

**Eastern Plumas Rural Fire Protection District
Standard Operating Guidelines**





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Eastern Plumas Rural Fire Protection Districts

STANDARD OPERATING GUIDELINES

Mission Statement:

The Mission of the Eastern Plumas Rural Fire Protection District is to be committed to excellence in protection of life and preserving property. To providing the best emergency medical care, wildland and structure firefighting to the citizens and guests of our district. We are committed to Duty, Honor, Courage, and Integrity.

To Fulfill our Mission

We are committed to a strong and comprehensive training program with an environment that enhances self-esteem, personal responsibility and respect of others.

Fundamental to our Mission

We are committed to teamwork, shared leadership, and effective management of resources. We make safety of our members and the citizens we serve our number one priority.

Firefighter Code of Ethics

I understand that I have the responsibility to conduct myself in a manner that reflects proper ethical behavior and integrity. I will help foster a continuing positive public perception of the fire service. Therefore, I pledge the following:

- a) Always conduct myself, on and off duty, in a manner that reflects positively on me, my department and the fire service in general.
- b) Accept responsibility for my actions and for the consequences of my actions.
- c) Support the concept of fairness and the value of diverse thoughts and opinions.
- d) Avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- e) Be truthful and honest at all times and report instances of cheating or other dishonest acts that compromise the integrity of the fire service.
- f) Conduct my personal affairs in a manner that does not improperly influence the performance of my duties, or bring discredit to my organization.
- g) Be respectful and conscious of each member's safety and welfare.

- h) Recognize that I serve in a position of public trust that requires stewardship in the honest and efficient use of publicly owned resources, including uniforms, facilities, vehicles and equipment and that these are protected from misuse and theft.
- i) Exercise professionalism, competence, respect and loyalty in the performance of my duties and use information, confidential or otherwise, gained by virtue of my position, only to benefit those I am entrusted to serve.
- j) Avoid financial investments, outside employment, outside business interests or activities that conflict with or are enhanced by my official position or have the potential to create the perception of impropriety.
- k) Never propose or accept personal rewards, special privileges, benefits, advancement, honors or gifts that may create a conflict of interest, or the appearance thereof.
- l) Never engage in activities involving alcohol or other substance use or abuse that can impair my mental state or the performance of my duties and compromise safety while performing my duties or representing my department.
- m) Never discriminate on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual preference, medical condition or handicap.
- n) Never harass, intimidate, or threaten fellow members of the service or the public and stop or report the actions of other firefighters who engage in such behaviors.
- o) Responsibly use social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor or embarrass my organization, the fire service and the public. I also understand that failure to resolve or report inappropriate uses of this media equates to condoning this behavior.

Developed by the National Society of Executive Fire Officers

EASTERN PLUMAS RURAL FIRE PROTECTION DISTRICT GOAL PURPOSE STATEMENT:

In order to accomplish its mission, the goals of EPRFPD are stated in the following areas and have been identified as critically important in making the achievement of this mission possible.

- a) **PUBLIC EDUCATION** to reduce the risk of death, injury, and property destruction by fire through education of our community's citizens, business managers, and property owners of the fire and safety hazards within their domain.
- b) **OPERATIONS** to efficiently organize the department's resources in order to assure timely response and effective emergency operations on a twenty-four (24) hour basis.
- c) **TRAINING** to consistently improve the knowledge, skills, and abilities, of department personnel and at all levels of the organization, in order to improve the effective and professional service to the community.
- d) **ADMINISTRATION** to maintain an efficient program of administration and information management to provide the organization with the ability to make appropriate decisions that will work toward the achievement of the organization's mission statement.
- e) **PUBLIC PERCEPTION** to conduct all aspects of our business under the highest standards of ethics, morality, and fiscal responsibility while striving to maintain an equitable balance among the needs of the individual members, the organization, and the community that we serve.

Section 100: Philosophy

- a) Policies in the form of reasonable guidelines are necessary for the proper operation of any organization. Such policies must be standardized in a workable and readable format which is available to all levels of the organization.
- b) Knowledge of these policies and procedures by Fire Department members are essential for the maintenance of discipline and the development of teamwork and morale.
- c) The policies, procedures and regulations contained within these SOG's are intended to be reasonable and workable guidelines of a positive nature.
- d) Periodic review and revision of policies and operational procedures, recognized as necessary, has been incorporated as part of this manual.
- e) These SOG's cannot be expected to provide a solution to every question or problem which may arise in an organization established to provide an emergency service delivery system. It is expected, however, that they will be sufficiently comprehensive to cover, either in a specific or general way, the majority of operational and administrative activities which involve the members of EPRFPD.
- f) The existence of these written guidelines is not intended to limit any member in the exercise of judgment of initiative in taking the action a reasonable person would take in extraordinary situations which may arise in the fire service. Much by necessity must be left to the loyalty, integrity and discretion of members.

100.01: Creation of Standard Operating Guidelines

- a) A Standard Operating Guidelines Manual will be provided to all members of EPRFPD and will be maintained by the Fire Chief.
- b) New and modified SOG's will be distributed to each member in a timely manner.
- c) SOG's describe what is expected of personnel in various situations. Deviations from SOG's must be reviewed by the member's immediate supervisor at the earliest opportunity following the occurrence and may require a verbal or written explanation.
- d) A SOG becomes effective the day it is issued.
- e) SOG's are continually reviewed for their applicability and accuracy.
- f) When a SOG is issued that updates an existing SOG, the earlier policy becomes invalid and should not be used.

Section 200: Membership

All members must be 18 years of age or older, 21 years of age to drive department equipment (additional requirements outlined in job descriptions), and meet the membership requirements of EPRFPD.

200.01: Duties

It shall be the duty of all EPRFPD personnel to adhere to the rules, regulations, policies, SOG's, oral and written orders, respond promptly to page outs, attend training sessions, and conduct themselves in accordance with established practices written in this document and EPRFPD's Rules and Regulations.

Section 201: Safety

Emergency operations sometimes require that personnel perform in a situation that poses significant risk. These safety procedures are meant to provide a framework to reduce risk when en route to emergency incidents. Command is responsible for safety at all incidents.

201.01: Protective Clothing

All personnel shall, when working a fire or heavy rescue situation, wear full protective clothing provided by EPRFPD. This includes:

- a) Appropriate full duty turnouts (bunker boots/bunker pants/bunker jacket)
- b) Helmet with chin strap and eye protection
- c) Brush gear
- d) Approved boots (Minimum 8")
- e) Nomex or PBI hood
- f) Approved gloves
- g) Ear plugs (as required).

Firefighters shall don protective clothing before boarding apparatus or upon arrival at scene in a safe location.

Structure Fires, Motor Vehicle Accidents – Full turnouts required.

Wildland Fires – Full Wildland issued equipment required w/ proper boots.

Medical Calls – Some type of identifying outer garment that identifies you with EPRFPD.

All fire department issued equipment is for official department use only and will not be used for personal purposes.

201.02: Self-Contained Breathing Apparatus

All firefighters shall don respiratory protective equipment for all interior structural fires, vehicle fires, fires in other confined spaces, in potentially contaminated atmospheres, areas where an oxygen deficient or toxic atmosphere may exist, at other incidents which require respiratory protection, or when directed by command.

Members raising ladders, operating lines outside a fire building, performing exterior ventilation (roofs, etc.) or other external activities are not mandated to use respiratory protective equipment, however, it is strongly suggested that an SCBA be worn while performing these or similar operations.

Command may not order the removal of SCBA unless it is proven that a clear environment is present. When masks are removed, they shall not be dropped or left in a building or other area where they may be subject to damage. SCBA masks shall be returned and stored in the individual protective bag.

Fit testing for SCBA masks is mandatory and is done on a regular basis by an approved fit test method.

201.03: Personal Alert Safety Devices

If you are in an emergency situation and you become lost or disoriented, activate your PAS alarm. Try to stay calm, stay in same location if possible and initiate radio communication as soon as your PAS device is activated. Attempt to provide a radio report utilizing the following acronym:

L: Location

U: Unit identifier

N: Name

A: Assignment and air supply

R: Resources needed

All personnel shall assemble for accountability. Incident shall go into rescue mode and standard search and rescue pattern shall begin.

201.04: Emergency Response of Apparatus (Code 3)

All drivers and operators of fire department vehicles shall drive in a deliberate and responsible manner and shall adhere to the principle of the Basic Speed Law with due regard for the safety of all persons and property. Drivers should pay constant attention to atmospheric influences on visibility, vehicle stability and control, road conditions and hazards as well as traffic volume and congestion when determining vehicle speed.

Drivers of fire department vehicles bear the ultimate responsibility for the proper operation of a department vehicle. Each driver shall drive with due regard for the safety of all persons using the highway. Each driver must follow the California Vehicle Code when operating a department vehicle either Code 2 or Code 3.

All occupants are required to wear seat belts and/or shoulder harnesses at all times when driving or riding in fire department vehicles. Drivers are responsible for the proper seating and fastening of the passengers prior to moving the vehicle.

Headlights should be used day or night, whether driving under routine or "Code 3" conditions to heighten visibility of any EPRFPD vehicle for other motorists and pedestrians.

Section 22350 of the California Vehicle Code states: "No person shall drive a vehicle upon a highway at a speed greater than is reasonable or prudent having due regard for weather, visibility, the traffic on, and the surface and width of, the highway, and in no event at a speed which endangers the safety of persons or property."

Section 21055 of the California Vehicle Code exempts the driver of an authorized emergency vehicle from specific sections of the vehicle code (see 8.A.451.09) while responding to or operating at the scene of an emergency call provided the driver sounds a siren as may be reasonably necessary and the vehicle displays a lighted red lamp visible from the front as a warning to other drivers and pedestrians. However, Section 21056 goes on to state that Section 21055 does not relieve the driver of a vehicle from the duty to drive with due regard for the safety of all persons using the highway, nor protect him from the consequences of an arbitrary exercise of the privileges granted in that section.

Department policy defines Code 3 driving as the operation of an authorized emergency vehicle in response to an emergency call or while actively engaged in an emergency call, but not returning from an emergency call, when such emergency requires an expeditious response. Only those personnel who are properly trained and licensed and whose duties necessitate driving Code 3 may do so.

Passing on the right: Drivers of fire department emergency vehicles responding Code 3 should give vehicular traffic an opportunity to yield to the right-of-way request and move to the right of the roadway. If a vehicle slows in the path of the emergency vehicle during an emergency response, passing on the right is acceptable when it has been reasonably established that the civilian traffic will not properly yield to a right-of-way request and it is safe to do so.

All approved drivers must complete Code 3 training annually and sign the associated agreement contract to adhere to the policies which apply to Code 3 response.

Fire department personnel riding in the right front seat when responding Code 3 should provide visual support to the driver and report any hazards.

An officer may modify the response code at any time, if in her/his best judgment a Code 3 response might jeopardize the safety of all persons and property. In the absence of an officer, the driver may exercise the same discretion and modify the response.

EXCERPTS FROM THE CALIFORNIA VEHICLE CODE

Exemption of Authorized Emergency Vehicle

21055. The driver of an authorized emergency vehicle is exempt from Chapter 2 (commencing with Section 21350), Chapter 3 (commencing with Section 21650), Chapter 4 (commencing with Section 21800), Chapter 5 (commencing with Section 21950), Chapter 6 (commencing with 22100), Chapter 7 (commencing with Section 22348), Chapter 8 (commencing with Section 22450), Chapter 9 (commencing with Section 22500), and Chapter 10 (commencing with Section 22650) of this division, and Article 3 (commencing with Section 38305) and Article 4 (commencing with Section 38312) of Chapter 5 of Division 16.5, under all of the following conditions:

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

(b) If the driver of the vehicle sounds a siren as may be reasonably necessary and the vehicle displays a lighted red lamp visible from the front as a warning to other drivers and pedestrians.

A siren shall not be sounded by an authorized emergency vehicle except when required under this section.

Effect of Exemption

21056. Section 21055 does not relieve the driver of a vehicle from the duty to drive with due regard for the safety of all persons using highway, nor protect him from the consequences of an arbitrary exercise of the privileges granted in that section.

201.05: Driving Personal Owned Vehicle (POV's)

At times, responders will make the decision to respond to an incident in a POV. The following guidelines should be considered when responding POV:

- a) All EPRFPD personnel are required to possess a valid California Drivers License.
- b) Obey all traffic and speed laws.
- c) Park in a manner that POV does not interfere with the flow of traffic or the response of other emergency vehicles to or from scene. Also, take into consideration destruction of evidence at accident and fire scenes when parking.
- d) Consideration of lack of emergency fire or medical equipment in POV.

201.06: Power Equipment

When operating power equipment such as saws, jaws, or air bags, full protective equipment shall be worn. Ear and eye protection are required. The manufacturer's safety procedures shall be followed at all times. Power saws should not be operated above the waist without a spotter. Only trained personnel shall operate power equipment.

201.07: Apparatus

Apparatus shall remain in quarters, unless responding to an incident, training, or maintenance.

Any emergency repairs or modifications to apparatus, shall not compromise safety or cause further damage to the equipment and the chief, or his/her designee must be notified immediately.

It is the responsibility of the last driver of the apparatus to both notify the chief, or his/her designee, as well as post on the station board, any uncorrected problems that apparatus has.

The apparatus will be checked on a weekly basis. The checks will be documented on a Weekly Equipment Check Form, which will be located in the binder in each apparatus.

Every time an apparatus is backed, drivers should position a crew member outside to the rear of the vehicle to look for hazards, assist in directing the vehicle and check for pedestrians and obstacles.

Prior to responding to a fire call, responders shall visually inspect the fire apparatus for signs of obvious problems, such as low or flat tires, fluid leaks, or other problems that would impact the function of the vehicle.

When parking apparatus in quarters, it is the responsibility of the apparatus operator to make sure all equipment batteries on that apparatus are in the OFF position and electrical and air lines are connected to the apparatus, where appropriate.

201.08: Station

Stations shall be kept clean and orderly inside, and maintained around the outside perimeter. Any repairs needed to stations need to be reported to the chief or his/her designee.

Members present at the station shall be respectful of the county/city roads, property and atmosphere, exhibiting courtesy and professionalism.

Responders shall not block roads or station doors with their personal vehicles.

Before leaving the station, make sure all appropriate lights are off and doors are secure.

201.09: Station Safety

There are many safety concerns around a fire department facility. Personnel should be aware of possible slippage on water, oil, and other apparatus leakage. Personnel should also be aware of open compartments, hanging lines and hoses. Pressurized bottles are also a concern for being dropped, leakage, and possible explosion if mixed with the wrong environment. Please be careful and report any concerns to your immediate supervisor or captain. See also *EPRFPD Injury & Illness Prevention Program Policy*.

201.10: Hose Line Safety

Hose lines can be very dangerous if over-pressured. For safety purposes, engine operator's panel pressure relief valves should be set at 150 psi. Hose lines for interior attack purposes should begin at 100 psi, and interior crews can adjust the pressure up as needed.

Appliance pressure should not be above 200 psi (125 psi for wildland hose), without notifying the officer in charge. Hose lines are tested to 300 psi, and that pressure shall not be exceeded. At operating pressure >150 psi, valves and nozzles should be operated slowly.

201.11: Highway Safety Vest. (Public Safety Vest)

When the nature of an incident requires personnel to work in or near moving traffic, the following personal protective equipment shall be worn:

- a) Structural fire turnouts including helmet, bunker pants, bunker jacket, gloves and boots.
- b) Safety Vest's must be ANSI 207-2011 compliant and donned over the bunker jacket.

The Highway Safety Vests need not be worn when personnel are directly involved in:

- a) Suppression of a vehicle fire.
- b) While wearing an SCBA.
- c) Technical rescue.

The Highway Safety Vest should be donned as soon as personnel have completed their assignment in the above three conditions.

Any personnel not wearing appropriate safety gear will be personally responsible for any OSHA fines.

Section 202: Infection Control

With the risk presented by infectious disease, personnel of EPRFPD are required to follow infection control guidelines to ensure employee safety. *See also EPRFPD Injury & Illness Prevention Program Policy.*

202.01: Body Substance Precautions

- a) Contact with body fluids of any type shall be limited as much as possible.
- b) Wash your hands between each patient contact and immediately after contamination with blood or body substances.
- c) Wear gloves when you are likely to touch **ANY BODY SUBSTANCE, MUCOUS MEMBRANE, and OR NON-INTACT SKIN.** (Body substances include blood, sputum, vaginal secretion, urine, and feces.) Be very careful with blood that involves the possibility of body substance exchange. Wear gloves for all activities. Gloves are to be changed after each patient contact. Wear gloves when cleaning or handling clothing contaminated with body substances. Wear rubber gloves under protective work gloves when working extrication where body substances are present.
- d) Wash hands after removing gloves.
- e) Wear a mask and eye protection when working in an area where body fluids may be splattered.

- f) Think whenever you work with sharps & dispose of them properly.
- g) Cover any unprotected non-intact areas of your skin with a dressing.
- h) Use a mask or a mask with a one-way valve when performing mouth-to-mouth resuscitation.

201.02: Clean-Up / Decontamination

- a) Blood and any bodily substance spills may be cleaned with bleach diluted 1:10. Bleach in squirt bottles should not be misted for application. Remove visible material first, and then decontaminate the area. Equipment that may be damaged by bleach should be cleaned with an appropriate disinfectant. Articles should be in contact with disinfectant for 15 minutes.
- b) CPR manikins are to be disinfected according to the American Heart Association Standards. A separate mask shall be used for each student.
- c) Clothing soiled by body fluids shall be double bagged and brought to the attention of a member of Command Staff for proper handling.

Section 203: Communications

EPRFPD personnel will use clear text for radio communications.

Communication at an incident shall be to report newly discovered situations, or significant changes and the relaying of orders or assignments. Face to face communication is preferred to radio communication. Status updates shall be given every 15 minutes.

203.01: Eastern Plumas Rural Fire Protection District's Radio Policy

How calls will be paged

Calls will be paged – via paging system from Plumas County Sheriff's Office (Fire Control) or EPRFPD.

When a page is received

- a) An Officer and/or Apparatus will acknowledge page on Radio (Fire Control, Beckwourth Repeater).
- b) All personnel will respond to the Fire Station – unless instructed to respond differently.
 - 1) Responding “firefighters” will acknowledge response via Beckwourth Repeater. Firefighters then refrain from using Beckwourth Repeater & contact Incident Command on TAC 14 or Face To Face only.
- c) When the apparatus is responding, the Captain/Acting Captain will state...“*Fire Control, 9821 responding and # of personnel on board*” (Beckwourth Repeater).
- d) First person on scene will give a size up, when appropriate. (Beckwourth Repeater).
- e) One person will assume “Incident Commander” and name the incident whether it is a fire or accident (“name of street – command”).
 - a. Incident Commander will announce IC and incident name (Beckwourth Repeater).
- f) **ALL** radio traffic will switch to TAC 14 when arrived on scene.
- g) Only the Incident Commander and/or Chief personnel will use repeater channel.
- h) As soon as possible, the Incident Commander will state the personnel needs of the incident on the repeater channel.
- i) ALL scene radio traffic will be transmitted on the following channels only. (Traffic control, etc.) TAC 14 or V-Fire 21.

When the call is over

1. **Officer in charge** will announce when available, “*Fire Control all EPRFPD Personnel, released and available*” (Beckwourth Repeater)
2. **Officer in charge** will announce when returning, “*Fire Control all EPRFPD returning to station*” (Beckwourth Repeater)

EPRFPD Personnel / Apparatus Radio Identifiers

9800	Chief
9801	Assistant Chief
9802	Battalion Chief
9803	Battalion Chief
9804	Captain
9805	Captain
9806	Lieutenant
9807-9820	Firefighters
9821-9829	Type-1
9831-9839	Water Tender
9851-9859	Rescue
9871-9879	Type-3/6

203.02: Channel Change

The assignment to another frequency may only be ordered by the Incident Commander or dispatch. All traffic shall remain on one channel unless an order is given. All units must acknowledge a frequency change. Units shall change channels when they arrive on scene or staging.

203.03: Emergency Traffic

If a situation arises at an incident which poses an immediate threat to life safety, the term Emergency Traffic may be used to clear the air. Once this term is used by a unit, all radio traffic will cease. Once this message is transmitted, all affected units must acknowledge, and wait for further instructions by command.

Section 203.04: Blind Orders

Blind Orders are orders given by units not yet on scene. These orders affect operations at the incident. A Chief Officer may if he/she feels it is necessary, give blind orders to units on scene.

Section 203.05: Countermanded Orders

On occasion, a situation may arise where personnel receive orders and they encounter an individual who countermands those orders. This can cause serious conflicts at incidents. Countermanding orders is not acceptable. In the event that a countermanding order is received, the person receiving the order shall advise the person initiating the conflict that they are under a previous assignment, and by whose authority.

If an officer countermands an order, that officer must advise the affected person(s) supervisor immediately. That officer also assumes full responsibility for the impact of the countermanded order. Personnel who are not part of the command structure at a scene may not issue an order to personnel.

Section 204: Tactical Guidelines

The objective for tactical guidelines is to provide a standard for selecting actions at an incident scene.

(a) Size Up

Size up begins upon the receipt of the alarm. An initial report is required upon arrival. The first arriving unit on scene shall make a size up of the incident and establish Incident Command (IC). Items to consider in the size up report should include:

- 1) Type of building
- 2) Is the building occupied
- 3) Is there smoke showing/location of smoke
- 4) What exposures if any are threatened
- 5) Is there any special hazards other responding units should be aware of
- 6) Is there problems with gaining access to the fire from responding apparatus
- 7) Are there any special apparatus or tools needed

The Incident Commander should report size up over radio. The most qualified or Senior Officer first on scene should be considered as the I.C. The position of Incident Commander may change as more personnel arrive on scene. On structure fires, size up should include a walk around the structure (if practical) to ensure a complete picture of the problem.

(b) Accountability

Officers or firefighters that are assigned personnel to accomplish a task are required to account for the personnel under their direct supervision. At an incident, if you are supervising personnel, you must know the names, location, and status of personnel assigned to you at all times.

Every member of the EPRFPD shall carry on their person an issued Personnel Accountability Tag. When entering the apparatus, this tag will be given to the acting captain. The acting captain will give all tags to the IC. Tags will be returned at the end of the incident.

Accountability tags are not used on medical aid calls.

(c) Safety

Safety of all participants on any incident shall be of primary concern. Individuals shall not act alone without the approval of command. Safety is everyone's responsibility.

204.01: Tactical Priorities

The officers and firefighters of EPRFPD shall consider the following priorities when determining tactics on incidents. EPRFPD will risk a lot to save a lot, will risk little to save little, or will risk nothing to save nothing.

ALL THREE CONSIDERATIONS SHALL BE MADE ON INCIDENTS

(1.) Life Safety

Life safety is the highest tactical priority. It involves locating, protecting, and or removing people from a threatening situation. This includes firefighters. When firefighting is in a RESCUE MODE, all efforts shall be directed at protecting means of egress and supporting search activities with fire suppression efforts.

(2.) Fire / Hazard Control

Fire / Hazard Control are secondary to life safety. It includes locating, confining and extinguishing fire. Methods to enhance these goals include ventilation, exposure protection and tactics. There may be a situation where fire / hazard control is a priority to effect life safety. This is, remove the fire from the victims as opposed to the victims from the fire.

(3.) Property Conservation

Property conservation is the last priority, but is a tactical requirement for consideration in any incident. These operations include salvage and overhaul. DO NOT consider that because property conservation is "last on the list" that it will always be the last consideration. The impact of poor overhaul is ineffective fire control. Poor salvage operations when manpower is available are well known to destroy the public opinion of the most effective fire control methods. Fire debris shall not be removed without consent from command.

Section 205: Structure Fire Suppression Options

EPRFPD shall use three general fire control methods during suppression activities. The individual responsible for suppression activities is the incident commander. Direct, exterior, and combination fire attacks are the fire control options.

- a) **Offensive/Direct interior attack** is the most aggressive attack for fire suppression. Consideration for the speed at which an attack can be formed is crucial. Small line can be extended faster than large lines and place less strain on fire crews. At no time shall firefighters operate interior water streams into a smoke only situation.
- b) **Defensive/Exterior master stream** attack consists of large hand lines or master stream devices (300 gpm), or more. This attack mode is used when firefighters are unable to approach, within close proximity, the fire building or when entry into the structure is not acceptable for safety concerns. This attack may be used on buildings fully involved in fire. This tactic is also used where exposure protection is a concern.
- c) **Transitional/Combination attack** in some fire situations it may become necessary to engage both fire control tactics using exterior attack to knock down the fire to allow interior operations to begin. **AGAIN, EXTERIOR ATTACKS SHOULD NOT BE INITIATED UNTIL THE STATUS OF THE OCCUPANTS IS KNOWN.**

Requesting water from the hydrant operator shall be done in one the following ways:

1. Radio
2. Visual with both hands above head and announce loudly "WATER."

205.01: Evacuation of Personnel

The term "**withdraw**" should be used by command at incidents where it is necessary to remove firefighters from a location for tactical reasons. It may be necessary to remove firefighters from an interior attack to apply an exterior attack to enhance fire control. The order would be to "**withdraw without equipment**". If a crew is to be relocated for a different assignment, then an order may be given to "**withdraw with equipment**".

"**Evacuate**" is the term which implies immediate danger to personnel. The order to evacuate directs personnel to immediately leave their assignments and report to their supervisor. Equipment should be retrieved only if it does not interfere with egress. Personnel are responsible to assist with accountability for their crew members. Supervisors shall report to the I.C. when the evacuation of personnel is complete and all are accounted for.

Fire ground notification of evacuation due to an emergency shall be Three (3) blasts on the Air/ Electric horn for five seconds and off for five seconds for three cycles.

205.02: Search and Rescue

Priority for Search and Rescue operation should be next.

- a) The most severely threatened
- b) The largest group
- c) Exposures
- d) Surrounding group

Primary search is the first search extended into a structure prior to fire control. A primary search is extended to all affected areas of the structure that can be entered. Many times a primary search can be served to locate victims, the fire, and conditions of the incident. Incident Command must structure initial activities to accomplish a primary search. Once a primary search has been complete and the safety to occupants determined, then the order "**all clear**" is transmitted. The time of "**all clear**" should be recorded.

All fire control activities prior to an "**all clear**" shall be directed at control of egress areas and containment of the fire. Aggressive fire attack in a rescue mode is only allowed to effect rescue.

In a situation where the initial report is "nothing showing", or in very minor fire situations that clearly pose no life hazard an "**all clear**" still must be reported. In working fire situations, fire control efforts may be extended simultaneously with rescue efforts. Again, the tactical priority is rescue until an "all clear" has been given.

Reports from civilians cannot be used to determine an all-clear status.

Secondary search is a more complete search, usually completed by a different crew than the crew which performed the primary search. It is recommended that the crew that performs the secondary search meet with the crew of the primary search to determine which areas may have been missed.

205.03: Evacuation of Buildings

Situations which require evacuation of occupants from a building can be very traumatic for the victims. Firefighters shall conduct themselves in a professional manner at all times and shall not become involved in forcefully removal of an occupant unless a law enforcement agency is present. In order to ease the stress of evacuation, firefighter should inform the occupant of the following:

- a) Identify yourself and the agency you represent.
- b) Inform the occupant why they are requested to leave. (Hazardous materials, Wildland fire, etc.)

- c) Tell them whose authority is ordering the evacuation. (Incident Command)
- d) Tell them the route they should use to leave.
- e) Tell them where they may go for shelter.

Only the I.C. may order an evacuation. Areas should be marked off to prevent redundant searches.

Re-entry: On occasion, occupants will want to re-enter the premises to gain valuables or medicine. Permission must be obtained from I.C. to allow an occupant to re-enter an area. If anyone is allowed to enter an area, they must be accompanied at all times, and their exposure limited as much as possible.

205.04: Ventilation

To manage fire control more effectively, every attempt should be made to ventilate structures involved in fire. EPRFPD utilizes horizontal ventilation when at all possible (gable vents, windows, doors, etc.), and vertical ventilation authorized by IC. At no time shall ventilation be made without fire suppression equipment in place and the IC or Operations Chief being notified.

205.05: Protect exposures

The exposures, close neighboring buildings, wood sheds, propane tanks, wood piles, trees, shrubs, motor homes, trailers, and the like, all have to be protected or moved from a fire that may spread. Mutual aid teams may be a good choice to assign this task.

205.06: Exterior Designation of Structures / Exposures

EPRFPD shall use the following method for the identification of exterior exposure. The side of the structure where the command post is located should be designated Side A (This is typically the street side). The exterior sides of the structure involved are called Side A, B, C, D in clock-wise order.

205.07 Interior Designation

Interior designations shall be as follow: Division 1, 2, 3, etc. according to the floor level.

205.08: 2 in / 2 out in IDLH Atmosphere

- a) Eastern Plumas Rural Fire Protection District is in full support of Federal OSHA Respiratory Protection Regulation, 29 CFR 1910,134, 2 in/2 out provision.
- b) All EPRFPD personnel will wear SCBA and appropriate PPE when operating in an IDLH atmosphere.

- c) The 2 in / 2 out provision requires a minimum of 2 firefighters for the interior structure fire in an IDLH atmosphere and a minimum of 2 firefighters as a Rapid Intervention Crews,(RIC) to stand-by in the event assistance is needed or rescue is required.
- d) EPRFPD requires that all personnel operating in an IDLH atmosphere work in teams of at least two. The team must remain in contact with each other at all times via vision, voice contact (not radio) or physical contact while in an IDLH atmosphere.
- e) This procedure will allow one of the two RIC personnel standing outside the IDLH atmosphere, to be assigned to an additional role, such as Incident Commander, Safety Officer, Pump operator etc. This is acceptable as long as this firefighter is able to perform assistance or rescue without jeopardizing the safety or health of any firefighter working the incident by leaving their assignment.
- f) The Pump operator may not function as a member of the RIC when more than one line is deployed.
- g) Nothing in this procedure is intended to preclude firefighters from performing emergency rescue activities before an entire team has assembled at the scene. Emergency rescue activities are the exception not the rule. Routine primary and secondary searches do not qualify as "emergency rescue activities".

205.09: Rehabilitation

No firefighter will be permitted to continue emergency operations beyond their own safe levels of physical or mental endurance.

This guideline establishes suggestions for operation of a Rehabilitation Section that will be established to:

- a) Evaluate fire ground personnel,
- b) Provide rest and rehabilitation,
- c) Clear them for continued duty during the incident, and
- d) Refer them for medical care if needed.

The purpose of this guideline is to prevent personnel injury, during an emergency incident or training exercise, due to the combined effects of exertion, fatigue, dehydration and environmental stress.

REHAB will be established at the discretion of the Incident Commander.

All fire ground personnel should report to REHAB, either at the orders of their company officer, or if any of the following have occurred:

- a) Strenuous activity (Forcible entry, advancing hose line, ventilation, personnel rescue, progressive hose lay, cutting fire line)
- b) The use and depletion of one SCBA bottle

- c) Thirty minutes of exertion within a hazardous environment
- d) Symptomatic smoke inhalation
- e) Symptoms of fatigue, over-exertion (dyspnea, chest pain), dehydration (orthostatic dizziness), heat related illness (cramps, weakness, dizziness, nausea, vomiting, headache, blurred vision, dyspnea, near syncope, disorientation) or hypothermia (confusion, altered mental status, shivering, ataxia)

TREATMENT DURING REHAB

- a) While in REHAB, personnel will have the opportunity to rest, rehydrate, eat, change SCBA bottles, and be protected from the environment.
- b) Reassessment: In the absence of identified injuries, personnel may return to duty once their radial pulse, taken standing, is less than 110 BPM.

REHABILITATION LOGISTICS:

Water/Drinks:

- a) The most rapid update of fluids PO (by mouth) will occur if the water used contains small amounts of electrolytes and glucose. The most expedient means to accomplish this is with bottled water, mixed with sports drinks, such as Gatorade, in a ratio of approximately 2-3 liters of water per 1 liter of sports drink. This can be accomplished by mixing the drinks, or carrying several of each, and drinking from each bottle alternately.
- b) Officers should remind crews to drink before they are thirsty.

Environmental:

- a) The REHAB section must be prepared to protect personnel from physical environmental hazards, including heat, cold, rain and wind.
- b) Water should be stocked on every engine.

Food:

- a) Incident Commanders need to remember that, for prolonged incidents, personnel on scene will benefit greatly from food, such as sandwiches.

SCBA:

- a) Spare SCBA bottles will be available at the designated REHAB site.

Section 206: Type of Responses (When possible)

206.01: Standard Company Response

The purpose of standard response is to provide consistent application of resources to incidents. Company standards also provide incident managers a working knowledge of adequate resources normally required to manage an incident.

Engines and rescue units should not leave the station with less than two qualified personnel on board. However, if it is known that a qualified member of the department is responding in his/her personal vehicle to the incident w/ proper PPE's an engine or rescue unit may respond with one person on board.

206.02: Structure Fire Response (residential)

Three type 1 engine companies, 2 Rescue Units, and an ambulance shall respond on all reported residential structural fires. A structure fire is the report of smoke in a structure or any combustion process within a building. Notify 911 to confirm address.

- a) In rural areas without hydrants, a water tender shall be requested.

206.03: Structure Fire Response (commercial)

Three type 1 engine companies, 2 Rescue Units, and an ambulance shall respond on all reported commercial structural fires. A structure fire is the report of smoke in a structure or any combustion process within a building. Notify 911 to confirm address.

- a) In rural areas without hydrants, a water tender shall be requested.

206.04: Wildland Fires

1 Type-3 engine, and 1 water tender (if capable) shall respond on all Wildland fires. The USFS shall be notified via Fire Control. The US Forest Service (USFS) is responsible for the management of Wildland fires. The role of EPRFPD shall be to support USFS operations on Wildland fires. Our primary mission is to control the fire so that it does not threaten structures. Fire crew shall make an aggressive attack on all Wildland fire situations within our response area. Upon arrival of USFS, EPRFPD shall act to contain the fire threat, provide support for USFS and then provide structure protection. At no time shall EPRFPD personnel working under USFS supervision, operate in conflict with EPRFPD policies for fire ground safety.

206.05: Vehicle Accidents

Response for any automobile accident is 1 Engine, 1 Rescue unit.

206.06: Vehicle Fires

Standard response for any Vehicle fire shall be 1 engine and 1 rescue unit. If the vehicle is a commercial truck the responding officer shall determine the cargo being carried prior to aggressive fire attack. Trucks are considered to be any truck larger than one-ton rating.

206.07: Hazardous Materials Response

Three type 1 engine, 2 rescues, and 1 ambulance shall respond to all Hazmat incidents.

EPRFPD is responsible for command and control of hazardous material incidents which occur within our jurisdiction with exception of State Highways. This response procedure shall be followed until facts reveal that another course of action is required. For the safety of emergency personnel and civilians, **Always assume the worst.**

Recommendations for Response

It is entirely possible that the scene of an accident involving hazardous materials will represent such a high degree of hazard that the only safe course is to protect the perimeter from entry and evacuate those who may become exposed to an actual or potential hazard.

The first unit to arrive on scene shall:

- a) Approach from upwind and uphill.
- b) Deny access and set up a zone system.
- c) Identify material (s) by two sources if possible.
- d) Identify container size and condition.
- e) Identify rate of leak or size of spill.
- f) Determine hazard and evaluate risk.
- g) Evaluate resources required to manage the situation and begin action.
- h) Contact Chemtrec and notify dispatch to begin emergency notifications.

The goal of EPRFPD during a hazmat response is to isolate, deny entry, and notify appropriate authorities. The incident commander shall notify a chief officer of any incident which exceeds initial response capabilities.

Hazardous materials are any substances that are listed under the United Nations classification system.

206.08: Aircraft Crash

Three type 1 engine companies, 3 Rescue Units, 1 ambulance, and 1 water tender shall respond on any Aircraft accident. Notify 911 to confirm location and request any needed additional Mutual Aid from the nearest available neighboring Fire Department. Also consider ordering the County Hazmat team.

206.09: Weather Related incident

One type 1 engine shall respond on weather related incidents.

Example: down wires, fallen tree, flooding, etc. The normal response is enough personnel to handle the severity of the problem until appropriate County, State or private resources can get on scene

206.10: Rescue

There are many types of rescue, from someone trapped in an abandoned well to water or ice rescues. Each will be dealt with differently. Normal response would be 1 type 1 Engine, 1 Rescue and 1 ambulance.

The incident commander will make decisions on what other equipment or personnel will be needed.

206.11: Emergency Medical

Standard response for an emergency medical call shall be 9851 plus 1 ambulance.

206.12: Public Assist

EPRFPD will respond with 1 unit on public assistance calls. A request may be denied based on the nature of the call. A public assist to unlock a door for an individual that cannot prove he lives there, or to move furniture, are examples of calls which can be denied. However, EPRFPD is a full service organization and customer service is paramount. Keep in mind that what the public may perceive as an emergency may be what you consider ordinary.

206.13: Sprinkler / Standpipe

- a) During working fire situations, one of the first two arriving engine companies should ensure that the sprinkler system is operating and an engine may connect to the FDC and prepare to supply the system. If it is determined that the water flow is inadequate, then the system should be supported by the engine at 150 psi at the FDC. Both caps for engine sprinklers or standpipes shall be removed prior to pressurizing the system.

- b) Standpipe system can be very effective and dangerous for interior crews. Engines that support a standpipe system shall not exceed 200 psi when supporting a standpipe system. Initial pressure shall not exceed 150 psi.
- c) Air trapped in a dry pipe system can become compressed by water from an engine and result in pressures exceeding 1000 psi in hose lines. Any time standpipes are used; the nozzle shall be cracked open to bleed off compressed air.
- d) In addition, nozzles shall be checked for flush operation in the event there is debris inside the pipe.

Note: Yard hydrants or private hydrants may be used to support sprinklers systems. Engineers should monitor incoming pressure carefully because private hydrants can be affected by water usage outside the water distribution area.

206.14: Fire Alarms / Water Flow Alarms

Standard response to any Fire Alarm is one Engine and one Rescue unit. Personnel responding must check every alarm received. Engines may not be cancelled by dispatch because of information of a false trip of the system.

206.15: Smoke reports / Burn Piles

Investigations for smoke odors or similar circumstances shall receive a one engine response. Public assembly areas shall receive two engines. Responding officers may upgrade the units requested as needed.

Burn checks shall receive one engine response. Leaving a burn pile unattended and without a method of extinguishing should be discouraged. If the crew feels that the burning creates a risk and the occupant is not acting in a responsible manner, the crew should extinguish it.

USFS shall be notified via Plumas County Sheriff's Dispatch.

206.16: Mutual Aid

EPRFPD will respond to neighboring jurisdictions when requested or when large incidents require additional resources. EPRFPD's primary responsibility is to the communities we serve. Prior to responding to mutual aid incidents, there must be adequate coverage of personnel and apparatus remaining available to respond. Specific resource orders shall be approved by highest ranking officer.

206.17: Staging Area Procedures

EPRFPD uses the NIMS/ICS application of staging areas, which are defined in NIMS as: "A location where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas."

Staging areas may have a wide variety of applications and uses. Some examples are:

- a) A location for responding units to gather or report to receive a briefing or an assignment. This is especially useful when units are responding from other districts.
- b) A location to temporarily place resources when the scene is confusing or congested and the IC needs time to gain situational awareness or control of the situation.
- c) A location to place reserves that are not immediately needed at scene, but may be needed as the incident evolves.
- d) A staging area may also double as a safety zone to place resources when it is unsafe to enter the proximity of the scene. This may also apply to a situation when another agency such as Law Enforcement, HAZMAT or Public Utilities is securing the scene.

Naming Staging Areas:

- a. Staging areas are named, usually by its location so incoming units can easily find it. Some ICs name the staging area after the incident name if it is clear where the staging area is located. Some examples are:
- b. "This is Feather River RV Park IC. All incoming units report to Feather River RV Park staging at Highway 70 and Kitty Kat Trail".
- c. "This is Delleker IC. All mutual aid resources report to Eastern Plumas Rural Fire Delleker Fire Station Staging Area."

206.20: Helicopter Operations

Customarily, EMS helicopter requests will be handled through Eastern Plumas Health Care Ambulance Service, but at times EPRFPD personnel will be tasked with the helicopter request.

Requests for a helicopter will be made by EPHC Personnel or the incident commander. Considerations for helicopter request should include:

- a) Long transportation time
- b) Aggravated injuries (injuries which may be aggravated by normal transportation methods)
- c) Inaccessible location

Helicopter requests will be made through the Plumas County Sheriff's Office Fire Control and the following information should be provided:

- a) Plumas County Approved Landing Zones
- b) Number of victims
- c) Location (if different from scene)
- d) Brief description of injuries
- e) Weight

At times, Alternate locations will be required. When determining an alternate location the following criteria should be used:

- a) Minimum 100 by 100 feet during day operations and 120 by 120 feet for night operations.
- b) Maximum slope - 15% or 30 degrees.
- c) Check for obstacles above and at ground level.
- d) Wet down area enough to keep down dust and debris, if possible.

Radio contact between ground units and air units will be made using CALCORD. The IC or designated Landing Zone (LZ) officer shall be the only person to communicate with the aircraft via CALCORD. Relay to the Helicopter current weather conditions and any obstructions or imminent hazards upon initial radio contact.

Safety of the helicopter, crew and patient are of utmost importance. One staffed engine at minimum will be present at the LZ for helicopter emergencies. The following safety considerations should be followed at the LZ:

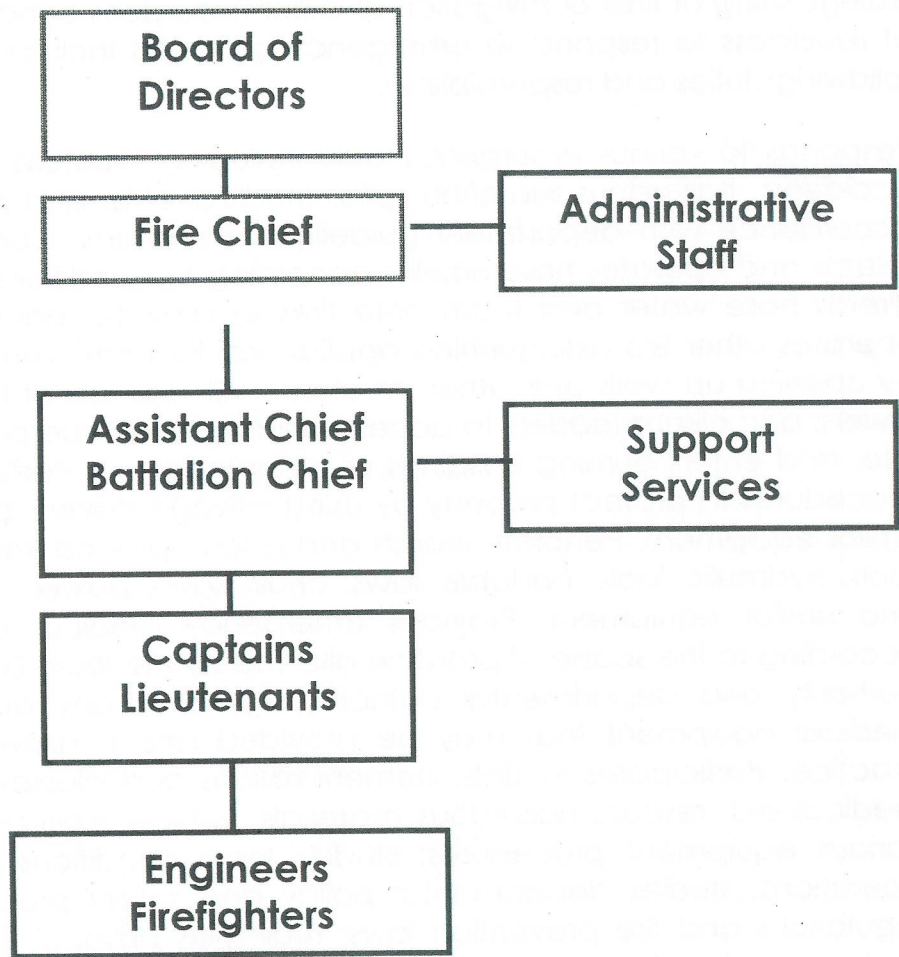
- a) No smoking, in or near aircraft.
- b) Wear full PPE (Bunker jacket, Bunker pants, Bunker boots, Helmet w/chinstrap and Hood).
- c) Wear goggles.
- d) Approach aircraft from front, in view of pilot at all times and with his permission.
- e) Do not approach tail of aircraft at any time.

Aircraft ground operations and patient loading will be under the direct supervision of aircraft crew members.

Section 300: Chain of Command

Eastern Plumas Rural Fire Protection District has a five member board elected by the registered voters within the district. This board is responsible for the health and safety of the community. The board appoints the Fire Chief. The Fire Chief is responsible for the operations of Eastern Plumas Rural Fire Protection District. The Fire Chief and Command Staff are responsible for promotions/demotions.

The Chain of Command is as follows:



300.01 Eastern Plumas Rural Fire Protection District Job Description Firefighter

General Duties

Under supervision of and taking direction from the Fire Chief and Fire Officers, a Firefighter performs as a team member the full range of firefighting duties in accordance with the EPRFPD chain of command and/or the ICS System. Firefighters shall assist in the suppression of fires, at emergency scenes medical, rescue and life-saving operations, or as assigned and will be responsible for fire station and fire department equipment maintenance, repair and other duties.

A Firefighter shall perform all operations necessary to ensure the confinement and extinguishing of fires or mitigation of other hazardous conditions, and maintain a state of readiness to respond to emergency calls. This includes, but is not limited to, the following duties and responsibilities:

Responds to various emergency calls including structural and wildland fires, vehicle accidents, hazardous materials spills, medical aids, and public assists. Uses radios in accordance with department guidelines and maps. Connects and lays hose lines, selects and operates hose nozzles according to conditions and supervisors directions, directs hose water and foam onto fires or provides backup by feeding hose lines; operates other fire extinguishing appliances. Performs ventilation or entry procedures by opening up walls and other structures with the use of hand or power tools; raises, lowers, and climbs ladders to access buildings or rescue persons; makes forcible entry into, and enters burning buildings or other locations. Performs salvage and overhaul procedures to protect property by using salvage covers, brooms, mops, shovels, and similar equipment. Performs search and rescue procedures, utilizing hand and power tools, hydraulic tools, portable saws, chain saws, power generators, ropes, webbing and similar equipment. Provides emergency medical aid to the ill and injured according to the scope of practice allowed by the local Emergency Medical Services Authority and departmental authority, operates any and all related emergency medical equipment that may be provided and is allowed within one's scope of practice. Participates in drills, demonstrations and classes in firefighting techniques, medical aid, rescue, hazardous materials, vehicle extrication, confined space, and various equipment procedures; studies local conditions and factors affecting fire operations; studies departmental policy and safety procedures; studies inspection regulations and fire prevention laws; maintains physical fitness and health. Inspects business and institutional occupancies and performs follow up procedures to insure compliance with Fire Codes, state and local regulations. Participates in local school fire prevention programs by presenting and preparing presentations, performs other public education activities to promote fire safety and public awareness; completes appropriate paperwork. Participates in maintenance of fire department equipment and facilities. Completes other tasks as assigned.

Specific Requirements and Responsibilities

Rookie firefighters will serve a probationary period of one year (or longer if determined by Chief Officers). All firefighters shall be given annual performance evaluations.

Probationary firefighters will not be issued pagers until they have completed department CPR and first aid requirements. Issuance of gear and participation at incidents will be limited until completion of appropriate safety training. Wildland firefighting gear will not be issued to firefighters until their completion of required wildland fire training. If the department receives an emergency call for which you are not yet qualified, you may go to the nearest fire station and still get credit for responding to the call. While at the station you should complete an assignment or whatever else needs to be done.

Firefighters who do not meet Fire District and/or Fire Department requirements may be placed on "Reserve" status.

Consistent with California Law and fire district policy, volunteer firefighters on probation may be removed from membership without specification of cause. After the probationary period demotion or dismissal may be for non-performance, insubordination or actions detrimental to the fire department and may occur after documented performance reviews and an opportunity to correct deficient performance. Demotion or dismissal shall occur after consultation with Fire Department Chief Officers with the Fire Chief having the final determination. Non-probationary firefighters may appeal disciplinary actions in accordance with the District's grievance procedure.

Probationary Firefighters – Requirements and Responsibilities:

- a)** Respond as a member of a crew to perform a full range of firefighting duties and render aid at medical emergencies.
- b)** Show care for the maintenance, safety and well being of district property and equipment including general housekeeping and securing fire stations and equipment after each use.
- c)** Assist with maintenance of all assigned facilities, apparatus, and equipment; and required or assigned record keeping.
- d)** Insure that any valuable or personal property found at the scene of an emergency is turned over to its rightful owner or the officer in charge of the scene.
- e)** Show willingness to carry out complex directions and follow orders.

- f) Perform work with thoroughness and care and use good judgment in the performance of duties.
- g) Act in a professional manner at all times which brings credit to the EPRFPD, Fire Department and its personnel.
- h) Support and participate in EPRFPD's Workplace Injury & Illness Prevention Program and Safety Plan.
- i) Assist in special assignments or programs.
- j) Demonstrate commitment to honesty and personal integrity.
- k) Work well with others and promote teamwork and pride in the Department.
- l) Interact constructively and respectfully with Fire Department personnel, the Board of Directors, members of other agencies and the public.
- m) Participate fully and constructively at trainings and act as a mentor to other EPRFPD fire/rescue personnel.
- n) Other duties as assigned, required or directed.

Qualifications

- a) Must be at least 18 years of age.
- b) State if you are a convicted felon and submit to a criminal background check.
- c) Must not be addicted to or use illegal drugs.
- d) Possess a valid California Class C driver's license and clean driving record.
- e) Complete department required physical exam, TB test, and hepatitis B shots or sign waiver.
- f) Meet EPRFPD Firefighter training requirements for CPR and First Aid, EPRFPD Rookie Training or equivalent, Wildland Fire Training, ICS 100, ICS 700, and Bloodborne Pathogens.
- g) Basic Wildland Firefighter (FFT2) within one year of appointment.
- h) EMR or EMT certification within one year of appointment.

Additional Desired Qualifications

- a) CSFM Firefighter 1
- b) Previous experience with a local, state, federal, military, or private fire suppression organization.

300.02: Eastern Plumas Rural Fire Protection District Job Description Fire Apparatus Engineer

General Duties:

- a) The Fire Apparatus Engineer (FAE) is responsible for fire stations and fire department equipment as assigned. The Engineers shall report directly to a Station Captain, Assistant Chief, Battalion Chiefs or the Fire Chief and shall have the specific duties and responsibilities listed in this job description as well as additional duties and responsibilities as assigned which may include station, training, rescue/medical, or maintenance.
- b) Engineers are appointed by the Fire Chief in consultation with the Assistant Fire Chief(s).
- c) Engineers will serve a probationary period of six months and be given quarterly performance evaluations.
- d) Demotion or dismissal may be for non-performance, insubordination or actions detrimental to the fire department and shall occur after consultation with the Fire Officers, the Fire Chief making the final determination.

Specific Duties and Responsibilities:

- a) Responsible for the response readiness and maintenance in good and safe working order of all assigned apparatus, equipment, facilities; and required or assigned record keeping.
- b) Responsible for returning Department equipment to in-service readiness after incidents.
- c) Operates fire/rescue apparatus and equipment as assigned.
- d) Performs work with thoroughness and care and uses good judgment.
- e) Supports and participates in EPRFPD's Workplace Injury & Illness Prevention Program and Safety Plan.

- f) Participates fully and constructively at trainings and acts as a mentor to all EPRFPD fire/rescue personnel.
- g) Interacts constructively and respectfully with Fire Department personnel, the Board of Directors, members of other agencies and the public.
- h) Works well with others and promotes teamwork and pride in the Department.
- i) Acts in a professional manner at all times which brings credit to EPRFPD and its personnel.
- j) Performs other duties as assigned.

Qualifications :

- a) Meet EPRFPD firefighter qualifications.
- b) Possess a valid California Class B driver's license w/tank endorsement, or a Firefighters Endorsement, maintain state approved medical card, and a clean driving record.
- c) Knowledge of Fire District maps and geography.
- d) Knowledge of engine and pump operations demonstrated by successful completion of EPRFPD Engineering Evaluation.
- e) Driver Operator 1A

Additional Desired Qualifications:

- a) Driver Operator 1B
- b) CSFM Firefighter I

300.03 Eastern Plumas Rural Fire Protection District Job Description Lieutenant

General Duties

The Lieutenant, under the direction of the Fire Chief and/or Assistant Chief(s) and Fire Captains, manages the daily operation of the fire department, assumes command of fire and emergency scenes and rescue operations in accordance with the ICS System and may be responsible for fire stations and fire department equipment as assigned. As part of an Incident Management Team, Lieutenants may direct Fire Department Personnel in fire suppression, medical or rescue operations; and perform additional duties as assigned. The Lieutenant shall have the specific duties and responsibilities listed in this job description as well as additional duties and responsibilities as assigned which may include station, training, rescue/medical, maintenance or administrative responsibilities.

An officer position in the volunteer fire service is a privilege maintained only by a contribution in example and effort above and beyond that made by volunteers in non-leadership positions.

Lieutenants are appointed by the Fire Chief in consultation with the Assistant Fire Chief(s).

Lieutenants will be given annual performance evaluations.

Lieutenants may attend weekly Officer's Meetings with permission of the Fire Chief.

Lieutenants may have use of a department vehicle as determined by the Fire Chief and may receive compensation as determined by the Fire District.

Demotion or dismissal may be for non-performance, insubordination or actions detrimental to the Fire Department and shall occur after consultation with the Chief Officers with the Fire Chief making the final determination.

Specific Duties and Responsibilities:

- a) Responsible for the response readiness and maintenance in good and safe working order of all assigned apparatus, equipment, facilities; and required or assigned record keeping.
- b) Remain in the Fire District unless otherwise required in the performance of their duty or as assigned.

- c) Respond to all calls unless cancelled by EPRFPD personnel at scene or Dispatch.
- d) Complete Incident Report forms and other paperwork as assigned.
- e) Assume command at scene in accordance with EPRFPD Standard Operating Guidelines/ICS and manage District resources unless otherwise assigned by a chief officer or Captain.
- f) Performs work with thoroughness and care and uses good judgment in the performance of his/her duties.
- g) Supervises fire/rescue personnel at incidents, training, special assignments, and at other times as assigned.
- h) Participates fully and constructively at trainings and acts as a mentor to all EPRFPD fire/rescue personnel.
- i) Participates with Assistant Fire Chiefs in the performance review of EPRFPD Fire Department personnel as assigned.
- j) Interacts respectfully and constructively with fire department personnel, the Board of Directors, members of other agencies, and the public.
- k) Works well with others and promotes teamwork and pride in the Department.
- l) Acts in a professional manner at all times which brings credit to EPRFPD, and its personnel.
- m) Performs other duties as assigned.
- n) Supports and participates in EPRFPD's Workplace Injury & Illness Prevention Program and Safety Plan.

Qualifications :

- a) Meet EPRFPD Engineer qualifications.
- b) Possess a valid California Class B Driver's License with tank endorsement or Firefighters Endorsement. Maintain state approved medical card, and a clean driving record.

- c) Knowledge of engine and pump operations demonstrated by successful completion of EPRFPD Engineering Evaluation.
- d) Demonstrated knowledge of Fire District maps and geography.
- e) Leadership potential as determined by EPRFPD Chief Officers.
- f) ICS 200 within one year of appointment.

Additional Desired Qualifications

- a) Driver Operator 1B
- b) CSFM Firefighter I
- c) Command 1A

300.04 Eastern Plumas Rural Fire Protection District Job Description Captain

General Duties

The Fire Captain, under the direction of the Fire Chief and/or Assistant Chief(s), assumes command of fire and emergency scenes and rescue operations in accordance to the ICS System and shall be responsible for fire stations and fire department equipment as assigned. As part of an Incident Management Team, Captains may direct Fire Department Personnel in fire suppression, medical or rescue operations; and perform additional duties as assigned. The Fire Captain shall report directly to the Fire Chief and/or Assistant Fire Chief(s) and shall have the specific duties and responsibilities listed in this job description as well as additional duties and responsibilities as assigned which may include station, training, rescue/medical, maintenance or administrative responsibilities.

An officer position in the volunteer fire service is a privilege maintained only by a contribution in example and effort above and beyond that made by volunteers in non-leadership positions. EPRFPD Fire Officers will devote their full effort to their officer responsibilities and will not hold officer positions in the EPRFPD Firefighters Association or positions with the EPRFPD Board of Directors.

Captains are appointed by the Fire Chief in consultation with the Assistant Fire Chief(s).

Captains will be given annual performance evaluations.

Fire Captains will attend weekly Officer's Meetings and participate in firefighter performance evaluations.

Demotion or dismissal may be for non-performance, insubordination or actions detrimental to the fire department and shall occur after consultation with the Assistant Fire Chiefs, the Fire Chief making the final determination.

Specific Duties and Responsibilities:

- a) Responsible for the response readiness and maintenance in good and safe working order of all assigned apparatus, equipment, facilities; and required or assigned record keeping.
- b) Supervises fire/rescue personnel during incidents, trainings, special assignments, and at other times as assigned.
- c) Assumes command at incidents according to EPRFPD Standard Operating Guidelines and ICS.
- d) Operates fire/rescue apparatus and equipment as assigned or needed.
- e) Participates with Assistant Fire Chiefs in the performance review of EPRFPD Fire Department personnel as assigned.
- f) Acts in a professional manner at all times bringing credit to EPRFPD and its personnel.
- g) Performs work with thoroughness and care and uses good judgment in the performance of his/her duties.
- h) Participates fully and constructively at trainings and acts as a mentor to all EPRFPD fire/rescue personnel.
- i) Works well with others and promotes teamwork and pride in the Department.
- j) Interacts constructively and respectfully with Fire Department personnel, the Board of Directors, members of other agencies and the public.
- k) Performs other duties as assigned.
- l) Supports and participates in EPRFPD's Workplace Illness & Injury Prevention Program and Safety Plan.

Qualifications

- a) Meets EPRFPD Lieutenant requirements.
- b) Two years experience as a firefighter and/or demonstrated leadership ability.

Additional Desired Qualifications

- a) CSFM Firefighter 1 or 2
- b) Driver Operator 1B
- c) Command 1A & 1B
- d) Instructor 1A & 1B
- e) Additional Fire/EMS instructor qualifications.

300.05 Eastern Plumas Rural Fire Protection District Job Description Assistant Fire Chief/Battalion Chief

General Duties

The Assistant Fire Chief/Battalion Chief, in the absence of the Fire Chief or when assigned, assumes command of fire and emergency scenes and rescue operations in accordance to the ICS System and may be responsible for fire stations and fire department equipment. As part of an Incident Management Team Assistant Fire Chiefs/Battalion Chiefs direct Fire Department personnel in fire suppression, medical or rescue operations; and perform additional duties as assigned. The Assistant Fire Chief/Battalion Chief shall report directly to the Fire Chief and shall have the specific duties and responsibilities listed in this job description as well as additional duties and responsibilities as assigned which may include station duties, training, rescue/medical, maintenance or administrative responsibilities. An Assistant Fire Chief/Battalion Chief when assigned, shall assume the duties of the Fire Chief in his/her absence.

An officer position in the volunteer fire service is a privilege maintained only by a contribution in example and effort above and beyond that made by volunteers in non-leadership positions. EPRFPD Fire Officers will devote their full effort to their officer responsibilities and will not hold officer positions in the EPRFPD Firefighters Association or positions with the EPRFPD Board of Directors.

Assistant Fire Chiefs/Battalion Chiefs are appointed by the Fire Chief in consultation with other Assistant Fire Chief(s).

Assistant Fire Chiefs/Battalion Chiefs will be given annual performance evaluations.

Assistant Fire Chiefs/Battalion Chiefs will attend weekly Officers Meetings and participate in performance evaluations of Fire Department personnel.

Demotion or dismissal may be for non-performance, insubordination or actions detrimental to the Fire Department and shall occur after consultation with other Chief Officers the Fire Chief making the final determination.

Specific Duties and Responsibilities of the Assistant Fire Chief/Battalion Chief:

- a) In the absence of the Fire Chief shall be responsible for and have full authority over all activities and operations of the Fire Department.
- b) Participates in the general supervision of Fire Department personnel, equipment and activities. Supervises fire/rescue personnel during incidents, trainings, special assignments, and at other times as assigned.
- c) Responsible for supervision and maintenance in good and safe working order of all assigned facilities, apparatus, and equipment; and required record keeping.
- d) Assumes command at incidents according to EPRFPD Standard Operating Guidelines/ICS.
- e) Fulfills Duty Officer responsibilities as assigned.
- f) Recommends and assists in formulating Department Standard Operating Guidelines, policies and procedures.
- g) Evaluates department personnel in regard to their proficiency, abilities and attitudes toward the Department and the Fire District for the purpose of promoting safety, teamwork, and pride within the department.
- h) Operates fire/rescue apparatus and equipment as needed or assigned.
- i) Performs work with thoroughness and care and uses good judgment in the performance of his/her duties.
- j) Interacts constructively and respectfully with Fire Department personnel, the Board of Directors, members of other agencies, and the public.
- k) Works well with others and promotes teamwork and pride in the department.

- l) Participates fully and constructively at trainings and acts as a mentor to all EPRFPD fire/rescue personnel.
- m) Acts in a professional manner at all times which brings credit to EPRFPD and its personnel.
- n) Performs other duties as assigned.
- o) Supports and participates in EPRFPD's Workplace Illness & Injury Prevention Program and Safety Plan.

Qualifications

- a) Meets EPRFPD Captain requirements.
- b) Extensive and demonstrated experience in the fire service and demonstrated leadership ability.

Additional Desired Qualifications

- a) CSFM Firefighter 1 or 2
- b) Driver Operator 1B
- c) Command 1A & 1B
- d) Instructor 1A & 1B
- e) Additional Fire/EMS instructor qualifications.
- f) ICS 300 & 400

300.06 Eastern Plumas Rural Fire Protection District Job Description Fire Chief

The Fire Chief shall plan, organize, direct, and administer the operations of the District in the protection of life and property from loss due to fire. The Chief shall manage the operation of the Department, develop programs for fire prevention and perform related work as required. The Fire Chief shall report directly to the Board of Directors and shall have the specific duties as follows:

Specific Duties

- a) Shall be responsible for all fire and rescue activities including extinguishing of fires, fire protection, fire prevention services, emergency medical hazardous material response, incident investigation and reporting, and fire alarm communications.
- b) Within the discretion and authority granted by the Board, District ordinances and resolutions, and applicable State statutes, the Fire Chief shall enforce all laws pertaining to fire control and fire hazards within the District.
- c) The Fire Chief shall implement the ordinances, resolutions, policies and procedures of the District as directed by the Board.
- d) Shall communicate to the Board any and all information that could assist the Board in the administration, operation, and maintenance of the services provided by the District in order for the Board to fulfill its public oversight responsibility. The Chief shall conduct Fire Department correspondence and inform the Board of Fire Department activities and actions. Copies of all relevant Department correspondence and documentation shall be forwarded to the District Office Administrator when received.
- e) Shall attend all District Board meetings or send an alternate representative.
- f) Shall help formulate, prepare, and administer Department budget and Master Plan in conjunction with the Board.
- g) Shall work, through their position to facilitate communication within the Department and between the Department, the Board, and the community.
- h) When requested to do so by the Board, shall assist in drafting and shall recommend modifications of District policy as necessary to carry out the responsibilities of the District.
- i) Shall help develop and maintain a Firefighter's Guide of Standard Operating Guidelines (SOG's) that includes prescribed specifications and manner of wear of Department uniforms and personal protective equipment (PPE).
- j) Has full responsibility and authority for the general supervision of all response personnel.
- k) Shall promote a sense of public service and responsibility in all response personnel.

- l) Shall appoint officers, develop job descriptions, promote officer training and rotation, and ensure that the Department has adequately trained successor officers.
- m) Maintains a firefighter recruitment program for the District. Maintains a formalized new recruit Fire Department Training Program.
- n) Shall be responsible for planning, directing, coordinating, administering, and oversight of the Fire Department Training Program and certify that required programs are being provided. Shall delegate Department responsibilities as necessary for the efficient operation of the Department.
- o) Maintains an accurate roster of current firefighters and their training records. Informs the District Office Manager of any changes as they occur.
- p) Shall supply the District Office Administrator with driver's license records, First Aid, CPR and EMT certificates for all response personnel and shall give immediate notice of any changes therein. Shall notify the Board of the revocation of driver's licenses or expiration of EMT or firefighter certifications.
- q) Shall be responsible for the discipline, suspension, and/or termination of all subordinate officers and response personnel in accordance with District ordinances, resolutions, policies and procedures. Disciplinary decisions of the Chief may be appealed pursuant to procedures established by District policy. Maintains a record of verbal or written formal warnings, complaints and disciplinary actions against response personnel and shall advise individuals of such entries into their personnel file. Personnel files on members of the Department shall be kept confidential and under the control of the District Office Manager.
- r) Exercises command over all fire and rescue equipment belonging to the District and shall maintain an inventory of same, recommending to the Board the purchase of new equipment and sale of old. Shall notify the Board of any damage to District property or any damage caused to third parties by District personnel.
- s) Shall have authority to site District equipment.
- t) Authorizes and approves invoices for payment with signature and date. Purchases and disposes of Department property in accordance with Board direction.
- u) Assumes the duties and responsibilities of the Fire Marshal and Fire Prevention Officer unless delegated to a subordinate officer. Shall be responsible for the implementation of Fire Marshal duties as set forth by State law and District policy.

- v) Except in an emergency shall seek Board approval for utilization of resources used outside the District.
- w) The Fire Chief shall develop and maintain a chain of command and shall provide a management plan with an organizational chart to the Board on an annual basis.
- x) The Fire Chief shall have responsibility for delegating authority and tasks as necessary.

Nothing in this job description shall be construed to limit the inherent or statutory responsibility, power, and authority granted to the Fire Chief by the Board of Directors or other applicable statutes (County, State, or Federal) in the operations of extinguishing any fire and taking the necessary precautions to prevent the spread thereof.

Qualifications

Applicants for the position of Fire Chief shall meet the following minimum qualifications:

- a) A minimum of three (3) years experience with a Fire Department (preferably rural). One (1) year experience in the position of a Fire Officer.
- b) Candidates without prior professional fire service experience must serve one year as an EPRFPD Administrative Captain or EPRFPD Assistant Fire Chief/Battalion Chief.
- c) Must meet minimum Firefighter qualifications of this section.
- d) Extensive and demonstrated experience in the fire service and demonstrated leadership ability.
- e) The Fire Chief shall reside within the response area of EPRFPD.

Additional Desired Qualifications

- a) CA Fire Officer Certification
- b) Additional Fire/EMS Instructor Qualifications
- c) CSFM Firefighter 1 or 2
- d) Driver Operator 1B
- e) Command 1A & 1B

f) Instructor 1A & 1B

g) ICS 300 & 400

301: Incident Command System

EPRFPD uses the Incident Command System (ICS) as directed by the National Incident Management System (NIMS). The objective of the Incident Command System is to provide a structured framework for incident management within the EPRFPD and when working with other agencies outside of EPRFPD's response area. EPRFPD has an objective that all members are trained in I-100 Introduction to ICS, I-200 Basic ICS and IS-700 NIMS. Some Supervisors are trained in I-300 Intermediate ICS and I-400 Advanced ICS.

301.01: Designation of the Incident Commander

Each incident within the jurisdiction of EPRFPD shall have an Incident Commander (IC). The IC has overall responsibility for the response and directs the activities of all responders. Further description of IC duties can be found in the ICS training material and guiding documents.

Upon the initial response, the person with the highest rank will normally assume the IC role. At times other responders may be designated as the IC for various reasons. Examples are:

- a) This person has more experience or training in that particular type of incident.
- b) The superior officer must remain available to respond to another location.
- c) The superior officer is providing medical care to a patient.

A superior officer may assume command for any reason at any time but this is not mandatory. If the incident is within the existing IC's training and experience level, or is stable and under control, incident command duties may remain with the first individual.

EPRFPD Officers may also assume command of an incident outside of EPRFPD jurisdiction, such as a wildfire not within the EPRFPD response area, until a representative arrives from the agency with jurisdiction.

There will be only one IC on an incident. Regardless of who is designated as the Incident Commander, all responders should be immediately notified who the IC is and when a change in command takes place.

When it is necessary to change the IC, a complete incident briefing shall be provided by the outgoing IC to the new IC. The ICS-201 form or similar document should be used to accomplish this briefing.

301.02: Mutual Aid Assignment

There may also be instances where EPRFPD is requested to respond to an incident outside our jurisdiction and one or more of the Chief Officers are requested to fill an ICS supervisory position. This is allowed under various mutual aid agreements. **However, EPRFPD Officers shall not accept such an assignment unless there is a qualified person to continue to supervise the EPRFPD resources that have responded to the incident.**

301.03: Unified Command

It is the responsibility of the IC to recognize when there are multiple agencies with overlapping jurisdiction. When possible, the IC should enter into ICS Unified Command with the other agencies with jurisdiction. However, it is recognized that not all agencies use ICS Unified Command. In such instances, the IC shall continue to command EPRFPD resources and work with the responsible official from the other agency to the best of his/her ability.

301.04: Agency Representative (AREP)

When EPRFPD resources are assigned to assist other agencies outside of EPRFPD's jurisdiction, including wildfires within EPRFPD's response area, EPRFPD may assign an AREP to represent EPRFPD and take whatever action is necessary to ensure for the care and well-being of EPRFPD's resources. AREP duties are described in the Field Operations Guide (FOG).

301.05: Command Structure, Simple or Complex Incidents

The majority of incidents within the EPRFPD jurisdiction do not require a large number of resources and are managed by an IC with no other ICS command or General Staff positions required.

As directed by the ICS, when span of control exceeds a manageable number (5 to 7) additional ICS positions may be designated by the IC to insure control and accountability. Examples of the most common positions used in EPRFPD are, but not limited to: Operations Section Chief, Safety Officer, Division/Group Supervisors and Staging Area Manager. On long duration incidents a Logistics Section Chief may be designated to provide support to the Operations Section.

All responders should be notified as to whom he or she is working for and where they fit into the ICS organization.

(The duties of the IC and all other ICS positions are described in the training material and other NIMS and ICS documents. They are not described in this SOG).

301.06: Incident Objectives

As required by the ICS, it is the responsibility of the IC to establish the Incident Objectives, select a strategy and determine tactical assignments. If an Operations Section Chief is assigned, it is that person's responsibility to determine tactics.

Incident Objectives vary from incident to incident but generally are guided by the common priorities:

- a) Protection of life and provide for the safety of responders and the public.
- b) Incident Stabilization.
- c) Property Protection.
- d) Recovery.

Section 302: Investigations

302.01 Fire Deaths

Incidents which result in a death of an occupant, bystander, or citizen trying to take individual action, require immediate notification of the fire chief and the appropriate law enforcement agency. If a victim is found, immediate patient assessment should be performed to determine the viability of the victim. If the victim is obviously deceased, then the body should not be moved.

Radio communications of fire deaths should be limited and cellular telephones should be considered.

302.02: Notification of Injury

Anytime a firefighter is injured on a call and treatment is required, it can cause serious stress for their loved ones. In the event that any of our people are injured, notify the fire chief. If the injured person is available, ask them if they would like their family notified. Do not take it upon yourself to contact their family and please inform your spouse/significant other of the same.

All on the job injuries must be reported immediately.

302.03: Equipment Involved in Accidents

In the event of a traffic accident involving district equipment, the following guidelines shall be followed:

Accidents during emergency response without injuries or significant damage to either vehicle should be handled by exchanging information and completing the response. Notify dispatch of your delay and request a 2nd response unit to the initial call. The EPRFPD Chief shall be notified as soon as practical.

Accidents with injuries and/or significant damage, equipment involved shall be removed from further response. Dispatch shall be notified of the situation, the appropriate law enforcement agency requested, and a 2nd response requesting another unit to the initial call.

Accidents that occur outside of emergency response shall have a police report filed, unless no damage has occurred to either vehicle. In all cases, an incident report shall be filled out and submitted to the fire chief.

302.04: Cause and Origin Investigations

It shall be policy to make every effort to determine the cause and origin of all fires.

The responsibility to investigate the incident rests with IC. IC shall obtain an investigator or qualified assistance to be summoned when:

- a) The significance of the incident is above the ability of those on scene.
- b) The incident involves a juvenile.
- c) Arson is suspected.
- d) The fire has resulted in a fatality.

If the scene cannot be investigated due to circumstances beyond the incident commander's control, then efforts shall be made to secure the scene until the incident investigation can be performed. If investigation of the fire is suspicious in origin, then the appropriate law enforcement agency shall be notified. EPRFPD shall assist law enforcement in any way possible.

Section 303: Reports

All calls will require a report completed in Image Trend. All Fire/NIFIRS reports shall be completed by Officer or acting Officer. All medical reports will be completed only by licensed NORCAL EMS Personnel. All reports and logs should be legible and completed in a timely manner. A run sheet is to be completed by the Captain of each responding unit and turned into the person responsible for writing the report for each incident. It is recommended that the report be written at the end of the call if time and circumstances allow. If not, all reports should be entered into Image Trend no later than 24 hours after the call.

303.01: Subpoenas and requests for reports

All requests for reports must be in writing and approved by one of the Department's chiefs. No third party request for reports will be honored unless by subpoena or Court Order.

Section 304: Equipment and Supplies

Each apparatus has a set inventory of equipment and it should be kept this way. If on a call, it will be the responsibility of the Engineer / Driver of that apparatus to oversee that all equipment is replaced in its proper place. It will also be his/her responsibility that all fluid levels are full. All used equipment should be replaced and damaged equipment be reported to Command Staff.

304.01: Fire equipment

Selected Personnel are assigned an apparatus and will make periodic inspections to insure all equipment is in place and in working order. There is a vehicle inspection sheet for each apparatus in a binder to be used as a guideline.

If there is damaged equipment that can be easily replaced the assigned vehicle inspector will take such action. If it cannot be replaced then he/she should immediately report this to the Command Staff to get the item replaced.

304.02: Medical Equipment and supplies

The responsible person in charge of the rescue unit will also make periodic inspections to ensure all equipment is in place and in working order. There is an inspection sheet in a binder that should be used as a guideline.

The medical equipment and supplies located on the equipment are used on a regular basis. This is an important responsibility to insure that all medical equipment and supplies are restocked and in their proper place for the next call. Medical bags must be checked for out of date medications and replaced before expiration date. Supply cabinets should be checked and restocked as needed.

304.03: Replacement or Purchase of equipment and supplies

Authorized Personnel are authorized to spend up to \$250 to replace or fix equipment that is not working. If more money is needed this order shall go through the Assistant Chief or Fire Chief.

400: Operations

400.01: Hose Testing

Insurance Service Office (I.S.O.) requires an annual service test for all fire hose and also requires hose to be assigned to apparatus. Testing also serves to keep EPRFPD's inventory updated. NFPA 1962 recommends testing Double-Jacketed hose, less than 3½", is recommended to be tested at 300 psi. Most new hose is factory tested at 600 psi. Experience has shown that some types of defects will show up only after prolonged application of water and will not be apparent if the pressure is immediately released after 300 psi has been reached. Most authorities recommend that the length of hose line to be tested should not exceed 300 feet/discharge.

It is the policy of EPRFPD to perform annual service tests on fire hose and also assign specific hose to each apparatus. Double-jacketed hose is to be tested at 300 psi for 5 minutes. This testing is to include hose in storage racks.

a) All air in the hose should be expelled before pressure is applied. When conducting hose testing, remember that under normal conditions air is compressible and water is generally not. Should a hose burst under pressure, the sudden release of expanding air can cause serious injury.

b) Materials needed for hose testing include one nozzle specific to size of hose tested, silicone spray, marking pens, paint pens for color coding, test results/recording sheets, assorted hose gaskets (found on apparatus) and tags for marking hose which fail testing.

c) Conducting the test:

1. Connect Hose Tester to a source of water.
2. Lay out all hose to be tested in lines not more than 100 feet long. Record identifying numbers and the length of each section of hose to be tested. Mark the end of the coupling shank to check for slippage of the coupling during the test.
3. Attach a shut-off type nozzle to the end of each line.
4. Fill each hose line with water and make sure that each nozzle is open and elevated during the filling process. Exhaust all air from each line by permitting normal water flow.

5. After all air has been expelled, leave each nozzle open. Gradually raise the pressure at the nozzle to approximately 50 psi for solid streams or 100 psi for fog streams. This procedure can identify defective hose lining, which is more likely to pull loose during a flow of water under pressure than under static pressure.
6. Reduce the pump pressure, close each nozzle slowly, and place each nozzle on an elevated block or on the ground. Check and tighten all hose couplings.
7. Gradually raise pump pressure to appropriate pressure and maintain for 5 minutes (300 psi for 5", 4", 3", 2 1/2", or 1 3/4" diameter double-jacketed hose).
8. After 5 minutes reduce pressure slowly, close discharges, disengage pump and open each nozzle.
9. Observe all marks on the hose behind the coupling shanks. If any of the couplings have moved (slight movement is normal), or if any section develops leaks, record and tag as failed. If a section bursts during the test, all other sections in the line must be tested again. Record results on the Hose Test Report Worksheet (an example of the worksheet is attached).
10. Drain all water from the hose to prevent formation of sulfuric acid, which is particularly corrosive to cotton and Dacron surfaces. Damage from sulfuric acid accounts for a large number of test failures.
11. When putting hose away, be sure it does not come into contact with oil, grease or solvents, which can cause damage and result in test failures. Wash the hose with soap and water if contact occurs. Before putting hose away, check threads for damage. Bent or mashed threads can be straightened with a small piece of triangular file. Inspect all rubber gaskets and replace if necessary. Use silicone spray to lubricate all swivels as necessary.
12. All new hose must be engraved with a date and number. Contact the Command Staff overseeing the hose testing project for appropriate hose numbers. Hose will be assigned to specific vehicles by use of hose numbers.
13. All hose is to be color coded so that the hose is tied to the unit. Color code the female coupling of each section of hose. Each color should be 1" Length x 1/2" Width.

500: INTERNAL POLICIES

500.01: Sexual Harassment/Discrimination

EPRFPD is committed to maintaining a work environment that is free of harassment and discrimination of any kind. All members should respect the rights, opinions and beliefs of others.

Per EPRFPD Personnel Policy:

EPRFPD is committed to providing a workplace free of sexual harassment (which includes harassment based on gender, pregnancy, childbirth, or related medical conditions), as well as harassment based on such factors as race, color, religion, gender, national or ethnic origin, citizenship, ancestry, age, physical disability, mental disability, medical condition, family care status, veteran or military status, marital status, sexual orientation, or any other basis protected by federal, state, or local laws, ordinance, or regulations. EPRFPD will use its best efforts to protect employees from workplace harassment by other employees, volunteers and non-employees, including members of the public, within the constraints imposed by law.

For the purposes of this Chapter, harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working environment or that interferes with work performance. Such conduct constitutes harassment when (1) submission to the conduct is made either an explicit condition of employment; (2) submission to or rejection of the conduct is used as the basis for an employment decision; or (3) the harassment interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Harassing conduct can take many forms and includes, but is not limited to, the following: slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal work, pictures, drawings, or cartoons based upon an employee's sex, race, color, national origin, religion, age, physical disability, mental disability, medical conditions, ancestry, marital status, sexual orientation, family care or medical leave status, or veteran status.

Sexually harassing conduct in particular includes all of these prohibited actions as well as other unwelcome conduct such as requests for sexual favors, conversations containing sexual comments, and unwelcome sexual advances.

500.02: Workplace Violence

Per EPRFPD Personnel Rules and Regulations:

EPRFPD is committed to providing a safe, violence-free workplace. For that reason, EPRFPD strictly prohibits officials, employees, consultants, customers, visitors, or anyone else on EPRFPD premises or engaging in a department related activity from behaving in a violent or threatening manner.

Workplace violence includes, but is not limited to, the following:

- a) Threats of any kind.
- b) Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others.
- c) Other behavior that suggests a propensity toward violence, which can include belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage of EPRFPD property, or a demonstrated pattern of refusal to follow EPRFPD policies and procedures.
- d) Defacing EPRFPD property or causing physical damage to the facilities.

500.03: Reporting Requirements

In order to effectively carry out the policies set forth above and to protect all EPRFPD personnel from unlawful discrimination, harassment, and work place violence, EPRFPD management must know about and respond to any prohibited conduct as soon as possible. Therefore, any incident of lawful discrimination, harassment or workplace violence prohibited by this Chapter shall be reported immediately to any department head with whom the employee feels comfortable or to the Personnel Officer. An employee who observes such an incident, as well as the person who experiences the conduct which violates the rules of this Chapter, has a mandatory duty to report the incident immediately. Failure to report an incident of discriminatory conduct, harassment, or workplace violence as described in this Chapter may result in discipline.

500.04: Investigation

Every report of any violation of these rules of conduct will be investigated promptly and thoroughly. Each investigation will be handled with due care and sensitivity, and the utmost attention will be given to preserving the privacy of all persons involved. Confidentiality will be maintained as much as possible. However, due to the overriding need to investigate thoroughly and also because of the due process rights of the employee who is alleged to have violated the rules contained in the policy, total confidentiality cannot be guaranteed in every case. An employee who violates

the confidentiality of such an investigation unnecessarily, or who fails to cooperate in such an investigation, will be subject to discipline. The investigation may be handled by a collective risk management team.

500.05: Retaliation:

Retaliation against any person for cooperating in an investigation, or for making a report as required by this Chapter, is absolutely prohibited and will result in discipline up to and including termination.

500.06: Social Media Policy

EPRFPD acknowledges that the use of technology by emergency service organizations provides several useful benefits including training and the acquisition of useful information for the betterment of the organization and its members. It also allows for the dissemination of information to the public for recruitment, safety, education and public relations purposes. As such, EPRFPD embraces the usage of instant technology to that end.

This policy establishes EPRFPD's social media and instant technology use procedures and protocols that are intended to mitigate associated risks from the use of this technology where possible.

This policy applies to all members of EPRFPD, consultants and contractors performing business on behalf of EPRFPD.

For the purpose of this policy, the term instant technology is defined as resources including, but not limited to, instant messaging, texting, paging and social networking sites such as Facebook, Twitter, You Tube, Instagram, Snap Chat and any other information sharing services, websites and/or blogs.

- a) The Fire Chief shall pre-approve all District social media pages and posts to these pages. All social media content shall adhere to all applicable laws, regulations and policies.
- b) The internet and other information sharing devices are global entities with no control of users or content. Therefore, available resources may contain material of a controversial nature. EPRFPD is not responsible for information found on these sources.

EPRFPD understands the value of such technology, but also understands the concerns and issues raised when information is released that violates privacy concerns or

portrays this organization to the public in an illegal or negative manner (intentional or unintentional). Therefore, no information, videos or pictures gathered while on EPRFPD business (this includes emergency calls, meetings, drills, details, trainings or anything obtained on EPRFPD property or at EPRFPD functions) may be shared or posted in any format without the written approval of the Fire Chief.

- a) Under this restriction, members are prohibited from disseminating or transmitting in any fashion photographs or images of individuals receiving emergency medical assistance. Any such transmission may violate California State Laws and/or the HIPPA privacy rights of such individuals and may result in a criminal and/or civil proceeding being commenced against members violating this provision of the policy.
- b) This policy is not intended to limit your right to freedom of speech or expression; but as we are a public entity, it has been put in place to protect the rights of this organization, its members and the public we are sworn to protect. Members are advised that their speech directly or by means of instant technology either on or off duty and in the course of their official duties that has a connection to their professional duties and responsibilities may not be protected under the First Amendment. Speech that impairs or impedes the performance of EPRFPD, undermines discipline and harmony among co-workers or negatively affects the public perception of EPRFPD may be sanctioned.
- c) A public employee may comment on a matter of public concern. However, airing personal workplace grievances does raise a matter of public concern.

Members must follow the following guidelines when discussing EPRFPD on social media websites:

- a) Do not make any disparaging or false statements or use profane language.
- b) Do not make any statements or other forms of speech that ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individuals.
- c) Make clear that you are expressing your personal opinion and not that of the Fire District.
- d) Do not share confidential information.
- e) Do not violate EPRFPD logos, uniforms or similar identifying items without prior written permission from the Fire Chief.
- f) Do not post personal photographs or provide similar means of personal recognition that may cause you to be identified as a firefighter, officer or employee of EPRFPD without prior written permission from the Fire Chief.

- g) Do not release information to the public that has not been authorized by the Fire Chief.
- h) Do not publish any materials that could reasonably be considered to represent the views or positions of the District without written permission from the Fire Chief.

EPRFPD owns the right to all data and files in a District owned computer, network, cell phone or other information system. EPRFPD also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use of the internet and of computer equipment used to create, view, or access e-mail and internet content which belongs to EPRFPD. Members must be aware that the electronic messages sent and received on EPRFPD equipment, software or web pages are not private and are subject to viewing, downloading, inspection, release, and archiving by EPRFPD at all times. EPRFPD has the right to inspect any and all files stored in private areas of network or on individual computers or storage media associated with EPRFPD in order to insure compliance with policy and state and federal laws.

Inappropriate use of the internet and instant technology regarding EPRFPD business may result in disciplinary actions, up to and including termination as a member or contractor of EPRFPD.

500.08: Use and Distribution of Photographs

Photographs shall be taken and prints made as necessary for the operation of EPRFPD. The Fire Chief or Incident Commander will oversee the use of cameras on emergency scenes, and shall not allow the preparation of prints for personal use.

Photographs may be loaned without charge to federal agencies, state departments, various news media, traffic safety groups when such loan will be of assistance to the governmental agency or will further safety education efforts of EPRFPD, provided the evidence value of the photographs for possible court action is not jeopardized.

All photographs taken by members of EPRFPD during the course of their employment have potential evidentiary value. As such, these images are the property of EPRFPD and shall be processed in the above manner. It should be noted that, if employees use their personal cameras, or other recording devices, during the performance of their duties, all images contained therein are the property of EPRFPD. Employees shall not reproduce, share or electronically post to any social media site, photographs taken on duty or official EPRFPD business without the express permission of the Fire Chief.

All negatives, original prints and CD's or other media storage devices containing original photographs from emergency scenes or EPRFPD functions are the property of EPRFPD and will either be destroyed or surrendered to the Fire Chief.

Any member who fails to comply with this policy will be subject to discipline or termination from EPRFPD.

500.09: Drug-Free Workplace

Employees and volunteers of EPRFPD have a responsibility to the community to be capable of functioning properly and efficiently in a manner that is not detrimental to the health and safety of the public and to respond to emergencies during the working hours.

a) Prohibited Use

No EPRFPD employee or volunteer shall report for work, a meeting, a training session or a local emergency in a state of impairment which could affect the employee or volunteer's conduct to the point of endangering himself/herself or others while under the effects of alcoholic beverage, prescription drugs, non-prescription drugs, illegal drugs, and/or a combination of the above.

b) Storage

No alcoholic beverages or illegal drugs shall be stored in EPRFPD buildings. Drug testing will be mandatory for all new employees and anyone driving an EPRFPD vehicle. Random testing will be required for all employees and volunteers thereafter. The cost will be covered by EPRFPD.

c) Testing

In the event that EPRFPD has reasonable cause to believe that any EPRFPD employee or volunteer is in violation of this policy while acting on behalf of EPRFPD, EPRFPD shall have the authority, through this policy, to require the employee/volunteer to immediately submit to a blood alcohol or drug test to determine if this policy has been violated and what corrective action, if any, should be taken.

d) Violation

Any reported violations of this policy shall be handled as an internal personnel investigation under the supervision and authority of the fire chief and any corrective action recommended to address violation of this policy will be in accordance with EPRFPD policy.

501: Health Insurance Portability and Accountability Act of 1996 (HIPPA)

The Health Insurance Portability and Accountability Act of 1996 is a federal law which, in part, protects the privacy of individually identifiable patient information and provides for the electronic and physical security of health and patient medical information, and simplifies billing and other electronic transactions through the use of standard transactions and code sets (billing codes). HIPPA applies to all “covered entities” such as hospitals, physicians and other providers and health plans as well as their employees and other members of the covered entities’ workforce.

The Privacy Rule sets the standards for how all protected health information should be controlled. Privacy standards define what information must be protected, who is authorized to access, use or disclose this information, what processes must be in place to control the access, use, and disclosure of information, and to ensure patient privacy rights.

The Security Rule defines the standards that require covered entities to implement basic security safeguards to protect electronic protected health information (ePHI). Security is the ability to control access and protect electronic information from accidental or intentional disclosure to unauthorized person and from alteration, destruction, or loss. The standards include administrative, technical, and physical safeguards designed to protect the confidentiality, integrity, and availability of ePHI.

PRIVACY RULE:

Purpose of Privacy Rule

To protect and enhance the rights of consumers by providing them access to their health information and controlling the inappropriate use of that information;

Highlights of Privacy Rule

The Privacy Rule requires that access to protected health information (PHI), which includes electronic (ePHI), by staff, students, trainees, vendors, and volunteers be based on the general principles of “need to know” and “minimum necessary”, in which access is limited to the patient information needed to perform a job function.

The HIPPA Privacy Rule also accords certain rights to patients, such as:

- Right to request access to their own health records
- Right to request and amendment of information in their records
- Right to receive an accounting of disclosure of their information

Potential Consequences of Violating the Privacy Rule

The Privacy Rule imposes penalties of non-compliance and for breaches of privacy which range from \$100 to \$50,000 per violation, in addition to costs and attorney's fees, depending on the type of violation. Penalties include fines up to the maximum of \$1,500,000 per event potential for civil lawsuits, the potential for misdemeanor charges and reporting the violation to licensing boards for individuals.

Workforce Requirements

All staff, students, trainees, and volunteers, are required to review this handbook and sign the Confidentiality Statement. For employees, a copy of the signed Confidentiality Statement will be kept in your employee file. For guidance, please contact the Fire Chief or Assistant Fire Chief.

Confidential Protected Health Information: Definition and Rights to Access

What is considered confidential protected health information (PHI)?

PHI is individually identifiable health information which can be matched with a patient, is created in the process of caring for the patient, and is transmitted or maintained in an electronic, written, or oral manner. Examples of PHI are: patient name, address, birth date, age, health/medical history, type of injury, treatment of injury, phone numbers and email addresses.

What patient information must be protected?

We must protect all PHI which includes items such as medical records, diagnoses, chief complaints, injuries, photos and images, medications and allergies. **AT NO TIME SHALL PATIENT INFORMATION BE DISCUSSED WITH ANYONE NOT ON THE FIRE DEPARTMENT OR DISCUSSED IN A PUBLIC SETTING.** (i.e.; restaurant, grocery store, gas station, social media, etc.) Anyone violating this rule will be immediately reprimanded and/or dismissed from the department.

Who is authorized to receive confidential PHI?

Under certain circumstances, PHI may be accessed without patient consent. Fire personnel who responded to the call, the person writing and reviewing the report are allowed to receive PHI. If the doctor in the ER requests information regarding the patient to assist in the treatment, he/she can receive PHI.

When is patient written authorization required?

To use or disclose patient information for any other reason, you will need to obtain a written authorization from the patient. At no time shall patient information be shared with anyone other than those fire personnel who were involved in the call, the duty officer in charge, or the fire chief, and then only if requested for further follow up or investigation.

What if I see or hear someone violate the Privacy Rule?

It is EPRFPD policy that each of us has a responsibility to prevent unauthorized or unapproved access to, or disclosure of, patient information. Report concerns to the assistant fire chief or fire chief.

Exceptions to the PHI Disclosure Rules:

Under HIPPA, there are certain exceptions to the PHI disclosure rules. They include disclosures which are subject to professional judgment, for public health and safety purposes, for government functions, law enforcement and based on a judicial request or subpoena. PHI may be used for research, fundraising (demographic information only), public information or health care communication, but special rules apply. If you are unsure whether PHI can be given out, ask the assistant fire chief or fire chief. All disclosures must be tracked and documented. (name of person or agency given to, with address, phone number, policy number, etc.) and this documentation must be attached to the original report.

What happens if HIPPA is violated?

If a HIPPA violation occurs, the EPRFPD Rules and Regulations disciplinary actions will be followed.

What is your name and address?

I am a doctor and I am writing to you from the office. I am sure that you will find this information of interest. I am sure that you will find this information of interest. I am sure that you will find this information of interest.

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Complaint Form for the Board

It is the boards policy to investigate all complaints and take appropriate action. If you have exhausted other avenues to resolve your complaint and wish to file a complaint with the board; please use this form to document your complaint, and submit it to the department secretary.

The person(s) involved in this complaint are:

Note all relevant dates, places, events, etc. pertaining to the complaint and what you have done to try and resolve it:

All complaints will be discussed at a minimum with the Chief; potentially with other firefighters that are witness to; or involved in the complaint.

I acknowledge that I have read this document and understand my obligation to provide information as needed and to cooperate fully and completely with any investigation of this complaint.

Your Name:

Signature and Date:

Complaint Form for the Board

This form is to be used by members of the Board to file a complaint against any member of the Board or any officer or employee of the Board. It should be filled out by the complainant and submitted to the Board. The Board will then investigate the complaint and take appropriate action.

1. Name of Complainant: _____
2. Name of Respondent: _____
3. Position of Respondent: _____
4. Date of Complaint: _____

5. Description of Complaint: _____

6. Signature of Complainant: _____
7. Date of Signature: _____

Year: _____

Page: _____

Complaint / Concern Form

It is this department's policy to investigate all complaints or concerns and take appropriate action. Your first step is to either talk with the person(s) involved or to your Captain. If you do not feel your complaint is resolved then it goes to the next person in your chain of command.

The person(s) involved in this complaint are:

Note all relevant dates, places, events, etc. pertaining to the complaint and what you have done to try and resolve it:

Your Name:

Signature and Date:

Received and Reviewed by:

	Initial & Date Received	Resolved		Referred Date
		Both parties initial		
		Yes	No	
Captain				
Battalion Chief				
Assistant Chief				
Chief				

University of Cambridge

Faculty of Mathematics
Department of Applied Mathematics and Theoretical Physics

Centre for Mathematical Sciences

Cambridge CB3 0WA, UK

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Date	Page No.	Examination No.	Candidate Name