbally at meetings and in written form on a routine basis as established by command. Outside agencies that assist in the providing both equipment and personnel resource will be requested and directed to assist in providing care when the need arises. During a situation involving massive amounts of people that need care, local, regional and state assistance will be contacted and coordinated according to the magnitude of the event.
3. **ESF 7 - Resource Support**
 The fire department will provide all logistical support available to meet the needs of ESF 4,6,7,8,9 & 10 as outlined in the CEMP. Additionally the fire department will provide resource support to all response and recovery efforts as needed. A fire officer will be assigned to supervise this function. A detailed checklist will be provided for the officer assigned to control this emergency support function to assure that all areas of this responsibility are being accomplished. The officer supervising this function will provide status briefings to the Fire Chief or his designee both verbally at meetings and in written form on a routine basis as established by command.
4. **ESF 8 - Health and Medical**
 The fire department will work closely with area hospitals and the Lake County Health Department to assure that all Health and Medical needs are being coordinated and controlled during a disaster. Coordination with transport services and receiving facilities for medical care will be of primary importance. Environmental concerns and considerations that would affect the safety of the public will also be in the forefront of operational responsibility. A fire officer will be assigned to supervise this function. A detailed checklist will be provided for the officer assigned to control this emergency support function to assure that all areas of this responsibility are being accomplished. The officer supervising this function will provide status briefings to the Fire Chief or his designee both verbally at meetings and in written form on a routine basis as established by command.
5. **ESF 9 - Search and Rescue**
 During any emergency disaster requiring search and rescue the fire department will provide urban search and rescue and technical rescue teams to effectively locate the lost and trapped that have fallen victim to the disaster. A fire officer will be assigned to supervise this function. A detailed checklist will be provided for the officer assigned to control this emergency support function to assure that all areas of this responsibility are being accomplished. The officer supervising this function will provide status briefings to the Fire Chief or his designee both verbally at meetings and in written form on a routine basis as established by command.
6. **ESF 10 - Hazardous Materials**
 The fire department will provide a coordinated response to any major spills or releases of hazardous materials as a result of a disaster. This function will be handled with the appropriate response according to the level of training needed to control and mitigate the hazardous incident. A fire officer will be assigned to supervise this function. A detailed

Major Emergency Operations		
S.O.P. # 2 - 70	Emergency Management	PAGE: 4 of 4

checklist will be provided for the officer assigned to control this emergency support function to assure that all areas of this responsibility are being accomplished. The officer supervising this function will provide status briefings to the Fire Chief or his designee both verbally at meetings and in written form on a routine basis as established by command.



Table with 3 columns: S.O.P. # 2 - 71, Law Enforcement Liaison - General Operations, PAGE: 1 of 2. Includes rows for EFFECTIVE: 08/07, REVISED:, and Authorized:

71.01 PURPOSE

To establish guidelines for the request of a law enforcement officer at an emergency scene.

71.02 POLICY

Fire department personnel shall follow these guidelines when needing a response of a law enforcement officer at an emergency scene.

71.03 PROCEDURE

- A. If at any time during Fire Department operations the need for law enforcement assistance presents itself, request such assistance through dispatch.
B. If requested to the scene of a police operation, make contact with the officer in charge (normally there will be a Police Command Post at larger operations) and coordinate with same.

71.04 TRAFFIC CONTROL

- A. When requesting a police response for traffic control, the request shall be made to dispatch specifying the exact location of the need and fact that "traffic control" is the nature of the request.
B. When special traffic control measures are needed, such as with hazardous materials incidents, the basic requirements may be relayed through dispatch with a request for a police supervisor at the Command Post.

71.05 CROWD CONTROL

The police department shall enforce a fire line as identified by the Fire Department. It is the responsibility of the Police Department to keep unauthorized persons outside the fire line. Authorized personnel, inside the fire line are the responsibility of the Fire Department, including the news media, utility personnel, etc. Command must identify the area to be controlled to the Police Department, keeping in mind the possible dangers of the situation and the area needed for operations.

71.06 EVACUATION

At incidents involving exposure of large numbers of citizens to some danger, such as hazardous materials incidents, it often becomes necessary to use police officers to effect and maintain evacuation of an area. In these cases it is essential that the Incident Commander and a police supervisor get together to coordinate manpower needs and assignments, establish perimeters and exchange information. Accurate and timely information must be shared by both departments to minimize risks to personnel and the public.

71.07 PERSONS INTERFERING WITH FIRE DEPARTMENT

- A. When Fire Department personnel encounter interference from anyone at the scene of an incident, a specific request shall be made to the police department identifying the type of problem encountered and the desired action.
B. If the situation reaches a point where Fire Department personnel are physically endangered by an unstable situation, Fire Department unit will withdraw until the police department can stabilize the situation.

71.08 CORONER REQUEST

- A. Dead bodies are a responsibility of the police department, delegated by the coroner.
B. Requests for a coroner's response must include the response of a police officer.

Law Enforcement Liaison		
S.O.P. #	2 - 71	Law Enforcement Liaison – General Operations
		PAGE: 2 of 2

71.09 POLICE ASSISTANCE

When providing assistance to the police department, coordinate with the officer in charge and provide such assistance as may be needed and as may be safe for the Fire Department personnel to provide.

71.10 COMMUNICATIONS

Communications with the police department will have to be made through dispatch.



Table with 3 columns: S.O.P. # 2 - 72, Pubic Assistance Alarms, PAGE: 1 of 2. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

72.01 PURPOSE

- A. To keep property damage at a minimum.
B. To maintain a safe environment for the public.
C. To promote public relations.

72.02 POLICY

- A. To respond to and assist the public, when possible, on non-emergency related incidents.
B. To assess the type of service required.
C. If service cannot be provided by the Fire Department, then refer the party involved to the proper agency which can render assistance.
D. Provide service as quickly as possible while not interfering with emergency requests.

72.03 OBJECTIVE

To provide policy and guidelines for non-emergency related incidents.

72.04 PROCEDURES

- A. FLOODING
1. To respond and insure that there are no hazards resulting from the flooding. This would include electrical equipment, gas and/or oil fired equipment, etc.
2. Insure the safety of the occupants.
3. Fire Department operations do not include the pumping of flooded basements.
B. ANIMAL CONTROL
1. Domestic animal (pet) call:
a. The owner of the pet has to be the person calling and has to vouch that the animal has had up to date vaccinations.
b. The owner of the animal must be on the scene for the animal to be removed or no removal shall be performed.
c. If the animal to be rescued is a cat in a tree then the cat has to have been in the tree at least twelve (12) hours.
d. The safety of Fire Department personnel is the foremost concern in attempting to remove animals from dwellings, trees, etc.
e. No animals shall be removed from trees, dwelling roofs at night.
f. Fire Department personnel shall wear full protective clothing to guard against animal bites and scratches.
g. If personnel cannot remove the animal safely, then the removal shall not be performed.
2. Reptile calls
a. The Fire Department does not answer calls for problems with reptiles. The caller is referred to the Animal Control Officer.
3. Other Wild Animals
a. The caller is referred to the Animal Control Officer for assistance.
C. PERSONS LOCKED IN OR OUT
1. Vehicles
a. Vehicle lockouts where the motor is running and/or there is a child in the vehicle the Fire Department shall respond and provide assistance.
b. Vehicle lockouts where the motor is not running and there is no child in the vehicle then the caller shall be instructed to call a locksmith.

Public Assistance Operations		
S.O.P. #	2 - 72	PUBLIC ASSISTANCE ALARMS
		PAGE: 2 of 2

- c. Determination of the person calling for assistance as being the owner or occupant should be made.
 - 2. Dwellings
 - a. Anytime a citizen calls requesting assistance in gaining entry to their dwelling or assistance in getting out of their dwelling the Fire Department shall respond and provide assistance.
 - b. The police department shall be notified when the Fire Department is assisting in gaining entry to a dwelling.
 - c. The caller shall be advised by the officer on the scene of the chance that if entry has to be made by other means than a window that damage could be incurred.
 - d. If the caller does not wish to have damage done to their dwelling then they shall be advised to call a locksmith.
 - e. The safety of Fire Department personnel shall be of the up most concern at all times.
 - f. Determination of the person calling for assistance as being the owner or occupant should be made by the officer in charge.
- D. BROKEN WATER MAIN
 - 1. Respond to location and assess the break.
 - a. How much water is flowing?
 - b. Is a traffic hazard involved?
 - 2. If a traffic hazard exist, request the police department to respond.
 - 3. Contact the water department to respond.
- E. SEWAGE SPILLS
 - 1. Contact the waste water department and have them respond.
 - 2. Insure that there is not a build up of sewer gas in the dwelling if a building is involved.



Table with 3 columns: S.O.P. # 2-73, Communications - Radio Procedures, and PAGE: 1 of 3. Includes fields for EFFECTIVE: 08/07, REVISED, and Authorized.

73.01 PURPOSE

This standard establishes guidelines for the use of two way radio communications equipment. It was promulgated to promote the most efficient and effective use of the radio communication system.

73.02 PROCEDURE

- A. The fire department operates a VHF Repeater radio system. The system uses the following frequencies; 151.205 (input) 154.370 (output) and a PL tone of 114.8 located at City of Mount Dora Water Tower, 12th Avenue and Tremain Street. This ensures a continuous uninterrupted source of electrical power.
B. Most of the departments radios contain 16 channels or frequencies, which have been assigned as follows:

Table with 2 columns: Channel number (1-16) and Channel name (Tri-City Fire, MD Fireground, MD Fire Page, Eustis Fireground, Tavares Fireground, LCFR TAC 1, LCFR TAC 2, LCFR TAC 3, LCFR TAC 5, Lake Co. Air Support, MDPD, Special Event, MD Utilities, US Forestry Blue, Regional Mutual Aid).

- C. It is the responsibility of all personnel to remaining radio contact with dispatch while they are on duty. Therefore, they should notify dispatch when they change location or status.

73.03 RESTRICTED ACTIVITIES

- A. The radio system is designed for emergency communications and those activities that support the accomplishment of the department's mission. Therefore, a number of subjects are inappropriate when using the system. Common sense and good judgment should always be the user's guide when deciding the appropriateness of a message.
B. Personnel who use a two-way radio should realize that the radio does not afford the user the same level of privacy as when making a telephone call.
C. The following items are inappropriate and should never be broadcast over a two-way radio.
a. Any term that would be offensive to another race or gender.
b. Profanity.
c. Any discussion of an athletic event or political contest.
d. The name of a deceased firefighter before the proper notification of family members.
e. Business of a personal nature.

Communications		
S.O.P. #	2 - 73	PAGE: 2 of 3

73.04 CHANNEL ASSIGNMENTS

- A. Channel # 1 has been designated as the department's primary channel. All incidents shall be dispatched on the primary channel. And routine non-emergency traffic will be conducted on this channel unless otherwise instructed by Dispatch. Therefore, all members should monitor this channel at all times.
- B. Emergency operations will initially be conducted on the primary channel. The incident commander will have the option of moving the radio traffic to assigned tactical channels as necessary, to effectively run the incident. Anytime additional channels are used dispatch will be notified.
- C. When heavy call volume exists, the incident commander may request dispatch to assign a separate channel for each incident. When this occurs all incident channels will be monitored by dispatch for proper communication.

73.05 TERMINOLOGY

- A. Use plain speech or clear text when transmitting over a two way radio. The fire department does not use any system of 10 codes or CB lingo. Although the department does not use numerical codes, a distinctive vocabulary of words, phrases and terms has been developed for use in radio conversations. These terms simplify and clarify radio conversation as well as contribute to brevity.
- B. The department also uses the 24-hour clock rather than the traditional 12-hour clock. The 24-hour clock is often referred to as the military clock. All references to time used in two-way radio communications will be expressed in the 24-hour format.

EXAMPLE:

9:00 A.M. is expressed as 0900 hrs. pronounced (zero nine hundred hours).

9:00 P.M. is expressed as 21:00 hrs. pronounced (twenty one hundred hours).

73.06 SENDING AND RECEIVING MESSAGES

- A. To ensure that a radio message will be clear and understandable, the user of a two-way radio should observe the following practices:
 - 1. Always speak in a conversational tone and at a moderate speed.
 - 2. Speak directly into the microphone. While speaking, keep your lips within a half- inch of the microphone
 - 3. Remain calm. Always speak distinctly and clearly, pronouncing each word carefully.
 - 4. Phrase your message naturally, not word for word. Avoid lengthy discussions, and be clear and to the point !
 - 5. Use ordinary conversational strength. If surrounding noise interferes, speak louder, but do not shout.
 - 6. Figures, difficult words, and important information should be preceded by the words " / repeat."
- B. Message Format
 - 1. Identify the unit or function sending the message, as well as the unit or function to whom the message is being directed.
Example: "Engine 101 to Command".
 - 2. Wait for the unit being called to acknowledge, and then keep the message brief and to the point.
Example: "Engine 101 to command". "Command to Engine 101, go ahead".
"Engine 101 to Command the primary search is complete. We have an all clear".
 - 3. Use procedural words and phrases whenever possible.
- C. Eliminating common errors:
 - 1. The most common error committed by a user of a two-way radio is short keying. This is caused when a radio operator attempts to transmit a message before the repeater has time to engage. This practice chops off the first part of the message.

Communications		
S.O.P. # 2 - 73	Communications – Radio Procedures	PAGE: 3 of 3

2. To correct the problem the user should press the transmit button on the microphone and delay his message for three to five seconds. This delay allows the repeater time to engage. Once the repeater engages, the entire message can be successfully transmitted and received.



Table with 3 columns: S.O.P. # 2 - 74, Communications - Radio Maintenance, PAGE: 1 of 1. Row 2: EFFECTIVE: 08/07, REVISED:, Authorized:

74.01 PURPOSE

This standard regulates the maintenance and repair of two-way radios and communications equipment.

74.02 SCOPE

- A. A Lieutenant shall be assigned the operational responsibility as communications officer.
B. Two-way radios, pagers, base stations, and station alerting systems are all vital components of the department's emergency notification and communications system.
C. Members who have been issued a pager, two-way radio or other communication device are responsible to maintain their assigned equipment in proper working order.
D. Lieutenants are responsible for the proper operation of all communications equipment assigned to their command.

74.03 REPAIR

- A. Whenever a two-way radio or other piece of communication equipment is in need of repair, the Lieutenant/OIC shall be notified.
B. Station alerting systems and other essential equipment are critical to emergency operations and must be repaired immediately.
C. All communications equipment owned by the department shall be maintained and repaired by City authorized personnel and service contracted repair and maintenance.
D. Pagers, Telephones, and other communications equipment leased from a private vendor shall be returned to the proper vendor for repair in accordance with the lease agreement.
E. Disposable items such as batteries may be obtained by contacting the Administrative Assistant.
F. All repairs shall be reported to the Lieutenant in charge of communications and that officer shall keep a record of all repairs made to the department's equipment.