

GUIDELINE: #201

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 01/18/13

SUBJECT: ADMINISTRATIVE GUIDELINES: Post Incident Analysis

PURPOSE: To establish guidelines for conducting a Post Incident Analysis

OBJECTIVE: To provide a uniform manner in which to conduct a Post Incident Analysis

1. The SCAFD will conduct a Post Incident Analysis for the following incidents:
  - A. All major emergency incidents
  - B. Any incident deemed necessary by a Chief Officer
  - C. Any incident request by a firefighter/officer
2. Objectives of the Post Incident Analysis will be to review:
  - A. The strategies and tactics utilized
  - B. The safety of the operations and our personnel
  - C. The functioning of our incident command system
3. For purposes of standardization and systematic review, we shall adhere to the following:
  - A. Drawings shall be made of the overall incident scene and the specific structure, etc., involved in the operation. The drawings may be on a flip chart, blackboard, or individual sheets of paper, but in all cases all members involved in the analysis shall have access to the drawings.
  - B. The Incident Commander shall review his/her strategies for the incident.
  - C. The Incident Commander shall review his/her tactical decisions for mitigating the incident.
  - D. If an outside investigator was utilized his/her findings shall be reviewed.
  - E. Comments may also be offered by the safety officer, fire ground officers (staging, water supply, suppression, etc.), firefighters, and radio operators regarding the incident.
  - F. After the review steps listed above are completed, the Incident Commander shall open up the analysis to questions and comments from all attending department personnel.
4. Any suggestions for improvement of SCAFD emergency scene Guidelines arising from the post incident analysis will be forwarded to the command officers for review and any action deemed necessary.
5. Personnel participating in the post incident analysis are reminded the discussions, drawings, videos, conclusions, etc., are intended to help the department improve operations. Comments and conclusions are for the department's internal uses and dissemination outside the department is discouraged.

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GUIDELINE: #202

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 05/15/95, 09/30/96, 01/06/97, 08/10/99, 09/01/00, 12/26/06

SUBJECT: ADMINISTRATIVE GUIDELINES: Payroll Guidelines For On Call Personnel

PURPOSE: To establish guidelines for payroll

OBJECTIVE: To provide definite guidelines for payment to on-call personnel

1. The Swartz Creek Area Fire Board shall determine the wage scale for all SCAFD personnel.
2. Personnel shall be paid an hourly wage for all emergency & non-emergency incidents they respond to.
3. Personnel shall be paid one hour's wage for attendance at the monthly scheduled department business meeting.
4. Personnel shall be paid for actual hours of attendance at all monthly and alternate scheduled training sessions.
5. Personnel shall be paid for any incidents that occur while they are attending a department approved fire related training course.
6. Association dues will be deducted from each member's monthly paycheck and paid to the Swartz Creek Area Firefighters, Inc.
7. All department officers shall be paid an additional monthly salary as determined by the Swartz Creek Area Fire Board.
8. The Department Training Officer, Maintenance Supervisor, and Quartermaster shall receive a monthly salary as determined by the Swartz Creek Area Fire Board.
9. A yearly schedule will be posted at all both stations.

NOTE: Officers and firefighters once called to duty will be paid at an hourly rate not to exceed their standard hourly rate regardless of the types and/or number of incidents experienced during that period of duty.

GUIDELINE: #203

ADOPTED: October 23, 1988

REVIEWED: 02/02/2020

REVISED: 04/10/92; 10/24/93; 09/30/96, 10/07/02, 06/12/202, 01/18/13, 04/15/13

SUBJECT: ADMINISTRATIVE GUIDELINES; Parade/Activity Guidelines

PURPOSE: To establish guidelines for the use of department apparatus for parades or other activities

OBJECTIVE: To provide department personnel with specific guidelines for requesting department apparatus and/or equipment for parades or activities

1. The Swartz Creek Area Firefighters Association apparatus (41-57) should participate in parades before other department apparatus. Requests for other apparatus shall be considered.
2. Personnel must submit a verbal request to the Chief prior to the parade/activity stating which apparatus is requested, the date of the parade/activity, and the time frame the apparatus will be out of service, etc.
3. Approval or denial, which will be determined by the Chief, will be based on the ability of the department to provide adequate incident protection without the requested apparatus and the distance from the fire district to the parade/activity location.
4. Parade apparatus will be considered out of service until the apparatus is returned to its respective station. Parade/activity apparatus shall not respond to an alarm as an initial response apparatus. Response to any incident shall be at the discretion of the Incident Commander or a Chief Officer.
5. It is recommended that a minimum of two (2) SCAFD personnel should accompany and operate the parade/activity apparatus and remain with the apparatus at all times.
6. In addition to SCAFD personnel, only Explorers, may ride the apparatus provided they remain seated and belted at all times the apparatus is in motion.
7. Seat belts shall be worn at all times the apparatus is in motion.
8. Department personnel participating in parades/activities must be in uniform.
9. Department personnel shall have their personal protective gear on the apparatus while participating in a parade/activity. During the parade, helmets do not have to be worn.
10. Non-Firefighting personnel shall be responsible for their own transportation to and from the parade.
11. Any special riding arrangements (Santa Claus, etc.) must be approved by the Chief prior to the parade/activity.
12. Driving of pumpers or tankers shall be limited to those individuals who have passed the SCAFD Driver training program and are in good standing. Small apparatus may be driven by those who have completed the Office of Fire Fighting Training (OFFT) designated Driver's Training Course, attended the annual SCAFD driver-training course, and approved by the Fire Chief.
13. Individuals that wish to ride SCAFD apparatus, that are not employees or Explorers, shall be required to sign a Participant Activity Waiver form, provided by the Fire Chief.

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GUIDELINE: #204

ADOPTED: April 25, 1993

REVIEWED: 02/02/2020

REVISED: 10/24/93; 09/30/96: 08/10/99, 12/26/2006,02/02/2020

SUBJECT: ADMINISTRATIVE GUIDELINES: Department Apparatus Usage (non parade)

PURPOSE: To establish guidelines for personnel for the use of department apparatus for non parade purposes

OBJECTIVE: To provide a uniform standard by which apparatus may or may not be used

1. All requests for the use of department apparatus must be submitted to the Chief.
2. The written request must contain the date the apparatus is requested for, which apparatus is requested, the activity the apparatus is requested for, and why the apparatus is requested.
3. Department apparatus are not to be used for transportation to Firefighter or Officer classes, unless the instructor specifically requests an apparatus from the department. Such requests must be accompanied by a written request from the class instructor and approved by the Fire Chief.
4. Department personnel must take their personal protective gear with them on the apparatus.
5. Non department personnel shall not be allowed to ride on, or operate, the apparatus without the completion of the Activity Participation form.
6. Department personnel are prohibited from using the apparatus for any other purpose than stated in the written request.
7. Apparatus being used outside the department will be considered out of service unless a Chief Officer contacts the apparatus by radio to respond to an incident (mutual aid, department response, etc.).
8. Seat belts must be worn at all times the apparatus is in motion.
9. It shall be the responsibility of the requesting department personnel to insure that the apparatus, when returned to the station, is placed back in full service. Personnel shall be responsible for notifying the Maintenance Officer of any defects, damaged equipment, etc. upon return to the station.
10. Driving of department apparatus shall be limited to those individuals who have completed the SCAFD driver training program, and attended the annual SCAFD driver-training course, unless approved by the Fire Chief.

PROCEDURE: #205

ADOPTED: January 22, 1988

REVIEWED: 02/02/2020

REVISED: 04/11/92, 10/24/1993, 02/02/2020

SUBJECT: ADMINISTRATIVE GUIDELINES: Turn Out Gear Restrictions

PURPOSE: To establish station restrictions for personnel while wearing turn out gear at the stations

OBJECTIVE: To provide a means of preventing unnecessary staining of station carpet and/or furniture

1. Turn out gear shall not be worn in the following areas:
  - A. Offices
  - B. Radio Room
  - C. Rest Rooms, Except Apparatus Area Rest Rooms
  - D. Conference Rooms
  - E. Dayrooms
2. Each station shall conform as the GUIDLINE applies to that particular station.
3. A sense of pride should be a priority with regards to the interior of all the fire stations.
4. Department personnel should assume responsibility for any accidental stains created. Report the incident to an officer and attempt to clean the stain.
5. If it is unavoidable to make contact with furniture or carpeting with stained turn out gear attempt to protect the furniture or carpet as much as possible from staining.

GUIDLINE: #206

ADOPTED: January 22, 1988

REVIEWED: 02/02/2020

REVISED: 04/11/92, 10/24/93, 04/20/96, 10/07/2002, 08/23/2007, 01/01/2019

SUBJECT: ADMINISTRATIVE GUIDELINES; Designated Smoking and Non-Smoking Areas

PURPOSE: To establish areas that conform to local, state, and/or federal laws governing smoking in a public building and at an incident location.

OBJECTIVE: To provide the knowledge of the area's tobacco use.

1. In order to conform to all local, state, and federal laws governing smoking in a public building, no smoking will be permitted inside any area of any department station building.
2. The designated tobacco usage areas at each station shall 50ft from the building.
3. No smoking will be permitted anytime a member is on the fire scene, during training or at times personnel are in uniform, including fire gear or any time a member is on the payroll. (*Smoking includes tobacco, e-cigarettes and vaping*).
4. The proper disposal of cigarette butts, and other disposable smoking materials, is mandatory. Proper disposal does **NOT** include extinguishments of cigarettes or spitting of chewed tobacco products on paved or blacktop areas in or around the fire station.
5. Those violating this SOG shall be subject to the progressive disciplinary action set for by the department.

GUIDLINE: #207

ADOPTED: July 28, 1996

REVIEWED: 02/02/2020

REVISED: 08/10/1999, 10/13/2014

SUBJECT: ADMINISTRATIVE GUIDELINES; Grievances Guidelines

PURPOSE: To establish a uniform grievance procedure for department personnel.

OBJECTIVE: To provide guidelines for filing grievances.

1. All efforts shall be made to resolve matters of disagreement that may result in filing a formal grievance between the parties concerned before said grievance is put in writing by verbally communicating the matter either with the immediate supervisor or with the person causing it.
2. If step one above does not resolve the matter in question, a formal written grievance shall be submitted, using the attached form, to your immediate supervisor with in ten (10) days of the incident. All details and/or facts will be listed, your reason(s) for the grievance and your solution will be included.
3. If your immediate supervisor is the reason for the grievance, another supervisor of equal rank shall be contacted. If the grievance-causing supervisor cannot be avoided via the Chain of Command, that supervisor, accept the Chief, will only be given a copy of the grievance and will be skipped.
4. Each supervisor will attach a written original reply to the grievance form and provide a copy to the aggrieved with in ten (10) days of the date of the previous level of reply. If any supervisor does not respond to the grievance on or before the ten (10) day period, the aggrieved may proceed to the next level of supervision. Each supervisor will contact the next level of supervision, as soon as possible, to make notification of their need to respond to the grievance and record the date in the "Date Passed" column.
5. The aggrieved will make themselves available to each level or supervision, either by telephone or in person as may be possible, to discuss the grievance.
6. If at any time, any level of supervision is able to resolve the grievance to the satisfaction of the aggrieved, the matter will be considered concluded and the aggrieved will sign an affidavit attesting to the same.
7. The original documents will be filed in the confidential file of the aggrieved with the Chief.
8. If the grievance is not resolved through, and including the Chief, it shall be presented to the Fire Board for final disposition at the next scheduled meeting provided it is greater than ten (10) days from the receipt by the Chief.
9. The decision of the Fire Board will be final.

**SCAFD GRIEVANCE FORM**

Date of grievance: \_\_\_\_\_ Location of grievance: \_\_\_\_\_

Supervision order that this grievance shall take:

	Include Y/N	Skip Y/N	Date Rec'd	Date Passed	Date Reslvd	Date of Affidavit
Sargent _____	_____	_____	_____	_____	_____	_____
Lieutenant _____	_____	_____	_____	_____	_____	_____
Captain _____	_____	_____	_____	_____	_____	_____
Battalion Chief _____	_____	_____	_____	_____	_____	_____
Assistant Chief _____	_____	_____	_____	_____	_____	_____
Chief _____	_____	_____	_____	_____	_____	_____

Fire Board. Meeting Date: \_\_\_\_\_ Resolution: \_\_\_\_\_

Please type or print the information below. Use additional sheets as needed.

Details and/or facts pertaining to this grievance:

Reason(s) you are filing this grievance:

Your solution:



**SCAFD GRIEVANCE RESOLUTION  
AFFIDAVIT**

Original date of grievance \_\_\_\_\_ Location of grievance \_\_\_\_\_

Aggrieved name \_\_\_\_\_ Badge # \_\_\_\_\_ Date of affidavit \_\_\_\_\_

Resolving supervisor \_\_\_\_\_ Badge # \_\_\_\_\_ Date resolved \_\_\_\_\_

Attach all documents to this form and submit to Fire Chief for filing.

Summary of resolution:

Signature of formerly aggrieved \_\_\_\_\_ Date \_\_\_\_\_

Signature of supervisor \_\_\_\_\_ Date \_\_\_\_\_

GUIDELINE: #208

ADOPTED: March 15, 1999

REVIEWED: 02/02/2020

REVISED: 08/10/1999

SUBJECT: ADMINISTRATIVE GUIDELINES: Sexual Harassment and Unwanted Conduct

PURPOSE: To establish prevention, in a working environment, against sexual harassment and unwanted conduct.

OBJECTIVE: To provide a means by which employees may freely report sexual harassment and/or unwanted conduct.

DEFINITIONS: **"Employee"** includes all SCAFD personnel.

**"Offensive Literature and/or Pictures (OL&P)"** includes openly visible materials that are reasonably offensive or objectionable to the observer.

**"Sexual Harassment"** includes any unwarranted or repeated verbal or physical sexual advances, sexually explicit, provocative, or suggestive statement, innuendo, or comments, or sexually oriented conduct, or physical conduct, made by another employee which are reasonably offensive or objectionable to the recipient or which reasonably interferes with the recipient's work performance.

**"Shall"** is mandatory, not permissive.

**"Unwanted Conduct"** includes any conduct, verbal or physical, which is of an ethnic, racial or religious nature, which reasonably causes the recipient discomfort or humiliation, or which interferes with the recipient's work performance.

1. An employee who believes he/she has been subjected to sexual harassment, unwanted conduct, or OL&P shall report the incident, within ten (10) days after the alleged occurrence, to either his/her immediate supervisor, or to the Fire Chief on the Report of Violation Form.
2. A complaint of sexual harassment, unwanted conduct, or OL&P shall be promptly investigated by the Fire Chief or his/her designate. Provided, however, such is not the subject of or included within the immediate sexual harassment or unwanted conduct complaint. Every effort will be made to handle all such complaints in a fair, impartial and speedy manner, with concern for the principles of due process and fairness. In order to protect both the person making the complaint and the person(s) against whom the complaint is made, every reasonable effort will be made to handle all complaints in a confidential and discreet manner.
3. A meeting shall be held between the person making the complaint and the Fire Chief or his/her designate, as soon as possible, but not later than ten (10) days following the report of the alleged occurrence(s). Following the meeting, the employees(s) against whom the complaint had been made shall be given a full opportunity to respond to the allegations.
4. The investigation conducted shall also include interviews, where appropriate, with other witnesses to the alleged occurrence(s) or sexual harassment or unwanted conduct.
5. Following completion of the investigation, if it is determined that a sexual harassment, unwanted conduct, or observation of OL&P did, in fact, take place, immediate action, including discipline if necessary, will be taken to remedy the situation and prevent its recurrence.

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6. All command and supervisory personnel shall be expressly responsible for immediately reporting any occurrences they witness or become aware of in any area of the SCAFD.
7. If at all possible, immediate action shall be taken by command and supervisory personnel to limit and restrict any work assignments or contact between the employee making the complaint and the employee against whom the complaint is made during the investigation of the sexual harassment, unwanted conduct, or observance of OL&P complaint.
8. Retaliatory action or conduct of any kind taken by any member of the SCAFD against an employee as the result of that employee having sought redress under this guideline is strictly prohibited and shall be regarded as a separate and distinct violation of the SCAFD policies and guidelines.
9. Failure to comply with the provisions of the SOG shall result in disciplinary action. Any employee, who has an alleged misconduct complaint and violates any of the above listed items during or after the investigation, may be subject to discharge.
10. Responsibility for the revisions and continuous updating of this guideline lies with the Fire Chief.

**REPORT OF VIOLATION OF EMPLOYER'S GUIDELINE AGAINST SEXUAL HARASSMENT**

**INSTRUCTIONS:**

If you wish to file a report claiming sexual harassment against someone within the Swartz Creek Area Fire Department (SCAFD), complete this form and give it to the Fire Chief. If the complaint involves the Fire Chief, then return this report to the Fireboard Chairman or Assistant Chief. You are encouraged to discuss your report with the Fire Chief and request his/her assistance in completing this form. You are further encouraged to complete this report and return it to the Fire Chief as soon after the incident complained of has occurred.

Employee's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Assigned Station: \_\_\_\_\_ Badge/ID Number: \_\_\_\_\_

Person(s) who allegedly harassed you and the date that the alleged harassment took place:

NAME	DATE
_____	_____
_____	_____
_____	_____

Employee complaint: (reasons for claim. State the facts simply, giving full particulars of the incident(s) as to the time, date and names, if any, and how you feel there has been harassment towards you. You may attach additional sheets or write on the back of this form, if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature of Reporting Employee: \_\_\_\_\_

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Rank: \_\_\_\_\_

GUIDELINE: #209

ADOPTED: July 01, 1999

REVIEWED: 02/02/2020

REVISED: 08/23/09, 11/21/10, 09/22/2013, 01/04/18

SUBJECT: ADMINISTRATIVE GUIDELINES: Duties for apparatus checks and hall cleaning (Station Assignments)

PURPOSE: To establish guidelines associated with apparatus checks and hall cleaning duties.

OBJECTIVE: To provide department personnel with specific guidelines for performing and reporting associated deficiencies as applicable.

1. It shall be the responsibility of the designated Maintenance Supervisor to maintain on file all hard copies associated with the apparatus check sheets and/or inspections, for the life of the vehicle.
2. Personnel shall be assigned, on a monthly basis, those duties associated with station assignments. A station assigned Officer shall be designated by the Chief to oversee said assignments.
3. Apparatus checks and hall cleaning duties shall be performed on a weekly basis. It shall be the assigned duty person to determine the day said duties will be performed. In order that a sufficient number of checks will be performed in the month, the first check will be done within the first 5 days of each month. Duties shall be done every 5-7 days for a minimum of 4 checks a month (once a week).
4. The Officer assigned officers' checks, for their station each month, will check their stations assignment books to verify checks were completed. These checks will take place four times a month every 6-8 days to ensure proper checks are being completed. Earlier checks will be accepted if all other stations duties have been completed by the date checked.
5. In the event an assigned duty person is not available during the interval days, that person shall notify the station responsible Officer of such. In addition, the assigned person shall contact another department firefighter to assume the duties that they will not be available to perform. If they are unable to make substitute contact, the station responsible Officer will then be contacted to advise the same.
6. Any apparatus deficiencies discovered shall be noted on the checklist and, as applicable, a work order form will be filled out and attached to the checklist sheet for disposition by the station's responsible Officer. If the deficiency can be handled by the duty person, a note of the actions taken will be made on the checklist. All work orders will be forwarded to the appropriate person by the station's responsible Officer for dispensation. Once the work order is rectified, a copy of it will be returned to the duty person. The original will be in the appropriate life of the vehicle folder.
7. The hourly compensation of said duties shall be the basis of payment determined by the Fireboard.
8. Original blank digital copies of all maintenance check sheets shall be maintained by the Accountant Clerical Specialist. Copies shall be made available reproduction when requested.
9. Failure to comply with this SOG shall include, but not be limited to, disciplinary action.
10. The station officer assigned the "program administrator" will be responsible for monitoring compliance and will be responsible for issuing and/or recommending discipline.

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GUIDELINE: #210

ADOPTED: August 1, 2005

REVIEWED: 02/02/2020

REVISED:

SUBJECT: ADMINISTRATIVE GUIDELINES: Dress code

PURPOSE: To establish guidelines for acceptable apparel while engaged in fire incidents.

OBJECTIVE: To provide a positive public perception of SCAFD personnel during on-scene operations.

1. Public perception of SCAFD personnel is the primary focus of this SOG. What the public sees, while engaged in incident activities (including, but not limited to, parades, station tours, etc.) or on the fire ground, versus station only activities is different. It is not the intention of the SOG to squelch an individual's right to free expression, but rather portray an acceptable public image.
2. When not wearing fully closed turn out gear, personnel shall be required to wear an appropriate shirt (that covers the body between the neck and below the belly button) and appropriate body cover between the waist and knees. Shirt graphics shall be free from obscene images and vulgar language. Shirts may be sleeveless. It is recommended that long pants be worn under bunker pants. Once back at the fire station, removal of shirts may be acceptable with Officer permission.
3. The bottoms of feet shall be protected at all times, except when putting on or taking off bunker pants and boots. It is strongly recommended that socks be worn with bunker boots at all times. Personnel should make provisions to carry appropriate foot apparel to comply with this provision while on station property.
4. Personnel shall not drive or ride on apparatus without foot covering. Drivers shall be required to wear firm fitting or laced shoes. "Flip flop" style footwear is not acceptable.
5. If any violation of this SOG becomes apparent, it shall be the option of an Officer to suspend the violator from incident activity and/or removal from the payroll. The violation shall be documented, in writing, and forwarded to the Fire Chief.

GUIDELINE: #211

ADOPTED: September 9, 2008

REVIEWED: 02/02/2020

REVISED: 04/05/16, 10/18/18

SUBJECT: ADMINISTRATIVE GUIDELINES: Computer, Internet, Cellular Phone, and Recording Devices Usage

PURPOSE: To establish guidelines regarding general usage of computers, software, internet cell phones and/or recording devices.

OBJECTIVE: To provide a uniform manner in which personnel will conduct themselves when utilizing SCAFD provided internet access, computers, cell phones and personal recording devices related to social media and public access.

#### 1. DEFINITIONS

The following definitions will apply when dealing with computer issues articulated in this guideline:

- A. **Hardware:** desktop, laptop, including the computer, monitor, printer and any other equipment that attaches to, or working in conjunction with a workstation.
  - B. **Software:** any programs or applications installed, loaded or downloaded to any workstation.
  - C. **Internet:** What is commonly referred to as the World Wide Web, which would include email providers.
2. Some SCAFD computers are equipped and able to access the internet. This tool is only to be used in the performance of the employee's job function and is not to be used for personal or entertainment purposes. Every computer has a memory.
  3. Unless otherwise authorized by the Fire Chief, employees are prohibited from downloading, loading, deleting documents or installing any software applications or programs on any SCAFD owned computer.
  4. Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening, abusive, or obscene material, or material protected by trade secrets.
  5. Illegal activities and privacy and safety violations of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) are strictly prohibited.
  6. Specific examples of unauthorized use include, but are not limited to:
    - A. Creating, storing, sending, or viewing pornographic material.
    - B. Downloading, uploading and/or executing viruses.
    - C. Using email user IDs other than one's own ID.
    - D. Misrepresenting an individual's identity or source of communication or data.
    - E. Illegally accessing or attempting to access another person's data or personal system file.
    - F. Corrupting, destroying, deleting, or manipulating system data with malicious intent.
    - G. Requesting inappropriate material be transferred.
    - H. Violating safety and/or security measures when using email, chat rooms, and other forms of direct electronic communications.
    - I. "Hacking" or any other unlawful online activities.

- J. Disclosing, using, or disseminating personal information regarding minors. NOTE: An exemption to this includes the “membership only” status of Explorers.
7. The SCAFD reserves the right, pursuant to federal, state, and local laws, to monitor and track any and all computer usage.
  8. Personal Cell phone usage:
    - A. Personal cellular telephones, PDAs, Blackberry’s, text devices or any form of personal electronic communication devices are not to be utilized while driving SCAFD emergency response apparatus.
    - B. Personal cellular telephones, PDAs, Blackberry’s, or text devices shall not be used during the course of the emergency, including the response phase, with the exception of communication directly related to emergency fire department business. This is to prevent any distractions while driving an emergency vehicle to avoid possible interference with equipment that may occur based upon the cellular activity. The Incident Commander may allow brief usages of cell phones as conditions allow.
    - C. Personal cellular phones shall be placed in the silent/vibrate mode while in the active phase of an emergency call as well as during meetings or classes.
  9. Image recording device usage:
    - A. The utilization of all personal or privately owned image recording devices such as cameras, cellular phones with cameras, PDAs, Blackberry’s with cameras, video equipment, helmet cameras, and all photographic recording mediums (film, digital, disk or hard drive, etc.) while actively representing the SCAFD, is prohibited without the expressed permission of the Fire Chief or his/her designee.
    - B. Any images, video, or photographs of incidents scenes, patient care, personal information, accident scene, fire scenes, or any other emergency response are strictly prohibited from being downloaded or transferred to any device (including personal imaging devices, flash drives, memory sticks, thumb drives, or data storage devices without the expressed permission of the Fire Chief or his/her designee.
    - C. The dissemination or distribution of any images files, photographs, or video, of SCAFD emergency responses or activities to YouTube, social media, media, or for general public viewing by fire department employees or volunteers is prohibited without prior review and approval of the Fire Chief or his/her designee.
  10. Noncompliance with the SOG stipulations above, will result in disciplinary action or removal of volunteer status, consistent with department SOG’s. Violation of law may result in criminal prosecution as well as disciplinary action by the SCAFD.
  11. It shall be understood, any family members or friends of employees, that use SCAFD computers, shall be held to the same standard. The SCAFD employee shall be held responsible for the actions of the family member or friend, if they violate this SOG.
  12. All potential users shall be required to acknowledge receipt and understanding of this Standard Operating Guideline (SOG) and shall agree in writing to comply with this SOG (attached).

Final Comment: This SOG is intended to be illustrative of the range of unacceptable uses of SCAFD computers, internet access, cellular phones, or recording devices and is not necessarily exhaustive. Questions about specific uses related to security issues not enumerated in this SOG and reports of specific unacceptable use should be directed to the Fire Chief. The Fire Chief will review alleged violations of this SOG on a case-by-case basis. Clear violations of the SOG, that are not promptly remedied will result in termination of computer or internet usage of the computer involved and discipline of the person found to be at fault, up to and including discharge, as appropriate.



Swartz Creek Area Fire Department  
SOG 211 – Computer and Internet Usage Employee Acknowledgement Form

Name \_\_\_\_\_

I have read and understand SOG 211, Computer and Internet Usage and agree to abide by the provisions listed. In consideration for the privilege of using Swartz Creek Area Fire Department (SCAFD) computers and internet, I hereby release the SCAFD from any and all claims and damages of any nature arising from my use, by family members or friends use, or inability to use, including, without limitation, damages that may accrue.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ City & Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Cell phone \_\_\_\_\_

PROCEDURE: #212

ADOPTED: January 17, 2011

REVIEWED/REVISED: 02/02/2020

SUBJECT: ADMINISTRATIVE PROCEDURES; Grant Equipment

PURPOSE: To establish guidelines for handling equipment received through grants that require accountability.

OBJECTIVE: To provide guidelines that follow individual agency's requirements.

1. Any equipment that falls under a grant agreement, with any agency, shall have an inventory number that distinguishes the equipment as "received with grant money".
2. If a grant agreement requires it, records of maintenance shall also be kept for each item received.
3. Grant equipment will be disposed of, following agency regulations.
4. Agreements with agencies, associated with grants received shall dictate protocol for inventory and disposal.

GUIDELINE: #213

ADOPTED: June 24, 2012

REVIEWED: 02/02/2020

REVISED: 07/16/12

SUBJECT: ADMINISTRATIVE GUIDELINES; Critical Incident Stress Debriefing (CISD)

PURPOSE: To establish guidelines for the utilization of Critical Incident Stress Debriefing and Management by Swartz Creek Area Fire Department (SCAFD) personnel that are exposed to critical incidents.

OBJECTIVE: To provide SCAFD personnel access to CISD when it is recognized they were exposed to a critical incident.

1. The Chief of the department should require formal critical stress debriefing after an event for any emergency personnel involved in a stressful incident. The Chief should initiate such debriefing within 24 hours of his discovery of such need.
2. Critical Incident Stress Debriefing teams should be considered in the following situations:
  - A. Pre-incident stress training for personnel interested.
  - B. On-scene support for obviously distressed personnel.
  - C. Individual consultants when only one to two personnel are affected by an incident.
  - D. Defusing services immediately after an incident to assist crews in returning to service.
  - E. Follow-up services to assure that personnel are recovering.
  - F. Support during routine discussions of an incident by emergency personnel.
3. Instructions on and the use of CISD Teams at Disaster or Large-Scale Incidents:
  - A. CISD personnel should not go to a large-scale incident or a disaster unless they are requested by command staff.
  - B. Only CISD team members with proper identification will be utilized.
  - C. CISD Team members shall report to the command center upon arrival at the scene and they should wait for a briefing and specific instructions from command staff.
  - D. CISD Team members have three major functions at the scene:
    - I. They provide support to obviously distressed personnel.
    - II. They advise command staff about stress-related or psychological matters.
    - III. They assist victims of the event and their families until other appropriate resources arrive.
  - E. If they are requested to enter an internal perimeter, they must do so under the accompaniment of emergency services personnel, and they should be equipped with appropriate safety equipment.
  - F. CISD Team member must never speak with media representatives at the scene without the consent of the command staff.
4. It is helpful from time to time to check on how people are doing by conducting periodic post incident stress evaluations of emergency personnel.

GUIDELINE: #214

ADOPTED: August 1, 2013

REVIEWED: 02/02/2020

REVISED:

SUBJECT: ADMINISTRATIVE GUIDELINES; Payroll Direct Deposit

PURPOSE: To establish guidelines for the utilization of direct deposit for employee payroll.

OBJECTIVE: To promote safe, confidential, convenient and fast payments to SCAFD employees.

1. Direct deposit is the SCAFD's preferred method for issuing payroll payments to SCAFD employees. Direct deposit can be made to any financial institution in the United States. Direct deposit assures that an employee's net pay is deposited in their bank account(s) on payday even if they are sick or on vacation.
2. There are several ways in which employees may have their net pay deposited. An employee may deposit their net pay to one account, or have it deposited among multiple accounts. For example, an employee may have a fixed amount deposited to a savings account, a money market account or an IRA account, with the remaining portion of their net pay deposited to a checking account.
3. To authorize or change your direct deposit complete and sign a Direct Deposit Authorization Form and attach a voided check for checking account deposit and a deposit slip for savings account deposit. Authorization must be received by the Accounting/Clerical Specialist 5 days prior to payday.
4. Although it is highly recommended that employees take advantage of Direct deposit, those not wishing to enroll in Direct deposit, will be issued a paper check.

**NOTE: It is the employee's responsibility to review their payroll stubs for accuracy of personal information and payment information. Employees immediately must notify the Accounting/Clerical Specialist if there has been an error. Further, it is the employee's responsibility to notify the Accounting/Clerical Specialist when there is any change to their bank and/or bank account(s) that affects their direct deposit. Any change MUST be received by the Accounting/Clerical Specialist 5 days prior to the payday for which the change is to occur**

# THE SWARTZ CREEK AREA FIRE DEPARTMENT AUTHORIZATION FOR DIRECT DEPOSIT

To sign-up for direct deposit, follow the instructions below for completing the form

1. Fill out employee name, phone #, SS #, sign & date the form
2. Give the form to your financial institution to complete **OR**
3. Enclose a voided check (or printed deposit slip for a savings account deposit).
4. Return the completed form to the Accounting/Clerical Specialist.

---

Employee Name (please print) \_\_\_\_\_ Phone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_

---

Financial Institution \_\_\_\_\_ Branch name & Telephone # \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Account Number \_\_\_\_\_

---

Signature of Authorizing Bank Officer \_\_\_\_\_ Date \_\_\_\_\_

You may choose multiple accounts for Direct Deposit:

## Account #1

\_\_\_\_\_  Checking  Savings  
Routing Number/ABA \_\_\_\_\_  
\_\_\_\_\_  Net pay **or** \$ \_\_\_\_\_ Amt.  
Account Number \_\_\_\_\_

## Account #2

\_\_\_\_\_  Checking  Savings  
Routing Number/ABA \_\_\_\_\_  
\_\_\_\_\_  Net pay **or** \$ \_\_\_\_\_ Amt.  
Account Number \_\_\_\_\_

I authorize the Swartz Creek Area Fire Department and the financial institution indicated above to deposit my net pay automatically to my account each payday. If monies to which I am not entitled are deposited to my account, I authorize my employer to direct my financial institution to return said funds. This authority will remain in effect until I notify the SCAFD in writing of its cancellation.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

GUIDELINE: #215

ADOPTED: May 1, 2016

REVIEWED: 02/02/2020

REVISED:

SUBJECT: ADMINISTRATIVE GUIDELINES: Record Retention and Disposal

PURPOSE: As a public entity, the Swartz Creek Area Fire Department (SCAFD), its board and employees generate a myriad of records of events and occurrences. As a public entity of the State of Michigan, department records must be retained under laws established by the state legislature and administration.

OBJECTIVE: Pursuant to MCLA 399.5 (2) and (3), all official records of the SCAFD shall be retained and/or disposed of in accordance with the attached General Schedule #18 of MCL 399.5 as applicable.

#### 1. DEFINITIONS

The following abbreviations will apply when dealing with records retention and disposal articulated in this guideline:

- A. **ACT:** Active
  - B. **CR:** Creation
  - C. **EXP:** Expiration
  - D. **FY:** Fiscal Year
  - E. **SUP:** Superseded
  - F. **EVT:** Event
  - G. **DISP:** Immediate Disposal
  - H. **+#:** Number of years to be kept
2. **Budget Information:** These records are used to develop annual budgets. They identify the amounts that was requested and eventually approved. The documents may include proposals, salary information, and vehicle and equipment needs/recommendations. **CR+6**
  3. **Computer Aided Dispatch (CAD) log:** These computer log reports are printed from the CAD system by Genesee Central Dispatch (911). They document any/all calls that the SCAFD was dispatched to. These may or may not include reports sorted by location or incoming number. The report summarizes the type of call, who responded, incident number generated, date and time. They are used to support incident reports and various activities. These may need to be retained for a longer period of time if used as an index for retrieving incident reports. But, should not be retained any longer that 10 years needed for that purpose. **CR+2**
  4. **Committee Records:** These documents are form the various internal committees associated with the department, such as the Pre-Employment Panel Committee and Officer meetings. They may include agendas, supporting documents, minutes, reports & etc. **CR+2**
  5. **Complaints - Citizens:** These records document any complaint filed by citizens against the SCAFD personnel. They document what action, if any, was taken. **CR+2**

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6. **Contracts:** These contracts document an agreement between the SCAFD and anyone else. NOTE: These are NOT Mutual Aid Agreements. They may be contracts used for services such and air compressor test monitoring, ladder testing and vendors. EXP = Date contract expires. **EXP+6**
7. **Correspondence - General:** This is general correspondence received from, and associated with, outside groups and/or organizations, and various staff members within the SCAFD. This correspondence typically arranged chronologically or by correspondent name. **CR+2**
8. **Daily Activity Logs (Journals):** These records document the daily activities of the department and its staff. **CR+3**
9. **Discovery Orders:** These are copies of discovery orders submitted by attorneys for information related to incidents. **CR+1**
10. **Dispatch Paging Recordings:** These records document the actual dispatch made through 911. **CR+1**
11. **Driving Logs:** These records document time spent evaluating the driving of potential apparatus drivers. **CR+1**
12. **Fire Prevention Programs:** These records document activities where department personnel go into organizations and discuss fire safety and/or fire prevention. ACT= While Relevant ACT
13. **Equipment Inspections - Portable:** These records document equipment inspections and test performed on various equipment as required by General Industry Safety Standard, Part 74, Fire Fighting. Examples include ladders, hoses, pumps, air tanks, generators, lights, rescue equipment, etc. The Insurance Services Office (ISO) and other various organizations often use these for rating the SCAFD. **CR+3**
14. **Equipment Inventory:** These records document what equipment owned by the SCAFD. These may or may not include equipment inventories by vehicle or station. These are updated as applicable equipment is added, replaced or disposed of. **SUP**
15. **Apparatus Check Lists:** These are logs documenting who checked what apparatus and when. These are filled out applicable by SOG requirement or when a piece of equipment is actually used. **CR+1**
16. **Fire Alarm Reports:** These are records of fire reports that are submitted the National Incident Report System. **CR+2**
17. **Training:** These are records of all SCAFD training sessions indicating the topic of training, duration and signatures of those present. **EVT+2**
18. **Firefighter Self Contained Breathing Apparatus (SCBA) Fit Test:** These records document the qualitative and quantitative fit test for the SCBA. performed for each firefighter as required by 29CFR 1910.134(m) and by the Occupational Health Standard, Part 451, Respiratory Protection. ACT = While employed by the SCAFD. **ACT**
19. **Freedom of Information Act (FOIA) Requests:** These files document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information. **CR+1**
20. **Grant Records:** These records may contain the application, financial records, progress reports, and final reports for grants received. The grants may include, but are not limited to training grants, equipment grants, federal grants, matching grants, ext. ACT = Until grant is closed out by grantor. **ACT+7**
21. **Grievance Files:** These are copies of grievances filed. **CR+7**

22. **Historical Records:** These records document the departments' history and are used primarily as reference material. They are typically "pulled" from record series after it has met its' period and is transferred into this category. The department determines what is "Historical" to them. Examples may include, but are not limited to, photos, newspaper clippings, documents of historical importance, etc. ACT = While of reference value to the department. **ACT**
23. **Incident/Run Reports:** These records document incidents that required personnel to be dispatched to an event. They may or may not include names of individuals involved, number of individuals involved, locations, time, date, responders, activity, etc. and are required by M.C.L. 29.4 of P.A. 207 of 1941. **CR+10**
24. **Invoices - Original:** These are records document invoices that are generated by the department for contract services, licenses, etc. **CR+6**
25. **Job Applications - Not Interview/Not Hired:** These files, from individual applicants who are not interviewed, may include resumes, applications, and support documents. **CR+1**
26. **Job Applications - Interviewed/Not Hired:** These files, from individuals' applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents. **CR+2**
27. **Job Descriptions:** These records document job classification systems and positions. They may include research surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include summary of responsibilities, functions, applicant requirements, and salary and benefit classifications. **SUP**
28. **Key/Knox Box Records:** These records document the locations of keys or security systems within buildings and structures. **SUP**
29. **Litigation Files** These files document any litigation that the department or personnel are involved in. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed. **ACT+10**
30. **Safety Data Sheets (S.D.S.):** The records document information about the product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as required by 29 CFR 1910.1200 and the General Industry Safety and Occupational Health Standard, Part 92, Hazard Communication. ACT = While material is in use or stored on property. **ACT**
31. **Medical/Exposure Records:** These records are required by M/C.L. 408.1061 of P.A. 154 of 1974 and document work related incidents of exposure to toxic substances, blood borne pathogens or harmful physical agents. P325.3457 and R325.3456 of the Occupational Health Standard, Part 470, Employee Medical Records and Trade Secrets, require that these records be retained for 30 years as does 29 CFR 1910.1020(d). ACT = Duration of employment. **ACT+30**
32. **Meeting Minutes:** These records document the official activities of public bodies that are subject to provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, tasks force, or other legislatively mandated decision-making bodies). These records include original (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation. M.C.L. 38.509 of P.A. 78 of 1935 requires these to be maintained for a maximum of 10 years. **CR+10**
33. **MIOSHA Logs:** These records document occupational injuries and illnesses. They may or may not include MIOSA 300, 300-A or MIOSHA 301 forms. R408.22133 or the MIOSHA Safety & Health Standard, Part 11, Recording and Reporting of occupational Injuries and Illnesses, requires that these be retained for period of 5 years following the end of the calendar year that these records cover. **CR+5**
34. **Monthly Reports:** These records document activities that occurred. These may or may not include summaries, statistics # of runs, injuries, etc. **CR+7**



35. **Mutual Aid Agreements:** These are agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency. ACT = While the agreement is in place. **ACT+10**
36. **Payroll Timesheets:** These are typically copying of timesheets that are completed and forward to the accountant clerical specialist. **CR+5**
37. **Personal Equipment Records:** These records document inspections performed on the employee's protective clothing/equipment and document the condition and/or any repairs completed. ACT = While in us. **ACT**
38. **Personnel Information Records:** These records are used as a reference tool for identifying employee badge number, FOIA number, phone number, address, seniority, hire date, termination date, birthdays, etc. and are used primarily as a reference type record. **SUP**
39. **Personnel Files:** These files are maintained for each employee and contain records that document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and maintain current contact information. They may include applications, awards, evaluations, training certificates, personal change forms, second job notifications, grievances, fingerprint cards, photo, ID cards, skills check list, professional qualifications, etc. ACT = While employed by the department. **ACT+7**
40. **Photographs:** These are photographs of incidents, including crime scenes, accidents, evidence, fire investigations, etc. and are typically maintained in the incident file until the retention period is met. This record series allows departments to withdraw photos after the retention period for the records series has been met. The photos may then be used for training or documenting historical incidents for future reference. ACT = While relevant to the department. **ACT**
41. **Policy/Guideline Manuals:** These records document internal polices, directives and guidelines issued by the Chief or department. They may also contain official bulletins that are used to convey information to the administrative staff, officers and on call personnel. **SUP**
42. **Position Interview Questions:** These documents contain a list of questions associated with job promotions. The questions are used in the interview process to assure the same questions are asked to all candidates. SUP = Until questions are superseded. **SUP**
43. **Pre-Fire Surveys:** These records document emergency plans for responding to locations within the fire district. They may contain information regarding routes, locations of hydrants, etc. They may be included in the SARA III records if hazardous materials exist. **SUP**
44. **Purchasing Records:** These records are documents that support purchases made by the department. **CR+6**
45. **Records Management Database System - NFIRS (National Fire Incident Reporting System):** This system is often used to track information associated with incidents and document the information required to be submitted to NFIRS. These databases are typically designed with various modules that track the details associated with each call that the department is dispatched on. The retention period reflects the need to migrate the date from one system to the next. **CR+25**
46. **Reference Files:** These records/books are documents used as reference material. They may include but are not limited to manuals, catalogs, brochures, etc. ACT = while relevant. **ACT**
47. **Participant Activity Waiver:** This is a waiver of liability signed by citizens who rides on department apparatus. It is used to document the date and the name of the person who participated. **CR+1**
48. **SARA III/Firefighter Right-To-Know Records:** These records document hazardous materials used in businesses as required by Superfund Amendments and Reauthorization Act (SARA) of 1986, the Bureau of Fire Services and M..L. 408.1014(i) of P.A. 154 of 1974. These may or may not include MSDA sheets, action plans, inventories, building layouts or diagrams, etc. ACT = While in use. **ACT**

49. **Subpoenas:** These are copies of subpoenas received to appear in court or requesting information. **CR+1**
50. **Time/Attendance Records:** These document the time attendance of firefighters and may or may not include duties performed, training attendance, etc. **CR+5**
51. **Tornado Watch/Warning Records:** These are records document the date and times that tornado watch/warnings are issued by the National Weather Service and show who responded and/or participated in the watch/warning. **CR+3**
52. **Training Schedules:** These are internal documents required by the General Industry Safety Standard, Part 74, Fire Fighting, that are used to notify a department or staff that they are scheduled for upcoming training. **CR+3**
53. **Training Courses - Administrative:** These records document the courses regarding blood borne pathogens offered through the department as required by the Occupational Health Standard, Part 554, Bloodborne Infectious Diseases and 29 CFR 1910.1030 (h)(2)(j). The CFR requires that the dates, content, names, and qualifications of instructors, names and titles of those attending be collected. **CR+3**
54. **Training Files - Firefighter:** These records are used to document what training staff has received. They may contain medical/biological hazard training, training schedules, certificates, course descriptions and receipts. ACT = While employed by the department. **ACT+7**
55. **Training Fund:** These records document money available and spent from the training fund, typically recorded in financial records associated with annual budgets. **CR+6**
56. **Vehicle Accident Report:** These records document accidents any department vehicles are involved in. These may or may not include accident reports, parties involved, damage reports, repairs, etc. ACT = While vehicle is active. **ACT**
57. **Video Tapes/Digital Cards:** These video tapes are used in vehicles or during incidents. The tapes/digital cards are typically cleared and reused on a regular basis. Recordings of major events may be pulled from the rotation and used for litigation, training, etc. Tapes/digital cards, that involve incidents that may go to court are not erased until the action or investigation is resolved. **CR+0/1**

GUIDELINE: #216

ADOPTED: September 12, 2016

REVIEWED: 02/02/2020

REVISED:

SUBJECT: ADMINISTRATIVE GUIDELINES; Cost Recovery Data Retrieval

PURPOSE: To establish guidelines for the collection of cost recovery information.

OBJECTIVE: To insure all the information available is collected for municipal cost recovery.

1. The types of incidents that may warrant collecting information for cost recovery include any motor vehicle related incidents and those associated with non-residents of the fire district. Mutual aid related incidents shall not require cost recovery information collection.
2. The Incident Commander (IC) is responsible for the collection of all information associated with incidents that may be deemed classified as cost recovery. The IC may delegate the collection of information but will ultimately be responsible for any deficiencies.
4. The IC or their designate, will fill out the Cost Recovery Data Sheet completely and email it to the Fire Chief.
5. In the event any information, such as a driver's license, vehicle registration, or proof of insurance is declared not available by the driver, the police department having jurisdiction shall be requested through 911. If the information is not available, due to being destroyed or lost, due to the violent nature of an accident, the situation will be noted in the incident report.
6. Photos will be taken of every vehicle-related incident including vehicle identification.
7. The Fire Chief is responsible for forwarding the Cost Recovery Data Sheet and any other information to the appropriate designated municipal cost recovery contact.

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GUIDELINE: #217

ADOPTED: August 2, 2017

REVIEWED: 02/02/2020

REVISED:

SUBJECT: ADMINISTRATIVE GUIDELINES: Fire Safety Trailer

PURPOSE: To establish guidelines for the request and use of the Fire Safety Trailer.

OBJECTIVE: To establish the proper safe usage of the Fire Safety Trailer.

### **RESPONSIBILITY**

- a) All personnel who tow or operate the Fire Safety House shall be responsible for following the procedures outlined herein.
- b) Vehicle Operators shall be responsible for checking the general condition of the tow vehicle and trailer before commencing any operation. If there is a problem with the vehicle or trailer that may affect safety or the quality of a presentation, a Fire Prevention Officer must be notified immediately, and repairs made before use.
- c) Vehicle Operators shall have the primary responsibility at all times for passenger safety, equipment loading and tie down, attachment of the trailer to the tow vehicle, and the safe operation of both the tow vehicle and trailer including backing up.
- d) Fire Prevention Officer shall be responsible for assigning qualified operators to operate the Fire Safety House and tow vehicle.

### **OPERATION**

- a) It is the policy of the Swartz Creek Area Fire Dept to support and require safe vehicle operations at all times in accordance with Michigan Vehicle Code
- b) No employee may operate the tow vehicle or tow the trailer without an appropriate and currently valid driver's license in accordance with Michigan Vehicle Code
- c) Vehicle Operators will not park the Fire Safety House in a manner that will require backing unless necessary. If necessary, A spotter must be used when backing.
- d) No employee shall use a vehicle or equipment for any purpose for which it was not designed, operate it beyond its designed limits, and operate it in areas or locations for which it was not designed, or cause damage through neglect, misuse, improper driving techniques, or improper handling.
- e) If an accident occurs during transit or performance of a show that results in property damage, injury or death, a Fire Prevention Officer and Fire Chief shall be notified immediately.
- f) Prior to any other fire department using the Fire Safety Trailer a hold harmless agreement shall be filled out and signed by requesting department Chief.
- g) Any Fire department vehicle that will be towing the fires safety trailer shall meet the requirements set forth as prescribed Below
  - i) The minimum towing vehicle shall be a ½ ton pickup, Suburban, or larger sport utility vehicle.
  - ii) Vehicle shall be equipped with an electric brake controller.
  - iii) Vehicle shall have proper towing electrical connector.
  - iv) A Class III receiver hitch for towing with Sway and weight distribution bar
  - v) A 2 5/16" ball
  - vi) Shall be an Insured Vehicle with SCAFD as a Rider

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- h)** The Fire Prevention Officer shall be responsible for scheduling and checking in and out of the Fire Safety Trailer. The Fire Prevention Officer must maintain a yearly Calendar. Fire Safety trailer is first come first serve basis UNLESS the trailer is needed for an SCAFD event.
- i)** The Fire safety trailer shall not be used during the winter months or during inclement weather
- j)** A request form posted on the SCAFD web page shall be filled out and sent back by Mail, Email, and or Fax To SCAFD
  - i)** The Fire Prevention Officer Shall Contact the Requesting Agency and go over information and scheduling.
  - ii)** Any personal that will be using the Fire safety Trailer must be trained in its use and operation prior to event.
  - iii)** Prior to leaving for an event, and after an event a fire safety trailer checklist shall be completed to ensure nothing is damaged or missing.
  - iv)** A list of procedures is included in the Fire safety trailer control room. All personal shall review these procedures.

GUIDELINE: #301

ADOPTED: June 20, 1990

REVIEWED: 02/02/2020

REVISED: 01/04/92, 10/24/1993, 08/28/05, 09/13/2005

SUBJECT: SAFETY GUIDELINES; Facial Hair

PURPOSE: To establish guidelines relating to facial hair for all firefighters and officers

OBJECTIVE: To provide for the safety and welfare of all department personnel that may have a need to wear self-contained breathing apparatus (SCBA)

1. In accordance with MiOSHA Part 451, Respiratory Protection, all department personnel shall be prohibited from having any facial hair that comes in contact with proper seals of self-contained breathing apparatus, or causes the face piece seal to fit improperly
2. All department personnel shall be clean shaven in all areas of the face, neck, and chin that comes in contact with the face mask piece (seal area) for the best possible seal.
3. There is no magical length that will determine a violation of this SOG, as some individuals grow facial hair faster in a 25-hour period than others.
4. Examples of that may violate this SOG, which could result in your removal from active duty, by an immediate supervisor:
  - A. Choosing to go more that 25 hours between shaves.
  - B. There is evidence that some facial hair was purposely left unshaven that comes in contact with the face piece seal.
  - C. The length of your facial hair is deemed unacceptable.
5. It is not the intention of this SOG to violate the personal expression of anyone. It is purely a safety issue, based on the documentation received from the references above.
6. This SOG applies to all types of incidents that the department may be dispatched to.

COMMENT: The best information available from MiOSHA states that department personnel should be clean-shaven for the best seal between the face and the breathing mask.

GUIDELINE: #302

ADOPTED: June 20, 1990

REVIEWED: 02/02/2020

REVISED: 04/12/92, 10/24/93, 05/06/02, 01/18/13, 08/02/17,02/02/2020

SUBJECT: SAFETY GUIDELINES; Personal Protective Equipment (PPE) Usage

PURPOSE: To provide specific guidelines relating to the required use of PPE

OBJECTIVE: To provide for the safety and welfare of all department personnel while at the scene of an emergency or non-emergency incident

1. In accordance with the Michigan Department of Labor (MIOSHA) Part 74, Firefighting Personal Protective Equipment; the Fire Department is responsible to ensure that all responding personnel are provided with the appropriate personal protective equipment.
2. In accordance with NFPA 1500, the Fire Department is responsible to ensure that all responding department personnel are provided with the minimum listed personal protective equipment.
3. Full personal protective equipment shall be worn at all times by all department personnel when operating in hostile environments:
  - A. The Atmosphere Is Hazardous, Or
  - B. The Atmosphere Is Suspected of Being Hazardous, Or
  - C. The Atmosphere May Rapidly Become Hazardous
4. Full personal protective equipment shall include:
  - A. Helmet with Protective Face Shield and Ear Flaps
  - B. Bunker Coat
  - C. Bunker Pants and Boots
  - D. Gloves
  - E. Nomex Hoods
  - F. Self Contained Breathing Apparatus (SCBA)
5. Prior to entering a toxic atmosphere, department personnel shall don all personal protective equipment unless authorized by the incident commander, who may grant exceptions based on the present situation.
6. This guideline shall apply to all fires, all phases of firefighting, and any hazardous material incident where toxic fumes may be present. The use of SCBA shall continue until the incident commander, or his designee, determines the situation to be safe.
7. All personal protective equipment is to be cleaned and disinfected per the manufacturer's instructions after each incident.
8. All personal protective equipment shall meet or exceed all current MIOSHA and NFPA standards.
9. Department personnel reporting for assignments on the fire ground, or other potentially dangerous emergencies, shall assume the need for SCBA. Prior to entering a toxic atmosphere, department personnel shall don SCBA unless authorized otherwise by the Incident Commander, who may grant exceptions based upon the current situation.

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10. Department personnel using SCBA shall not compromise the protection integrity of the SCBA for any reason when operating in a hazardous atmosphere, or in an atmosphere where the quality of air is unknown, by removing the face piece or disconnecting any portion of the SCBA that would allow the
11. Nothing shall be allowed to enter or pass through the area where the SCBA face piece is designed to seal with the face.
12. As applicable, an eyeglass insert for individual facemask will be provided. The cost of the frame and lenses will be paid for. A current eye exam cost will be bore by the wearer.
13. NOTE: Protective hoods are a critically important piece of protective equipment, but generally by design, they do not include a moisture barrier like rest, or your protective ensemble does. Therefore, the areas of your body that are covered by your protective hood are the most vulnerable to contamination/exposure that may cause long term disease or illness. The Swartz creek Area Fire Department has taken/issued the following measures to combat these illnesses.

#### HAND/FACE WASHING

All personnel shall practice frequent hand washing on the scene of every incident where their hands may have come in contact with hydrocarbons or contaminants. Using soap and water is the preferred method. Frequent and proper hand washing shall also take place at the station while and immediately after handing any firefighting equipment. Personnel are discouraged from eating or drinking, or performing bodily functions on the scene, at the station, or after handling firefighting equipment until they have first washed their hands.

All personnel shall wash/decontaminate their face, neck, and head as soon as possible following any operation where there was the potential for exposure to hydrocarbons or contaminants. Soap and water or moistened towels are acceptable methods to clean all areas that are covered by the protective hood.

#### Protective Hoods

All suppression personnel shall be issued two (2) protective hoods. Personnel are required to keep at least one (1) hood clean, dry, and ready for use at all times. Suppression personnel are prohibited from performing any interior firefighting while wearing wet protective hood where the potential for steam burns exists.

Protective hoods shall be laundered after every use where there is the possibility of exposure to hydrocarbons or contaminants. Hoods shall be laundered at the station, and not be taken home or laundered in any appliance where civilian or non-firefighting clothing is laundered in order to prevent cross contamination.

Protective hoods shall be laundered using ONLY detergent provided by the Swartz Creek Area Fire Department and the method described below. Any deviations from this laundering process are prohibited unless approved by the Quartermaster.

Laundering shall take place as soon as possible after potential exposure to hydrocarbons or other contaminants using the following process: All hoods should be collected and laundered at the same time. Fill a bucket halfway with warm water and add the appropriate amount of department provided detergent. Add all protective hoods and allow them to soak on the solution for at least 5 minutes. After soaking they should be agitated for at least 5 minutes. Once laundering is complete the hoods shall be rinsed in cold or warm water until the rinse water runs clean. This can complete in the bucket, or by putting the hoods on the floor and spraying them with a hard stream from a garden hose. Protective hoods shall be thoroughly inspected after laundering/rinsing, then hung to dry.

15. The SCAFD is required to provide all employees with proper PPE, however some employees may wish to provide, at their own expense, and use certain PPE. Prior to being used, it must be approved by the Quartermaster. These components are limited to gloves, helmet, hood, and protective eye wear. These items, as well as their use, care and repair are at the sole expense of the owner. They must meet/exceed all the same requirements as SCAFD issued equipment and be maintained and inspected accordingly.

GUIDELINE: #303

ADOPTED: August 20, 1990



REVIEWED: 11/18/2013

REVISED: 01/04/92, 10/24/93, 09/16/96, 05/06/02, 05/02/06, 11/18/2013

SUBJECT: SAFETY GUIDELINES; Cleaning & Inspection of Personal Protective Equipment  
(PPE)

PURPOSE: To provide clear guidelines for the use, cleaning, inspection, repair, and documentation of all PPE.

OBJECTIVE: To provide information to all SCAFD personnel of how to care for PPE.

1. Definitions

A. All references to PPE in this SOG shall include the following: bunker coat, bunker pants, fire boots, helmet, protective hood, safety glasses, self-contained breathing apparatus, facemask, and gloves

2. All PPE shall be worn/used in strict compliance with SCAFD, MiOSHA, and the Manufacturers guidelines.
3. All PPE shall be stored in a clean and dry environment and be kept away from exposure to UV light
4. All PPE shall be cleaned after every use. Cleaning shall be completed as per manufacturer recommendations. General cleaning (such as after use) shall be completed, by brushing off any solid contaminants. For stains on PPE a spot cleaner such as Shout, Spray and Wash, or 50/50% mixture of gear cleaner may be used (do not apply directly to reflective trim). If PPE is contaminated with any pathogens, then it shall be cleaned with the appropriate disinfectant. Wash with warm soapy water (do not use high-pressure water), and a clean rinse. Hang to dry. Do NOT use any chemicals or harsh cleansers.
5. If it is determined that any piece of PPE cannot be cleaned by general cleaning, it shall be removed from service and laundered. Laundering shall be completed in accordance with manufacturer recommendations. If laundering cannot successfully clean the PPE, then it shall be sent to an outside source that is authorized by the manufacturer, for cleaning. Examples of contaminants that require being cleaned by an outside source include but are not limited to the following: Gross contamination by pathogens, tar, fuels, oils, hazardous materials, etc.
6. PPE shall be inspected after every use and include mechanical serviceability and operation, cleanliness, signs of heat damage, worn areas, tears, missing stitches, hardware detachment, etc. This includes use at training as well as incident responses.
7. All employees shall be required to launder and inspect their entire PPE ensemble on a yearly basis. This annual cleaning and inspection shall coincide with the employee's seniority date. Personally, owned PPE shall meet the same inspection and cleaning requirements as SCAFD issued PPE. All PPE shall be initially inspected, then laundered, then a final inspection upon returning the PPE to service.

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8. The Quartermaster shall issue a gear inspection and cleaning form to the employee who is required to launder and inspect his/her PPE on their anniversary month. The employee shall have 30 days from the time of notice to complete the inspection/laundry/inspection and return the form to the Quartermaster

for documentation. Failure to complete the laundering and inspection within the 30 day time frame will result in suspension from responding to any incident until it is completed.

9. The total laundering and drying process can be completed in 12 hours. If during those 12 hours the SCAFD is dispatched to an alarm, the employee must still respond to the station and be given pay and credit for attending the incident in the same fashion as those employees who are at a SCAFD required class or training. Employees are encouraged to have their gear inspected/launched/inspected within that 12 hour time frame, if they want credit and pay for any incidents that occur during their downtime. Any incidents that occur outside of that 12 hour timeframe are at risk of not receiving pay or credit. Employees will receive compensation to cover the time spent during the washing cycle, re-assembly and inspecting time, only, at a rate set by the Fire Chief.
10. The Quartermaster and Officers shall be advised when the employee is beginning their laundering period, so they know the employee is out of service, then again when returning to service.
11. Laundering shall be completed according to NFPA and manufacturer recommendations relating to wash temperature and times, cleaning solvents, extraction speeds, and drying times and temperatures. Only solvents provided by the SCAFD shall be used for laundering PPE and the instructions listed on the wash machine shall be adhered to. **PPE SHALL NOT BE LAUNDERED IN PRIVATE, PERSONAL OR RESIDENTIAL TOP LOAD WASH MACHINES.**
12. A complete inspection shall be performed prior to then again after laundering and include all liners and elements that comprise the bunker coat and pants, helmet, boots, gloves, and protective hood. Instructions will be issued along with the inspection/cleaning record.
13. Any deficiencies that do not affect the safety or operation of the PPE shall be noted on the inspection form and returned to the Quartermaster for evaluation. The Quartermaster will do a follow-up inspection to determine if there is a need for repair or replacement. Inspections that reveal any defects that will compromise operation or user safety shall be reported to an Officer, other Person in Charge and the Quartermaster. The PPE shall be, temporarily, placed out of service until determination, by a qualified individual, the status of said PPE. If it is found to be not serviceable, then it shall be kept out of service until such time as necessary cleaning or repairs are performed by qualified individuals or companies.
14. All inspection forms shall be returned to the Quartermaster for documentation in the PPE's permanent service record that is maintained for the life of the garment.
15. PPE yearly inspections will include periodic maintenance and flow testing of SCBA as specified in SOG 308.
16. Documentation on PPE shall include, but not be limited to, the following: date of commissioning, service history, cleaning history, repair history, and user history.

GUIDLINE: #304

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 09/16/1996, 01/18/13

SUBJECT: SAFETY GUIDELINES; Safety Program

PURPOSE: The safety program for the Swartz Creek Area Fire Department is implemented to ensure the safety of all department personnel by monitoring and assessing present and potential hazardous and/or unsafe situations and developing measures to relieve or minimize risks

OBJECTIVE: To provide specific guidelines for the Safety Officer

1. An officer appointed by the Chief shall be the designated department Safety Officer (Safety Coordinator) and be responsible for the management of the department's safety program. He/she shall perform such duties as the Chief assigns.
2. The Safety Officer has the option of responding to emergency response incidents to observe operations from a safety viewpoint.
3. The Safety Officer shall be responsible to ensure that safety regulations and practices shall be observed at emergency incidents and training activities by department personnel. He/she shall perform such duties as the Chief assigns.
4. A Safety Officer is to be designated by the Incident Commander on any incident where the Incident Commander, who has the ultimate responsibility for the safety of on-scene personnel, deems such a position necessary.
5. As soon as possible the Safety Officer shall be designated by the Incident Commander. All department officers shall have the ability to serve as the Safety Officer, having been trained as such.
6. Where applicable during training, a Safety Officer or officers shall be appointed.

GUIDLINE: #305

ADOPTED: April 25, 1993

REVIEWED: 02/20/2020

REVISED: 10/24/93, 09/16/1996, 02/20/2020

SUBJECT: SAFETY GUIDELINES; Medical Treatment - Injuries

PURPOSE: To establish guidelines for department personnel that require medical treatment as a result of a department function

OBJECTIVE: To provide a designated medical facility that will be used for medical treatment

1. A department function shall be defined as follows:
  - A. Dispatched Emergency or Non-Emergency Incident
  - B. Department Training Session
  - C. Other Function Designated by the Chief
2. Injuries shall be defined as follows:
  - A. Any Debilitating Bodily Dysfunction that is a Direct Result of Firefighting Activities
  - B. Any Contact with Potential Blood borne Pathogens as a result of a Dispatched Emergency Incident when the Exposed Member feels they may have been Infected
  - C. Any Injury Deemed needing Medical Attention by the Incident Commander or Highest-Ranking Officer
  - D. Exposure to Hazardous Material and/or Environment
3. Once items #1 and #2 above have been satisfied personnel shall use the following medical facility for medical treatment:
  - A. McLaren Occupational and Urgent Care Center (MOUCC)  
2313 Hill Road  
Grand Blanc, Michigan 48439,  
During the hours of 0900 to 1900, Monday through Friday,  
Or 1000 to 1400, Saturday, when the injury doesn't require ambulance transport
  - B. McLaren Regional Medical Center Emergency Room,  
401 South Ballenger Highway  
Flint, Michigan 48532-3685  
At times other than those listed in 3A OR whenever ambulance transportation is required
  - C. Any other medical facility as prescribed by an attending physician determined by a diagnosis
4. Costs of medical treatment, when items #1, 2, and 3 have been satisfied may be paid by the Swartz Creek Area Fire Department.
5. Any discrepancy with regards to any of the stipulations stated above shall be settled with the Chief and/or Fire Board.
6. Costs of medical treatment may be withheld if personnel refuse to seek medical treatment immediately following an injury and/or exposure and/or refuse to use the listed facilities in item #3.
7. A review of costs liability shall be reviewed by the Chief and/or Fire Board upon written request.
8. All injuries are to be reported to the Incident Commander as soon as possible.

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9. The Incident Commander shall attempt to immediately notify the Chief and/or Assistant Chief of any injury. The use of mobile telephones rather than radio traffic to relay information concerning injuries is preferred. Face to face communication shall be used whenever possible.
10. The Chief, Assistant Chief, or Incident Commander shall notify the radio operator as soon as possible with the injured members name, type and extent of injury, and current status. The use of mobile telephones rather than radio traffic to relay information concerning injuries is preferred.
11. The Fire Chief/Assistant Fire Chief or their designee shall contact the family of the injured member as soon as possible to inform them of the injured members status. Whenever possible, department personal will provide transportation for family members to the hospital.
12. Specially, if a department member is injured seriously, or killed in the line of duty, an officer, or senior firefighter, shall provide transportation for the family to the hospital if at all possible.
13. The Chief and Incident Commander shall be responsible for ensuring the completion of the appropriate injury reports.

GUIDELINE: #306

ADOPTED: May 5, 1992

REVIEWED: 02/02/2020

REVISED: 02/27/93, 10/24/93, 08/10/99, 10/07/02, 05/02/2006, 02/02/2020

SUBJECT: SAFETY GUIDELINES; Blood borne Pathogens Guidelines

PURPOSE: To provide all department personnel with the appropriate methods of reducing the risk of exposure to infectious diseases, while delivering emergency medical care for fire, rescue, EMS, or hazardous material activities in a pre-hospital environment. To provide the safest workplace and workplace practices possible.

OBJECTIVE: To comply with OSHA (Occupational Safety and Health Administration) Blood borne Pathogens Rule 29 CFR 1910.1030.

1. OSHA Blood borne Pathogens Rule 1910.1030 requires:
  - A. Implementation of an Exposure Control Plan; including written policies and Guidelines for blood borne pathogens. This SOG will address the required topics and serve as the Exposure Control Plan.
  - B. Implementation of Methods of Compliance including:
    - i. Engineering controls
    - ii. Protective equipment for employees
    - iii. Work practice controls
    - iv. Specific housekeeping and laundry practices
    - v. Biohazard labeling
    - vi. Specific medical waste practices
  - C. Availability of Hepatitis B Vaccine to Employees
  - D. Specific Guidelines for medical evaluation and follow-up in the event of an employee exposure incident
  - E. Specific information and training programs for all employees
  - F. Specific record keeping requirements
2. The designated Infection Control Representative for the Swartz Creek Area Fire Department SHALL be the Chief of the department.
3. A copy of the SOG SHALL be available in the following locations for department personnel to review:
  - A. Station 1 Radio Room
  - B. Station 2 Radio Room
  - C. Station 1 Officers Office
  - D. Chiefs Office

Any department personnel may request a personal copy of the SOG and SHALL be provided a copy of the SOG within five working days of the request.

4. GENERAL INFECTION CONTROL GUIDELINES:

UNIVERSAL PRECAUTIONS: "The unpredictable and emergent nature of exposures encountered by emergency and public-safety workers may make differentiation between hazardous body fluids and those which are not hazardous very difficult and often impossible." (US. Department of Health and Human Services 6) (USDHHS). Therefore, the Swartz Creek Area Fire Department adopts the "UNIVERSAL PRECAUTIONS" concept. This concept attempts to minimize the risk of exposure to certain infectious diseases.

The UNIVERSAL PRECAUTIONS concept requires all firefighters, engineers, officers, and emergency medical technicians to assume that all patients and/or victims are infected with HIV, HBV or other blood borne pathogens. Therefore, all body fluids WILL be treated as hazardous. This includes, but is not limited to blood, amniotic fluid, pericardial fluid, peritoneal fluid, pleural fluid, synovial fluid, cerebrospinal fluid, semen, vaginal secretions, urine, feces, nasal secretions, saliva, sputum, sweat, tears, and vomitus. Universal Precautions WILL be used in all work activities with any potential for exposure to blood or other body fluids.

5. PERSONAL PROTECTIVE EQUIPMENT:

A. GLOVES: All department personnel are REQUIRED to don disposable gloves prior to initiating emergency medical care to patients encountered at an incident. When multiple patients are encountered at an incident, gloves are to be changed between patient contacts. Department personnel should avoid contaminating any equipment, items, devices, etc., by contacting and/or handling activities while wearing gloves, unless required for the emergency patient care tasks. Gloves are to be removed and properly disposed of (whether or not the gloves are contaminated) as soon as possible. Gloves shall be impervious to all body fluids. While wearing disposable gloves department personnel should not eat, drink, or smoke and they should avoid touching their eyes, mouth, nose, or personal items such as glasses, pens, etc. Firefighting gloves meeting Federal Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.156 or the National Fire Protection Association (NFPA) Standard 1973 are "acceptable substitutes" for disposable gloves. Department personnel must ensure that their firefighting gloves do not have any rips, tears, or holes, which would prevent hand exposure protection. Disposable gloves SHALL be available on designated apparatus. All department personnel authorized to respond direct to an incident SHALL be issued a "Universal Precautions Kit" containing disposable gloves.

DEPARTMENT PERSONNEL ARE REQUIRED TO USE THE APPROPRIATE PROTECTIVE EQUIPMENT PROVIDED IN THE UNIVERSAL PRECAUTIONS KIT NECESSARY FOR EACH PARTICULAR INCIDENT.

D. MASKS, EYE WEAR: Masks, eye wear (goggles, safety glasses, or shields) and gowns are to be worn when emergency medical patient care tasks contain greater exposure levels. Masks and eyewear SHALL be worn together, so as to provide protection to the facial components, i.e. eyes, nose, and mouth. Firefighting Helmet Face Shields are acceptable as substitutes for the combination requirements of mask and eye wear. Face shields must be a "full face" design and protect eyes, nose, and the mouth. Firefighting turnout coats and pants are acceptable substitutes for full body protection. Eyewear and face shields must be impervious to all body fluids. Masks, Eye Wear and PPE are REQUIRED to be worn by all department personnel when personnel encounter large quantities and/or splashes of body fluids, or anticipate large quantities and/or splashes, i.e. arterial bleeding, avulsions, childbirth, deceased bodies, etc. Masks, eyewear and PPE are to be removed and properly disposed of /cleaned (if contaminated) as soon as possible and in the proper manner.

D. RESUSCITATION EQUIPMENT: Resuscitation equipment SHALL be available on designated apparatus. All department officers and emergency medical technicians SHALL be issued a Universal Precautions Kit containing a CPR micro shield (barrier) or pocket mask. All department personnel are REQUIRED to use the available resuscitation equipment to include the following:

1. Pocket mask

E. APPARATUS PROTECTIVE EQUIPMENT AVAILABILITY:

Equipment:

Apparatus:

Gloves

11 12 21

Universal Precautions Products

11 12 21

Pocket Mask

11 12 21

Towelettes

11 12 21

Disposal Equipment

11 12 21

Bag Mask Resuscitator

11 21

F. PERSONAL PROTECTIVE EQUIPMENT REPLACEMENT: A sufficient supply of all protective equipment shall be stored at Station 1 to allow for the immediate replacement of any personal protective equipment.

G. Under rare and extraordinary circumstances it is the employee's professional judgment that in the specific instance use of protective clothing and equipment would have prevented the delivery of health care or public safety services or would have posed an increased hazard to the safety of the worker or co-worker, the employee SHALL DOCUMENT THESE CIRCUMSTANCES AND INFORM THE DESIGNATED INFECTION CONTROL REPRESENTATIVE (FIRE CHIEF), who SHALL investigate the circumstances and determine whether changes can be instituted to prevent such occurrences in the future. The Infection Control Representative SHALL document all such occurrences.

6. DISINFECTING, DECONTAMINATION, AND DISPOSAL GUIDELINES:

A. SCAFD personnel shall not handle any needles or sharp instruments used by EMS personnel. Used rubber gloves shall be remitted to the possession of the responding ambulance before they leave the scene.

B. All department personnel are REQUIRED to wash any exposed skin surfaces that have been contaminated with body fluids. Washing requires the use of EPA registered germicides, and soap and warm water. All department personnel are REQUIRED to also wash their hands immediately following the removal of their protective gloves.

C. Protective gloves are REQUIRED to be worn during the decontamination of surfaces and equipment. Any and all surfaces contaminated with any body fluids must be cleaned and decontaminated with an intermediate level disinfecting product:

1. Disinfecting/chemical germicides that are EPA registered

2. Commercially available hard-surface germicides

3. Water/chlorine bleach solution (1:100 dilution = 1/4 cup of chlorine bleach per gallon water

Visible material must be removed first with disposable towels. If splashing is to occur a mask, eyewear and gown are to be used for protection. Once all visible material has been removed, apply the disinfecting agent chosen.

Equipment is cleaned, and decontaminated and disinfected using the same process as for surfaces.

The contaminated materials along with all disposable equipment are to be placed into leak resistant trash bags, which can be placed into a rubbish container at the fire station.

All towels are to be of the disposable (paper) type.



The disinfecting area should be well ventilated and equipped with non-porous sinks and adequate drainage. Racks and shelves should be provided for air-drying of all disinfected equipment.

7. DECONTAMINATION AND LAUNDERING OF PERSONAL AND PROTECTIVE CLOTHING:

- A. Contaminated laundry SHALL be handled as little as possible with a minimum of agitation and SHALL be bagged at the location where it was used. Contaminated laundry SHALL be placed and transported in red plastic bags.
  - B. All personal and protective clothing that is contaminated with body fluids MUST be handled while wearing protective gloves. All visible materials MUST be removed with disposable towels prior to laundering.
  - C. DEPARTMENT ISSUED BUNKER GEAR (COAT/PANTS) CONTAMINATED WITH BLOOD SHALL BE LACED IN A RED GARBAGE BAG. THE HIGHEST-RANKING OFFICER AT THE INCIDENT SHALL BE RESPONSIBLE FOR TRANSPORTING THE BAG WITH CONTAMINATED BUNKER GEAR TO STATION 1, TO BE CLEANED WITH AN OSHA APPROVED CLEANER/DISINFECTANT.
  - D. PERSONAL CLOTHING CONTAMINATED WITH BLOOD SHALL BE PLACED IN A RED GARBAGE BAG. THE HIGHEST-RANKING OFFICER AT THE INCIDENT SHALL BE RESPONSIBLE FOR TRANSPORTING THE BAG WITH CONTAMINATED PERSONAL CLOTHING, TO STATION 1, TO BE CLEANED WITH AN OSHA APPROVED CLEANER/DISINFECTANT
8. ENGINEERING AND WORK PRACTICE CONTROLS: Engineering and work practice controls SHALL be used to eliminate or minimize employee exposure. Where occupational exposure remains after institution of these controls, personal protective equipment SHALL be used. Engineering controls SHALL be examined and maintained or replaced on a regular schedule to ensure their effectiveness.
- A. Hand washing facilities, which are readily accessible to employees, SHALL be provided at each station. A wall mounted container with appropriate soap and paper towels and/or air dryer SHALL be provided at each station. Antiseptic towelettes will be provided on designated apparatus. When antiseptic towelettes are used all department, personnel are REQUIRED to wash their hands with soap and running water as soon as possible after returning to the station.
  - B. Department personnel are REQUIRED to wash any exposed skin surfaces that have been contaminated with any body fluid(s). Washing requires the use of soap and warm water. All department personnel are REQUIRED to wash their hands immediately following the removal of their protective gloves, even if the gloves visibly appear to be clean.
  - C. Hand washing with soap and warm water will not be available at the incident scene. An approved antiseptic towelette SHALL be used for hand washing at the incident scene. Upon return to the station department personnel are REQUIRED to wash their hands and any other affected area with soap and warm water.
9. BIOHAZARD LABELING: The Swartz Creek Area Fire Department will not be required to label any hazardous or regulated waste as the department will not transport such waste.
- A. Red garbage bags SHALL be used to transport any contaminated equipment back to the station for proper decontamination.
  - B. Red garbage bags SHALL be used to transport any contaminated department bunker gear (coats/pants) and any personal clothing to Station 1 to be cleaned with an OSHA approved cleaner/disinfectant.
10. HEPATITIS B VACCINATION: The Swartz Creek Area Fire Department SHALL offer the Hepatitis B vaccination to all department personnel within 10 days of initial assignment to work activities entailing possible exposure. Hepatitis B vaccinations SHALL be provided at no cost to department personnel. Department personnel choosing to receive the Hepatitis B vaccination are REQUIRED to sign the form "Hepatitis B Vaccination". Department personnel choosing not to receive the Hepatitis B vaccination are REQUIRED to sign the form "Hepatitis B Vaccination Refusal".

## 11. REPORTING EXPOSURE INCIDENTS:

- A. Exposure incidents include but are not limited to:
  - 1. Contact of blood or other infectious materials with non-intact skin
  - 2. Needle stick injuries or other puncture wounds with contaminated objects
  - 3. Spraying or splashing of blood or other infectious materials in eyes or mucous membranes
  - 4. Bites occurring in the performance of work activities
- B. All department personnel are REQUIRED immediately report any "exposure" to the Incident Commander. The department Infection Control Representative should be notified of the exposure as soon as possible. The department member will be REQUIRED to provide in written format such information as: the activity being performed during the exposure; the type of protective equipment being used during the exposure; the person that provided the exposure; and the location where the exposure occurred.
- C. The Infection Control Representation SHALL:
  - 1. Complete "BLOODBORNE PATHOGEN EXPOSURE INCIDENT INVESTIGATION".
  - 2. Provide immediate departmental counseling.
  - 3. Provide immediate referral for confidential medical evaluation. The Swartz Creek Area Fire Department SHALL require department personnel to report to a department designated medical facility for evaluation. Alternate medical facilities shall be at the discretion of the Infection Control Representative.
  - 4. The evaluating healthcare professional SHALL be provided with:
    - a. Form "INFORMATION TO THE HEALTHCARE PROFESSIONAL PROVIDING EVALUATION FOR BLOODBORNE PATHOGEN EXPOSURE INCIDENT".
    - b. Form "BLOODBORNE PATHOGEN EXPOSURE INITIAL MEDICAL EVALUATION"
    - c. Form "BLOODBORNE PATHOGEN EXPOSURE MEDICAL FOLLOW-UP".
    - d. A copy of 29 CFR 1910.1030 Blood borne Pathogens Rule.
    - e. Copies of relevant available medical records (including vaccination records) for the exposed department personnel.
  - 5. Request testing of the source patient and a written report containing the test results from the receiving hospital if known and provide a copy of the law associated with this request.
  - 6. Provide information to exposed department personnel if available.
  - 7. Make available any tests recommended by the evaluating healthcare professional.
  - 8. Record the exposure incident on OSHA 200 log if medical treatment such as gamma globulin, hepatitis B immune globulin, or hepatitis B vaccine is administered by licensed medical personnel or if hepatitis or HIV infection occurs as a result of such incident.

## 12. INFORMATION AND TRAINING:

- A. Blood borne Pathogens Training SHALL be provided:
  - 1. Prior to initial assignment where an exposure incident may occur.
  - 2. Annually to all department personnel.
  - 3. Whenever any additions, deletions, or revisions are made to this SOG.
- B. A copy of OSHA 1910.1030 Blood borne Pathogens Rule and this SOG SHALL be available in the designated areas.
- C. TRAINING RECORDS:
  - 1. Form "DOCUMENTATION OF INITIAL EDUCATION" to be completed when appropriate.
  - 2. Form "DOCUMENTATION OF ANNUAL EDUCATION" to be completed when appropriate.
  - 3. Form "DOCUMENTATION OF FOLLOW-UP EDUCATION RELATED TO CHANGES IN EXPOSURE OR WORK PRACTICES" to be completed when appropriate.
  - 4. Form "INDIVIDUAL BLOODBORNE PATHOGEN FORM" to be completed when appropriate.

All training records SHALL be maintained for at least 3 years from training date.

13. RECORDING REQUIREMENTS:

- A. MEDICAL RECORDS: An accurate medical record for all department personnel with occupational exposure, in accordance with 29 CFR 1910.30, SHALL be maintained. This record SHALL include the name and social security number of the employee, a copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination, a copy of all results of examinations, medical testing, and follow-up Guidelines required as part of any post-exposure medical evaluation including the employer's copy of the healthcare professional's written opinion and a copy of the information provided to the healthcare professional as part of that evaluation. Employee medical records SHALL be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by this sections or as may be required by law. Such records SHALL be maintained for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.30.

Employee medical records SHALL be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, and to the Director or the Assistant Secretary in accordance with 29 CFR 1910.30.

- B. TRAINING RECORDS: SHALL be maintained and SHALL include the dates of the training sessions, contents or a summary of the training sessions. The names and qualifications of persons conducting the training, and the names and job titles of all persons attending the training sessions. Training records SHALL be maintained for 3 years from the date on which the training occurred. Employee training records SHALL be provided upon request for examination and copying to employees, to employee representatives, and to the Director or Assistant Secretary in accordance with 29 CFR 1910.30.

- C. All employee medical records or training records SHALL be made available upon request to the Assistant Secretary and the Director of the Occupational Safety and Health Administration (OSHA) for examination and copying.

14. EMPLOYEE RESPONSIBILITIES:

- A. In addition to the specific responsibilities outlined within this SOG, department personnel performing tasks with reasonably anticipated exposure to blood or other potentially infectious materials are REQUIRED to inform a designated Infection Control Representative if proper protective clothing and equipment is unavailable or appears inadequate to provide appropriate protection from such exposure. Department personnel are REQUIRED to report to a designated Infection Control Representative any incidents or observations suggesting inadequate use of personal protective clothing and equipment or other control measure by any department personnel.

- B. Department personnel are REQUIRED to follow the requirements of this SOG, including all work practice requirements. The use of Universal Precautions and the use of specific engineering controls and protective equipment outlined is MANDATORY.

- C. DEPARTMENT PERSONNEL THAT DO NOT FOLLOW THESE REQUIREMENTS ARE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING DISCHARGE.

15. RESEARCH AND REFERENCE INFORMATION SOURCES:

- A. Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus to Health Care and Public Safety Workers, United States Department of Health and Human Services, February 1989, as mandated by Public Law 100-607, The Health Omnibus Programs Extension Act of 1988.

- B. The Michigan Medical Waste Regulatory Act of 1990, Act Number 368 of the Public Acts of 1978, Part 138, Medical Waste.

- C. Guideline for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis Virus to Health Care and Public Safety Workers, Atlanta: Centers for Disease Control, 1989.

- D. The National Fire Academy Course "Infection Control for Emergency Response Personnel, the Supervisors Role" February 1992.
- E. The United States Fire Administration, "Guide to Developing and Managing an Emergency Service Infection Control Program".
- F. The Ryan White Comprehensive Aids Resource Emergency Act of 1990 (PL 101-381).
- G. Americans with Disabilities Act (PL 101-336).
- H. Occupational Safety and Health Administration Act; 29 CFR 1910.1030 Occupational Exposures to Blood borne Pathogens and 29 CFR 1910.30, Access to Employee Exposure and Medical Records.
- I. National Fire Protection Association Standards and Codes:
  - 1. NFPA 1500 Fire Department Occupational Safety and Health
  - 2. NFPA 1501 Standard for Fire Department Safety Officer
  - 3. NFPA 1581 Standard on Fire Department Infection Control Program
  - 4. NFPA 1001 Standard for Firefighter Professional Qualifications
  - 5. NFPA 1973 Standard on Gloves for Structural Firefighting
  - 6. NFPA 1582 Standard on Medical Requirements for Firefighter(proposed)
- J. Recommendation for Prevention of HIV Transmission in Health Care Settings (MMWR) Volume 36, Number 2, August 1987
- K. Guidelines for Preventing the Transmission of Tuberculosis in Health-Care Settings, with Special Focus on HIV-Related Issues (MMWR) Volume 39, Number RR-17, December 1990
- L. Protection Against Viral Hepatitis, Recommendations of the Immunization Practices Advisory
- O. Occupational Exposure to Blood borne Pathogens: Precautions for Emergency Responders, United States Department of Labor, Occupational Safety and Health Administration, OSHA 3130, 1992
- P. Blood borne Pathogens Compliance Package, St. Clair Associates
- Q. Exposure Control Plan Development Seminar, Michigan Twp. Association Sept. 1992

GUIDELINE: #307

ADOPTED: March 20, 1995

REVIEWED: 02/02/2020

REVISED: 02/02/2020

SUBJECT: SAFETY PROCEDURE: Hazard Communication Program

PURPOSE: To establish a written hazard communication program as required by the Michigan Right-to-Know Law (MIOSHA Amendments Act 80 of 1986)

OBJECTIVE: To provide a uniform standard by which department members are provided information about hazardous chemicals used in the workplace.

<p>SWARTZ CREEK AREA FIRE DEPARTMENT EMPLOYEE RIGHT-TO-KNOW HAZARD COMMUNICATION PROGRAM</p>
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I. General

The following written hazard communication program has been established for the Swartz Creek Area Fire Department. It was developed to ensure that all workers whose job requires the handling of hazardous chemicals are aware of the materials involved and they are trained to use them safely in the performance of their duties.

Major topics the Hazard Communication Program will address are as follows:

- 1) Hazard Determination
- 2) Container Labeling
- 3) Safety Data Sheets (SDS)
- 4) Employee Information and Training
- 5) Hazardous Non-Routine Tasks
- 6) Informing Contractors
- 7) List of Hazardous Chemicals

II. Container Labeling

The OSHA Hazard Communication Standard requires that every container of known hazardous chemical (s) be clearly labeled with the following information:

- 1) The Trade name of the material, or
- 2) The chemical identity of the material, and
- 3) The appropriate hazard warning(s), and
- 4) The complete name and address of the manufacturer.

All Fire Officers shall be responsible for seeing that each secondary container is properly labeled. A secondary container is any container (other than the original) that is used within the fire department work area for storage, transport or end use.

Secondary container labels must contain the chemical identity and hazard warning of the material contained.

III. Data safety sheets (SDS)

The Fire Chief shall be responsible for compiling the master SDS file for the department. Copies of SDS's for all hazardous chemicals to which employees of the department may be exposed will be kept in a binder in the Radio Room at each fire station. SDS's will be available for review to all employees at all times. Copies will be made available upon request. New products should not be used without the appropriate SDS provided by the manufacturer.

IV. Employee Information and Training

The Fire Chief shall coordinate and maintain records of training conducted in the Swartz Creek Area Fire Department. Each new employee will receive information and training on the following:

- 1) An overview of the requirements of the OSHA Hazard Communication Standard.
- 2) Chemicals used in the workplace and their physical and health hazards.
- 3) Methods and observations that may be used to detect the presence or release of a chemical in the workplace.
- 4) How to lessen or prevent exposure to these hazardous chemicals.
- 5) What the fire department has done to lessen or prevent employee exposure to these chemicals.
- 6) Guidelines to follow if employees are exposed to these chemicals.
- 7) Location of the fire departments Hazard communication Program.
- 8) Location of the SDS library.
- 9) Location of the Hazardous Chemical List.
- 10) How to read and interpret SDS and labels used in the fire department.

After attending the training, each employee will sign a form stating that they have attended.

Before any new chemical is introduced into the fire department, employees will be given information as outlined above. The Fire Chief will be responsible to see that SDS are available on each new chemical product.

Posters will be displayed on bulletin boards informing employees the location of the written Hazard Communication Program.

V. Hazardous Non-Routine Tasks

- 1) Occasionally, certain employees are required to perform non-routine tasks. Prior to beginning, they will be given information about hazardous chemicals to which they may be exposed during the work.

This information includes but is not limited to:

- 1) Specific chemical hazards
- 2) Precautions to take
- 3) Methods to lessen the hazard
- 4) Emergency Guidelines

VI. Information to Contractors

It is the responsibility of the Fire Chief to provide contractors and their employees, prior to entering a work site, with the following information:

- 1) Specific chemical hazards
- 2) Precautions the employee can take
- 3) Steps the fire department has taken to lessen the risks
- 4) Emergency Guidelines

The fire department will obtain from the contractor a list of hazardous chemicals, which the contractor expects to bring on the work site. Employees who might be at risk or exposed to contractor-introduced materials shall be advised of the nature of the materials and the potential hazards involved.

GUIDELINE: #308

ADOPTED: November 24, 1998

REVIEWED: 07/12/2005

REVISED: 08/01/2005,02/20/20

SUBJECT: SAFETY PROCEDURE: Fit and flow testing for SCBA equipment

PURPOSE: To provide a method of compliance with Federal OSHA Respiratory Protection Standard (29 CFR 1910.134) and any MiOSHA once enacted.

OBJECTIVE: To provide a guideline that directs personnel towards compliance of OSHA and MiOSHA requirements.

1. SCBA (self-contained breathing apparatus) air pack assemblies shall be flow tested annually.
2. Individual SCBA facemasks shall be flow and fit tested annually (during the same period of time as prescribed in 1 above):
  - A. Fit testing shall be quantitative in design.
3. It shall be the responsibility of the designated Quarter Master, or designate, to do the following:
  - A. Maintain written documentation of all tests and maintenance of all department SCBA air pack assemblies and facemasks
  - B. Schedule department personnel for annual compliance of the SOG
  - C. Insure only certified personnel are allowed to test and/or repair SCBA components. Non-certified personnel shall only perform testing and repairs under direct supervision of a certified individual.
4. Initial fit testing for newly hired or reinstated personnel shall be performed prior to the employee being authorized to used SCBA at actual incidents.
5. Non-compliance with fit testing requirements shall result in immediate suspension and disciplinary actions as spelled out in SOG#420.

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GUIDELINE: #309

ADOPTED: June 24, 2012

REVIEWED: 02/02/2020

REVISED: 02/02/2020

SUBJECT: SAFETY PROCEDURE: Hose testing

PURPOSE: To provide a method of compliance with NFPA 1962 at the time of adoption.

OBJECTIVE: To provide a safe environment during hose testing and provide suitable hose for use.

1. Hose testing shall be conducted annually. Since there is a potential for injury due to hose failure during testing, it is vital that adequate safety precautions be taken. Refer to current NFPA 1962 Standard.
2. Physical Inspection:
  - A. Hose should be inspected for any of the following conditions:  
Wear or tear, misuse or vandalism, debris, evidence of damage from mildew, chemicals, burns, cuts, abrasion and/or vermin.
  - B. Couplings should be inspected for any of the following conditions:  
Damaged threads, corrosion, out-of-round, swivel not rotating freely, missing lugs, loose internal collar, defective or missing gaskets, other defects that impair operation.
  - C. If the hose or couplings fail the physical inspection, the hose or couplings, shall be removed from service, repaired as necessary and service tested.
3. Service Testing
  - A. All hose shall be service tested while lying flat. Fire hose being used for suppression shall be tested at 300psi, while supply hose shall be tested at 200 psi. A short length of smaller diameter hose with the same or higher proof pressure shall be used to connect the pressure source to the hose being tested.
  - B. Each length of hose to be tested simultaneously shall be of the same service test pressure and, collectively, shall be considered the hose test layout. The total length of any hose line in the hose test layout to be service tested shall not exceed 300 ft. The hose test layout shall be straight, without kinks or twists. **Exception:** *Hose that has been repaired shall be tested one length at a time.*
  - C. Each length of hose shall be service tested using a hose testing machine. A pumper may be used for the 200 psi test for supply hose.
  - D. The hose test layout shall be connected to the hose test cap valve of the hose test machine. The hose test gate valve shall be used to prevent the reaction of discharging a large volume of water in the event of a hose bursting during the test.
  - E. With the hose test gate valve open and the nozzle or test cap valve closed, the pressure shall be gradually raised to 45 psig +/- 5 psig. After the hose test layout is full of water, all air in each hose line shall be exhausted by raising the discharge end of each hose line above the highest point in the system. The nozzle or test cap valve shall be closed slowly, and then the hose test gate valve shall be closed. **Warning:** *Care shall be taken to remove all air from the hose before the nozzle or test cap is closed and the pressure raised. The development of test pressures introduces a serious accident potential if air remains in the system.*
  - F. After filling to 45 psig +/-5, the hose shall be checked for leakage at the coupling and tightened with a spanner wrench where necessary. Each hose shall then be marked at the end or back of each coupling to determine, after the hose has been drained, if the coupling has slipped during the test.

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- G. All personnel other than persons required to perform the remainder of the procedure shall clear the area.
  - H. The pressure shall be raised slowly at a rate not greater than 100 psi per minute to the service test pressure and held for 5 minutes.
  - I. While the test layout is at the service test pressure, the hose shall be inspected for leaks. If the inspecting personnel walk the test layout to inspect for leaks, they shall be at least 15 ft. to the side of the nearest hose line in the test layout. Personnel shall never stand in front of the free end of the hose or straddle a hose in the test layout during the test.
  - J. If, during the test, a section of hose is leaking or a section bursts, the service test shall be terminated, and that length of hose shall have failed the test. The test layout shall be drained, and the defective hose removed from the test layout. The service test shall be restarted.
  - K. After 5 minutes at the service test pressure, the hose test machine shall be shut down, the pressure allowed to equalize with the source, the pump discharge gates closed, and each nozzle or test cap valve opened to drain the test layout.
  - L. The marks placed on the hose at the back of the couplings shall be observed for coupling slippage. If the coupling has slipped, the hose has failed the test.
  - M. Hose records shall be updated to indicate the results of the service test for each length of hose tested.
  - N. All hose failing the physical examination, bursting, leaking, or having couplings that fail because of slippage or leakage, shall be tagged, removed from service and repaired or discarded.
4. Booster and Hard Suction Hose:
- A. Booster hose shall be tested annually (in accordance with NFPA 1962) to 110 percent of its maximum working pressure. If a maximum working pressure cannot be determined for the hose, it shall be tested to 110 percent of the normal highest working pressure as used in the system.
  - B. Hard suction hose shall be dry vacuum tested annually as follows:
    - I. The hose shall be attached to a suction source.
    - II. The free end shall be sealed with a transparent disk and connected to an accurate vacuum measuring instrument.
    - III. A 22-in. mercury vacuum shall be developed. While holding the vacuum for 10 minutes, the lining of the hose shall be inspected through the transparent disk. There shall be no collapsing of the lining into the waterway.
  - C. If hard suction hose is used under positive pressure, it shall also be service tested using the above procedure. See through hard suction not included.
5. Frequency of testing:
- A. Hose shall be inspected and service tested as specified in NFPA 1962 before being placed in service for the first time and at least annually thereafter.

GUIDELINE: #310

ADOPTED: August 26, 2012

REVIEWED: 02/02/2020

REVISED:

SUBJECT: SAFETY GUIDELINES: Lockout/tagout procedures for servicing equipment.

PURPOSE: This guideline establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment either mobile or stationary in the station or on apparatus. It shall be used to ensure that the machine or equipment is stopped, isolated from all potentially hazardous energy sources and locked out before employees perform any servicing or maintenance when the unexpected energization or start-up of the machine or equipment or release of stored energy could cause injury.

OBJECTIVE: To provide information to all SCAFD personnel on equipment maintenance.

Sequence of Lockout and/or tagout:

1. Notify all affected employees that servicing, or maintenance is required on a machine or equipment and that the machine or equipment must be shut down and locked out if applicable to perform servicing or maintenance.
2. For stationary equipment in the station:
  - A. The energy source needs to be isolated either by disconnect switch, electrical panel breaker or unplugging from wall socket.
  - B. Equipment needs to be tagged "OUT OF SERVICE" with the person's name on service tag and reason for maintenance or repair.
3. For mobile equipment in the station or on an apparatus:
  - A. The energy source needs to be isolated either by fuel shutoff or unplugging from wall socket.
  - B. Equipment needs to be tagged "OUT OF SERVICE" with the person's name on service tag and reason for maintenance or repair.

Restoring equipment to Service

1. When the servicing or maintenance is completed and the machine or equipment is ready to return to normal operating condition, the following steps shall be taken.
  - A. Removal of lockout devices if applicable as well as out of service tag.
  - B. Notify affected employees that the operation is completed, and the machine or equipment is ready for use.

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GUIDELINE: #401

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 08/10/99, 05/02/2006

SUBJECT: PERSONNEL GUIDELINES; Department Membership

PURPOSE: To establish the different types of membership

OBJECTIVE: To define the different types of membership and list their qualifications

1. HONORARY MEMBERS: Shall be the members of the Swartz Creek Area Fire Board, and any member having served the department for five (5) years or more in good standing.
2. GOOD STANDING: A department member resigning or retiring from the department in good faith, not owing any fees/dues to the department or association and returning all department issued property (bunker gear; keys; window plate; pager and charger, etc.)
3. ACTIVE MEMBERS: May hold probationary or regular membership on the department. The minimum qualifications for hire and maintenance of hire are:
  - A. Resident within the fire district, unless waived by the Fireboard
  - B. Valid Michigan driver's license
  - C. At least eighteen (18) years old
  - D. Successful completion of seventy (70%) per cent of all yearly department training
  - E. Successful completion of all department, state, federal, OSHA, etc. mandated training
  - F. Obtain and maintain yearly a valid CPR card
  - G. Obtain and maintain yearly Blood borne Pathogen training
  - H. Obtain and maintain yearly Hazardous Materials training
  - I. Obtain and complete annual physical examination at department designated medical facility by date provided each year.
  - J. Submit to random, and with reasonable cause, drug screening.
4. Department members who leave the department in good standing and later rejoin the department may have their previous service years added to their present service time.
5. Active members shall be able to perform the requirements listed in the attached "Essential Job Specifications and Standards".

NOTE: THE SCAFD SHALL BE RESPONSIBLE FOR THE COST OF THE ANNUAL PHYSICAL EXAMINATION AND HEPATITIS B VACCINATIONS. THE SCAFD SHALL NOT BE RESPONSIBLE FOR REIMBURSEMENT TO DEPARTMENT MEMBERS FOR THE TIME NECESSARY TO OBTAIN THE ANNUAL PHYSICAL AND HEPATITIS B VACCINATION.

## Swartz Creek Area Fire Department

### Essential Job Specifications and Standards

(Attachment to Job Description and Member Requirements)

Job/Position Title: On-Call Firefighter/Officer:

Does the Job Description outline the essential functions of the job? YES

Does the membership requirements outline the minimum qualifications? YES

In Addition to The Essential Functions Of The Job Description And The Minimum Qualifications (Member Requirements) Outlined In The Attached Documents, The Following Job Specifications And Standards Must Be Satisfied:

#### PHYSICAL/VISUAL EFFORTS

1. Very heavy work involving the lifting of objects in excess of 100 pounds with frequent lifting and/or carrying of objects weighing 50 pounds or more. Work requires the physical ability to do all the following:
2. Climbing: Involving the ascending or descending of ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms.
3. Balancing: Involves the maintenance of body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.
4. Stooping: Involves bending the body downward and forward by bending the spine at the waist.
5. Kneeling: Involves bending the legs at the knees to come to rest on the knee or knees.
6. Crouching: Involves bending the body downward and forward by bending the legs and knees.
7. Crawling: Involves moving about on the hands and knees or hands and feet.
8. Reaching: Involves extending the hands and arms in any direction.
9. Handling: Seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved).
10. Fingering: Picking, pinching, or otherwise working with the fingers primarily (rather than with the whole hand or arm as in handling).
11. Feeling: Perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in hands.
12. Talking and/or Hearing: Involves talking and expressing or exchanging ideas by means of the spoken word, and hearing or perceiving the nature of sounds by ear.
13. Seeing: Involves obtaining the impressions through the eyes of the shape, size, distance, motions, color, or other characteristics of objects. The major visual functions are:
  - A. Acuity, far- clarity of vision at 20 feet or more. acuity, near - clarity of vision at 20 inches or less.
  - B. Depth perception - three-dimensional vision. The ability to judge the distance and space relationships so as to see objects where and as they actually are.
  - C. Field of vision - the area that can be seen up and down or to the right or left while the eyes are fixed on a given point.
  - D. Accommodation - adjustment of the lens of the eye to bring an object into sharp focus.
  - E. Color vision - the ability to identify and distinguish colors.

Use of the arms and hands is required in reaching, handling, fingering and/or feeling, writing, operating office equipment. Visual functions include acuity, far and near, depth perception, field of vision, accommodation and color vision.

JOB ESSENTIALS

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#### ENVIRONMENTAL CONDITIONS OF THE JOB:

1. Extremes of cold plus temperature changes: Variations in temperature, which are sufficiently marked and abrupt to cause noticeable bodily reactions.
2. Extremes of heat plus temperature changes: Temperature sufficiently high to cause marked bodily discomfort unless provided with the proper protection.
3. Wet and Humid: contact with water or other liquids. Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
4. Noise and Vibration: Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing, and/or sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
5. Hazards: Situations in which the individual is exposed to the definite risk of bodily injury.
6. Fumes, odors, toxic conditions, dust, and poor ventilation:
  - A. Fumes: smoky or vaporous exhalations, usually odorous, thrown off as the result of combustion or chemical reaction.
  - B. Odors: noxious smells, either toxic or non-toxic.
  - C. Toxic Conditions: exposure to toxic dust, fumes, gases, vapors, mists, or liquids which cause general or localized disabling conditions as a result of inhalation or action of the skin.
  - D. Dust: air filled with small particles of any kind and inorganic dust including silica and asbestos.
  - E. Poor Ventilation: insufficient movement of air causing a feeling of suffocation: or exposure to drafts.

#### EQUIPMENT/MATERIALS USED:

1. Use of an axes, chisel, crowbar, gasoline powered saws, and other various types of power or manual equipment.
2. Use of salvage covers, smoke ejectors, deodorants, and foams.
3. Use of ladders and hoses.
4. Use of portable and base radios.
5. Use of Fire Apparatus: engines, pumpers, aerials, squads, rescue, grass, etc.
6. Use of self-contained breathing apparatus, cascade system, and air compressor.

GUIDELINE: #402

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 10/01/96, 08/10/99, 01/10/2012, 07/26/16

SUBJECT: PERSONNEL GUIDELINES: Applicant Processing

PURPOSE: To establish specific guidelines, for the Pre-employment Panel, to follow for processing applications

OBJECTIVE: To determine new applicants' compatibility with the Swartz Creek Area Fire Department (SCAFD).

1. This SCAFD is an equal opportunity employer and all persons are eligible for employment without regard to race, color, creed, religion, sex or national origin. Additionally, persons employed will not be subject to discrimination, harassment, or inappropriate treatment with respect to their race, color, creed, religion, sex, national origin or disability as outlined in specific Federal and State, local laws and ordinances.
2. Use of Alcoholic Beverages and Drugs:
  - A. Employees shall not possess, sell, or use alcoholic beverages or illegal drugs nor abuse prescribed controlled substances while on the job or on municipal property.
  - B. Employees shall not work, report to work or respond to calls under the influence of alcoholic beverages, illegal drugs or under the influence of controlled substances, except as provided in sub-Paragraph C.
  - C. Employees must report to their supervisor when they are experiencing or may experience a reaction to a prescription/over the counter medication, which may affect their ability to do their job.
  - D. Employees shall not drive any Department vehicle or respond to any emergency in their personal vehicle subsequent to the use of alcoholic beverages, illegal drugs, while under the influence of controlled substances or any prescription/over the counter medication, which may impair their ability to operate the vehicle in a safe and controlled manner.
3. Drug Dependency Treatment: Employees shall disclose any drug or alcohol problem to the Fire Chief. If an employee advises the Fire Chief of a drug/alcohol problem, the employee will be required to receive treatment and will be required to take a leave of absence until the employee successfully completes the treatment program.
4. This Standard Operating Guideline (SOG) shall consist of three (3) steps associated with the hiring system for the SCAFD.

Step 1: The Fire Chief will accept applications from potential new hires. During this step, a short application will be filled out by the applicant, the applicant's valid Michigan driver's license will be copied, and a background check of the applicant shall be performed. If the background check is acceptable, the process will proceed to Step 2.

Step 2: The Chief will appoint a Pre-Employment Panel (PEP) Chair who will schedule an oral interview with the applicant and PEP. Following the oral interview, the PEP Chair shall provide a written report, of the Pre-employment Panel's findings, to the Fire Chief. Either the applicant will proceed to Step 3, or the Fire Chief will inform the applicant their application has been denied.

Step 3: The Fire Chief shall hold an interview with the applicant
5. After the final interview, at the discretion of the Fire Chief, the application shall be presented to the Fireboard for consideration.

6. The Swartz Creek Area Fire Board may place the applicant on a one-year probationary period upon the recommendation of the Fire Chief.
7. The applicant must pass a physical examination at a department designated medical facility within sixty (60) days, as a condition for employment.
8. The Quarter Master will schedule an appointment to issue department equipment to the applicant.

NOTE: The Pre-employment Panel may elect, at any time in the hiring process, to reject an applicant. Applicants may, also, be selected on an "as needed" basis in regard to station, day or evening availability, etc. In the event applications are not being accepted by the SCAFD, applications received will be placed on file for future consideration.



GUIDELINE: #403

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 10/96, 08/10/99, 12/26/06, 08/24/08, 01/18/13, 12/13/17

SUBJECT: PERSONNEL GUIDELINES; Fire Fighter Orientation

PURPOSE: To establish general guidelines for the orientation of new department members

OBJECTIVE: To provide specific Guidelines to be followed for the orientation of new department members

1. Orientation shall be the responsibility of the Chief, Training Officer, Equipment Officer, and/or Department Officers as applicable and/or assigned.
2. Orientation shall be provided for all new members.
3. Probationary firefighters must attend all orientation sessions.
4. The Chief or his/her designee shall be responsible for the initial post-hire interview and subsequent paperwork:
  - A. Provide all probationary members with a copy of the current training schedule.
  - B. Provide Hepatitis B Vaccination intention forms.
  - C. Provide department physical forms.
  - D. Provide a copy of the current Firefighter I/II Academy class registration form.
  - E. Review department training requirements.
  - F. Provide tour of station facilities.
5. After receiving approval of the Fire Chief, the quartermaster or his designate shall be responsible for the following:
  - A. Issue protective clothing (coat, pants, gloves, helmet, nomex hood, face mask, flashlight, pager etc.)
  - B. Provide and explain a copy of the department Standard Operating Guidebook (SOG) following by received a signed form from the new recruit verifying receipt and return of said book.
  - C. Issue, explain, and demonstrate operation of pager.
  - D. Perform facemask fit testing as indicated in SOG 308
6. The Training Officer shall contact each new member and explain the training schedule and attendance percentage, as prescribed in SOG 407.
7. The Officer responsible for assigning mentors will sit down with the new recruit and their assigned mentor, provide a probationary firefighter handbook and explain the roles and responsibilities of each.
8. An Officer shall be responsible for the following should the new recruit already be a certified Firefighter:
  - A. Explain and demonstrate SCBA.
  - B. Explain types and uses of ladders.
  - C. Explain types and uses of hoses.
  - D. Explain types and uses of extrication equipment.
  - E. Explain types and uses of equipment on the trucks at the recruit's station.
  - F. Explain types and uses of various other equipment.
9. NOTE: Applicants shall be limited in their fire ground participation, as outlined in SOG 404. It is understood the annual Firefighter Academy class will give a new recruit the foundation for education, followed by Mentor association, as outlined in SOG 427 and department training.

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GUIDELINE: #404

ADOPTED: February 23, 1992

REVIEWED: 02/02/2020

REVISED: 10/24/93, 10/01/96, 08/10/99,03/13/00, 02/19/02, 11/12/03, 05/02/2006, 01/25/07, 04/26/09, 01/17/17

SUBJECT: PERSONNEL GUIDELINES; Probationary Firefighter Guidelines

PURPOSE: To establish specific guidelines and restrictions for inexperienced department personnel without prior firefighter experience and certification; and to provide a mechanism to evaluate a probationary firefighter at six (6) months tenure

OBJECTIVE: To clearly define what activities probationary firefighters can participate in and what restrictions shall apply. To protect the health and safety of the probationary firefighter and other department personnel.

NON-CERTIFIED FIREFIGHTER REQUIREMENTS:

1. Shall remain on probation a minimum of one year and until the successful completion of the Firefighter Academy.
2. Shall enroll in the first available Fire Fighter Academy class.
3. Must attend scheduled departmental training sessions as indicated in SOG 407.

INEXPERIENCED FIREFIGHTER RESTRICTIONS:

Definition: Personnel that have no formal Office of Fire Fighting Training (OFFT) certification or SCAFD training associated with the alarm type.

1. May only perform fire operations:
  - A. after training by SCAFD and/or OFFT academy training
  - B. only under direct supervision of an officer or senior firefighter.
2. In the event an initial alarm is dispatched, but is determined to be mutual aid, those personnel that are not Firefighter I/II certified shall not participate (reference Genesee County Fire Chiefs SOG 91-2).

PROBATIONARY FIREFIGHTER INCIDENT ACTIVITY GUIDELINES:

1. Shall participate in salvage and overhaul operations while under direct supervision of a department officer or senior firefighter, including the use of SCBA (self-contained breathing apparatus) if necessary - ONLY AFTER RECEIVING PROPER TRAINING IN THE USE OF SCBA.
2. Shall participate in defensive firefighting operations from the exterior while under the direct supervision of a department officer or senior firefighter.
3. Shall participate in grass fire operations while under the direct supervision of a department officer or senior firefighter.
4. Shall operate the air filling station, generator lights, and various equipment after receiving the proper department training.

FIREFIGHTER I/II LEVEL PROBATIONARY PERSONNEL:

1. Upon receiving Firefighter, I/II certification probationary personnel may request, in writing, to respond on initial apparatus and perform firefighter functions provided they have completed a minimum six (6) months probationary period.
2. A station officer shall approve or deny all such requests.

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PRIOR EXPERIENCE PROBATIONARY PERSONNEL:

1. Shall be allowed to participate in offensive fire suppression, once trained and familiar with the necessary equipment.
2. Shall not drive apparatus other than Squad 16.
3. Shall not drive apparatus, other than to move to the fire station apron, during vehicle checks under the supervision of the assigned mentor.

SIX-MONTH EVALUATION PROCESS:

1. Near the six (6) month tenure of probation, firefighters will be required to appear before the SCAFD Officers.
2. This appearance is intended to provide the probationary firefighter information associated with their performance with the SCAFD.
3. Comments and/or suggestions from any of the Officers will be made part of the six (6) month evaluation form. This form will be reviewed with the probationary firefighter, after the meeting, by an assigned officer.
4. If improvements are to be made, progress will be evaluated at the eleven (11) month evaluation period to determine if probation should be extended, removed, or a recommendation of termination be made.

DISCIPLINARY PROBATIONARY STATUS:

1. If for disciplinary reasons, a regular status firefighter is placed on probation, the following will result for the duration of the probationary period:
  - A. The current pay rate will be reduced to the current probationary base II amount.
  - B. Cannot respond with lights and siren on personal owned vehicles (POV).
  - C. Cannot respond direct to incidents.
  - D. Cannot drive department apparatus.
  - E. Cannot respond to mutual aid or automatic mutual aid alarms.

ADDITIONAL COMMENTS:

2. Regardless of experience level, if a vacant seat is available, those personnel that this SOG applies to should respond on the apparatus.
3. The current level of training shall be the limiting factor dictating involvement. If you haven't been trained, do not participate. Inform the person in charge and/or refrain from riding on the initial apparatus.
4. All SCAFD personnel, regardless of inexperience, shall take precedence over an Explorer for apparatus seating. However, if the SCAFD employee has had no training, common sense shall prevail in allowing an experienced Explorer to fill the apparatus seat.
5. The intent of this SOG is to insure as successful and safe fire fight as possible, while at the same time, provide experience for those new to the fire service.

GUIDELINE: #405

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 10/01/96, 12/27/96, 08/10/99, 10/07/2002, 04/30/06

SUBJECT: PERSONNEL GUIDELINES; FIREFIGHTER I & II CERTIFIED RE-HIRED PERSONNEL

PURPOSE: To protect the health and safety of former department personnel

OBJECTIVE: To provide specific guidelines for Fire Fighter I & II certified re-hired personnel

1. Previous members with the SCAFD who have not been employed by the SCAFD within the last twelve (12) months, shall be placed on a six (6) month probationary period when recommended by the Chief. This will be determined by evaluating the past employment record of the individual. The probationary period may be waived provided the following criteria have been met:
  - A. It has been less than twelve (12) months since the termination date
  - B. the last applicable training percentage was at or above 70%
  - C. all equipment was returned when previously terminated in a timely manner
2. The original seniority date will be used for those re-hired less than twelve (12) months from the date of termination and provided that requirements 1B. and 1C. above were met.
3. Firefighter I & II certified firefighters not previous members of the department shall complete a one-year probationary period.
4. Firefighter I & II certified personnel shall complete:
  - A. Orientation program
  - B. Annual department apparatus driving training course before driving engines, trucks, or tanker.
  - C. Become familiar with all equipment used by SCAFD
5. Upon completion of both 4A. and 4B. requirements above, Firefighter I & II certified re-hired firefighters may respond on initial apparatus and perform all firefighter functions.
6. The Chief shall approve all status changes.
7. PRIOR EXPERIENCE RE-HIRED PERSONNEL:
  - A. Shall be allowed to participate in offensive fire suppression, once trained and familiar with the necessary equipment.
  - B. Shall not be responsible for the department training missed while not employed by the SCAFD
  - C. Shall not drive apparatus other than Squad 16, provided the MFFTC Driver Training Course Certification has been received and the individual has been checked out by a qualified operator.
  - D. All other apparatus shall not be driven until the annual SCAFD Driver Training Course has been completed and passed.
  - E. Temporary Re-Hire Period (maximum of six months): returning employee shall remain on probation during the period specified. All stipulations stated above shall apply.

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GUIDELINE: #406

ADOPTED: October 24, 1993

REVIEWED: 02/02/20

REVISED: 10/01/1996,02/02/2020

SUBJECT: PERSONNEL GUIDELINES; Response Attendance Verification Requirements

PURPOSE: To establish specific guidelines for the individual incident attendance verification

OBJECTIVE: To define the manner in which personnel will be included in incident payroll or removed. As a supplement to SOG #202

1. Department personnel are responsible for notifying the radio operator of their arrival at the station.
2. Department personnel are responsible for notifying the radio operator before leaving the station.  
FAILURE TO ADVISE THE RADIO OPERATOR MAY CONSTITUTE NO PAY FOR THE INCIDENT.
3. Department personnel shall consider their response to an alarm relative to their ability to remain for the duration. Normal availability of personnel should be a factor in the decision.
4. Personnel unable to stay for the duration will be removed from the payroll unless an acceptable, valid excuse is accepted by the person in charge.
5. The Chief shall evaluate each excuse for approval.

GUIDELINE: #407

ADOPTED: April 30, 1993

REVIEWED: 02/02/2020

REVISED: 04/12/92, 05/23/93, 10/24/93, 01/15/96, 07/28/96, 05/18/01, 12/01/01, 05/02/2006, 02/02/2020

SUBJECT: PERSONNEL GUIDELINES; Training and Makeup Training Requirements

PURPOSE: To provide a means by which department personnel will be aware of the monthly and quarterly training sessions

OBJECTIVE: To establish specific guidelines for the minimum training and training requirements

The SCAFD is dependent upon its on-call personnel for emergency incident response. With the increasing federal and state mandates for training and emergency scene competencies, our personnel must be required to participate in a minimum of training exercises. Accordingly, the SCAFD adopts the following minimum training attendance/participation requirements.

1. Department training will consist of two (2) sessions per month, as follows:
  - A. The second Tuesday starting at 1900 or Wednesday at 0900.
  - B. The fourth Sunday of each month, starting at 0800 followed by Monday starting at 1830.
  - C. Any deviation from the days, stated above, will be determined by the Chief and/or Training Officer. Personnel shall be responsible for knowledge of any deviation, by reading the monthly training notice that is included with payroll and then take whatever steps necessary for compliance.
  - D. Posting of a complete list for the calendar year will be posted in December.
2. All firefighters are required to complete seventy percent (70%) of the total training hours presented based on quarterly periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through November 30 (there is no regularly scheduled training in December).
3. Firefighters are required to attend a mandatory hazardous material refresher course, maintain a current mandatory CPR card, attend a mandatory blood borne pathogens refresher class and Mandatory SCBA recertification. These mandatory classes will be held in the first quarter of each year as specified by the Training Officer. Additional training sessions may be deemed mandatory by the Training Officer or the Fire Chief.
4. Firefighters shall be made aware of their on-going training percentage by the posting of a department roster on the bulletin board of all stations after the completion of each scheduled training session. Listed will be the person's name, sessions attended, and training percentage acquired to date.
5. Firefighters may be excused from training sessions by the Fire Chief or Training Officer for attendance at FF Academy, Fire Officer classes, fire related seminars or for the purpose of outside instruction of an exact related subject of the scheduled one missed and if it interferes with the available sessions. Pre-approval before attendance or instruction, is required before an excuse will be granted. A copy of the certificate received for the course attended will act as verification of attendance. Being excused is not the same as receiving credit for department training missed. If you do not attend the department training, you will not be credited with the amount of time spent.
6. Personnel shall be compensated for the actual amount of time spent during training. Pay rate will be the same as the pay received for regular alarms when attending, or excused from, the regular monthly training session.

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7. Training may be made up by contacting the Training Officer or his designate.
8. Not all topics that are presented throughout the year will be made up due to their complexity (i.e. live burns, extrication, GM/SPO on site tour, etc.). Certain topics may only be available one time with no alternate date available.
9. Any training involving live fire fighting exercises shall be conducted in compliance with NFPA 1403, Standard on Live Fire Training Evolution in Structures.
10. Smoke generating devices that produce a hazardous atmosphere shall not be used in training exercises.
11. Failure to comply with this SOG shall result in the following disciplinary action in compliance with SOG #420:

**1st Offense**

Immediately placed on temporary suspension and notified in writing by the Fire Chief. Firefighters placed on temporary suspension must make up the necessary training for compliance within thirty (30) days. Failure to comply shall result in a written warning and the immediate beginning of the 2nd offense.

**2nd Offense**

Immediately placed on temporary suspension and notified in writing by the Fire Chief. Firefighters placed on temporary suspension must make up the necessary training for compliance within thirty (30) days. Failure to comply shall result in a written reprimand, and the immediate beginning of the 3rd offense.

**3rd Offense**

Immediately placed on temporary suspension and notified in writing by the Fire Chief. Firefighters placed on temporary suspension must make up the necessary training for compliance within thirty (30) days. Failure to comply shall result in discharge from the fire department.

Firefighters should immediately contact the Fire Chief once placed on temporary suspension to rectify the situation. Gross disregard for training attendance may result in immediate discharge.

NOTE: At any time, training sessions may be introduced that change the yearly training schedule due to federal/state laws and regulations or of paramount importance pertaining to the safety and well being of department personnel. They may or may not be deemed mandatory sessions.

SCAFD personnel shall be required to attend all mandatory sessions and absence there from must be made up. All personnel shall be responsible to make arrangements in advance to insure attendance.

GUIDELINE: #408

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 12/27/96, 12/26/2006, 11/08/16

SUBJECT: PERSONNEL GUIDELINES: Professional Memberships

PURPOSE: To provide specific guidelines for membership in local, state, and national organizations

OBJECTIVE: To clearly define which department personnel shall receive paid membership(s) in which local, state, and national organizations

Depending on the financial resources annually available to the SCAFD, memberships may be provided in the following organizations to the designated individuals:

NATIONAL ORGANIZATIONS:

National Fire Protection Association: -- Subscription Service Only

International Association of Fire Chiefs: -- Chief

National Volunteer Fire Council: -- Department

Fire Department Safety Officers Assoc.: -- Safety Officer

STATE ORGANIZATIONS:

Michigan State Firemen's Association: -- All

Michigan Fire Chiefs Association: -- Chief Officers

Michigan Fire Service Instructors Association: -- Certified Instructors

Michigan Fire Inspectors Society: -- Certified Inspectors

International Association of Arson Investigators Michigan Chapter -- Active

LOCAL ORGANIZATIONS:

Genesee County Association of Fire Chiefs: -- Three (3) positions.

Shiawassee County FF Association: -- Department

PUBLICATIONS:

Firehouse: -- Chief Officers

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GUIDELINE: #409

ADOPTED: November 1, 1991

REVIEWED: 02/02/2020

REVISED: 10/24/93, 12/31/96, 08/10/99, 03/07/01, 05/02/2006, 10/21/10, 05/10/11, 11/22/15

SUBJECT: PERSONNEL GUIDELINES; Medical Leave

PURPOSE: To provide department personnel with specific guidelines while on medical leave and returning from medical leave

OBJECTIVE: To provide the department with complete and accurate records for department personnel on medical leave.

1. Personnel are required to inform the Chief, in writing, whenever they are placed on medical leave from his/her regular employer and/or by a physician.
2. Personnel placed on medical leave from his/her employer, due to injury or illness, is automatically placed on medical leave with the department.
3. Personnel not presently employed that are placed on medical leave by a physician are automatically placed on medical leave with the department.
4. Personnel placed on medical are required to provide the department with a statement from their doctor stating that they cannot perform firefighting functions and for what length of time.
5. Personnel returning to light duty must provide the department with a statement from their doctor stating exactly what light duty consists of. If the department can provide the light duty per the doctor's instructions the individual will be allowed to return on light duty status.
6. Personnel on medical leave are not permitted to respond to the station for any incidents, training, etc.
7. Personnel on probation while on medical leave shall have their probationary period extended the same amount of time.
8. Personnel returning from medical leave must have their designated physician fill out the Medical Clearance Report (attached) before returning to active status. In addition, the following returning criteria shall apply to those on medical leave more than ninety (90) days:
  - A. shall not drive apparatus if they missed the annual driver training re-certification except 17, 26, & 27
  - B. contacts the responsible station officer to review equipment familiarization
9. During a medical leave, personnel shall not be responsible for training missed while on leave.
10. Those personnel holding officer positions may have the position temporarily filled on an interim basis if the expected leave duration is unknown or longer than sixty (60) days.
11. Once the medical leave has reached 12 months, the effected person will be required to turn in all SCAFD issued equipment and ID badge and be placed on inactive status with the SCAFD. When able to return, the person will be required to request return to active status in writing. After which, the person will be required to pass the department physical to return to active status. Failure by the person on medical leave to provide reasonable information of her/his condition, and the steps being taken to correct the condition, may constitute proceeding to section 18 below.

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13. During a medical leave, personnel shall not, immediately, be responsible for training missed while on leave. Those personnel on leave during scheduled mandatory training shall be required to make up said training before responding to any alarms. However, those that are below the 70% training at the time a medical leave starts, as determined by SOG 407, will be required to make up enough training before return to active status. The makeup training can be made up while on medical leave provide the activity does NOT violate the provisions of the medical leave.
14. Personnel that do not pass the annual physical shall be notified by the Chief and placed on medical leave. A return to active status will be pursuant to passage of the department physical or any part previously failed.
15. All conversations between the Chief and the person on medical leave shall be confidential unless otherwise indicated by said person.
16. It shall be the duty of all personnel to report use of prescription and/or over the counter medications that may affect "firefighting functions" to the Fire Chief. Any medication usage that may affect balance, coordination, motor function, etc. may constitute a continuation of medical leave.
17. This SOG is done for the department personnel's' protection and the protection of his/her benefits provided by his/her regular employer.
18. Upon application to the Fire Chief the Chief may waiver these conditions.
19. Failure to comply may result in disciplinary action up to and including dismissal. It is hoped that this step can be avoided, however, medical leave without any explanation or length is not acceptable.
20. Medical leave taken in the first quarter, that would cause an individual to miss having performed the required annual physical, shall not be allowed to return to active duty until such time it is done.
21. The maximum time allowed to complete any of the above listed requirements shall NOT exceed 15 days from the official notice received by the Chief from their Doctor indicating availability.

GUIDELINE: #410

ADOPTED: March 21, 1991

REVIEWED: 02/02/2020

REVISED: 10/24/93, 12/31/96 08/10/1999

SUBJECT: PERSONNEL GUIDELINES: Personal Leave of Absence

PURPOSE: To provide guidelines for department requesting a personal leave of absence

OBJECTIVE: To provide department personnel with a specific guideline to follow when requesting, and returning from, a personal leave of absence

1. Any department member in good standing may request a personal leave of absence from the department in six (6) month or less intervals.
2. Department personal must provide the Chief with a written request for a personal leave of absence indicating the length and reason for the leave.
3. The Chief shall approve or deny all requests for personal leave of absence.
4. Department personnel requesting a personal leave of absence are required to turn in **ALL** department issued equipment (turn out gear, pager, charger, dress uniform, window plate, key, etc.) to the equipment officer.
5. A written request to return to active status will be required from the member upon his/her desire to cancel the leave and return to active status.
6. A member holding an officer's position shall temporarily relinquish his/her position. An interim officer may be appointed by the Chief if he/she deems necessary. The interim officer shall be paid the officers monthly salary. If the leave exceeds six (6) months the position shall be posted and filled per the department By-Laws.
7. Official leaves of absence personnel shall not be responsible for the training missed while on leave.
8. Personnel on probation while on leave of absence shall have their probationary period extended the same amount of time.
9. The following returning criteria shall apply to those on leave of absence longer than ninety (90) days:
  - A. shall not drive apparatus if they missed the annual driver training re-certification except 17, 26, & 27
  - B. contacts the responsible station officer to review equipment familiarization
10. Those not in good standing (i.e. minimum training percentage is below 70%) when requesting leave will not be allowed to return to active status until compliance is obtained. A maximum of thirty (30) days to comply will be allowed, upon written notice of intent, before proceeding with number 11 below.
11. **IMPORTANT: THE MEMBER MUST RETURN TO ACTIVE STATUS AT THE EXPIRATION OF HIS/HER LEAVE. FAILURE TO DO SO WILL AUTOMATICALLY RESULT IN HIS/HER DISCHARGE FROM THE DEPARTMENT.**

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GUIDELINE: #411

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 12/31/96, 08/10/99, 01/25/07, 09/09/08, 01/12/10, 01/10/12,02/02/2020

SUBJECT: PERSONNEL GUIDELINES; Apparatus Operator Responsibilities

PURPOSE: To provide guidelines for apparatus operators

OBJECTIVE: To provide specific guidelines to be followed by all apparatus operators before leaving the station, while enroute, while on scene, when leaving the scene, and at the station.

1. It is the responsibility of each operator of a fire department vehicle to drive safely. The driver will be aware of and follow the requirements of Public Act 300 regarding operation of emergency vehicles. Apparatus operators will be held accountable for the manner in which they drive and for the consequences of their acts.
2. All SCAFD personnel are required to be a Office of Fire Fighting Training (OFFT) certified Firefighter and have successfully completed the SCAFD driver training program prior to being allowed to drive and operate fire department apparatus to emergency incidents.
3. Non-probationary firefighters with no prior experience, shall participate in the Driving Practice/Road Course to achieve the Ten (10) hours of supervised private property driving with an Officer or Senior Firefighter designated by the Fire Chief and/or the Training Officer, following two (2) years of being on the SCAFD. This is for the SCAFD Personnel to achieve their Ten (10) hours of supervised private property driving before the start of the SCAFD Driving/Pump Operations Class.
4. After achieving five (5) years of service on SCAFD, firefighters are required to attend the SCAFD Apparatus Operator Training Program. It is the goal that every firefighter successfully completes the program achieving FD certification. If after all efforts by the firefighter and the instructors indicate the firefighter is not able to achieve certification, these cases will be assessed on an individual basis by the instructors and the SCAFD training officer to reach a resolution. This resolution will be forwarded to the Fire Chief for approval. Upon successful completion of the Driving Practice/Road Course, Driving/Pump Operations Class and the passing of the Final Written Test and the Final Practical, the candidate will be able to drive/operate SCAFD Apparatus following the review from the Fire Chief and/or Training Officer.  
***NOTE: Circumstances may dictate personnel be required to participate in the Driving/Pump Operations Class with less than five (5) years tenure, due to a limited number of personnel certified to drive or operate engines. At the recommendation of the Fire Chief, the five (5) year minimum requirement may be waived.***
5. SCAFD personnel are permitted to drive, to emergency incidents, only those apparatus on which they have been trained.
6. Drivers of fire department vehicles shall be directly responsible for the safe and prudent operation of the vehicles under all conditions.
7. All department personnel SHALL ride in a "TOTALLY ENCLOSED" portion of the vehicle.

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## APPARATUS OPERATION

### **BEFORE LEAVING THE STATION:**

1. be aware of your destination, know where you are going.
2. Only non-probationary firefighters may operate fire department apparatus in a code 3 mode that have qualified under SOG 405.
3. All department personnel must wear seat belts and be seated before the vehicle moves.

### **WHILE ENROUTE:**

1. Using lights and sirens does not give you the right-of-way.
2. On open road (dry, smooth, good visibility) fire department vehicles must not exceed 10 miles per hour over the posted speed limit.
3. Actual vehicle speed is regulated by current conditions. Heavy traffic, rain, snow, and fog will compromise vehicle control; therefore, emergency vehicles shall not exceed the prima facial speed limits in inclement weather.
4. STOP at all negative right-of-way intersections (RR, stop sign, red traffic light, etc.).
5. Account for every lane of oncoming traffic.
6. Slow to walking speed on fire ground.
7. During emergency response or nonemergency travel, apparatus operators shall come to a complete stop at all unguarded railroad grade crossings. Apparatus operators shall assure that it is safe to proceed before crossing the railroad tracks. Apparatus operators shall also use caution when approaching and crossing any guarded railroad crossing.
8. Do not proceed past a school bus operating its alternating red flashers. Proceed only after the flashers have been shut off and then only with extreme caution.

### **ON SCENE:**

1. Except when answering emergency calls, all department vehicles will be parked legally. When answering emergency calls, vehicles must be parked so as to protect fire department personnel working on the street. Utilize warning signals at all times on emergency scenes.
2. Remain with the apparatus at all times unless relieved.
3. Keep track of all equipment used from fire department apparatus on scene.

### **LEAVING THE SCENE:**

1. Backing with a spotter is required when backing in areas involving moving traffic, close encroachments like driveways with ditches, parking lots, or pedestrian foot traffic that must be controlled before moving an apparatus
2. Drivers and spotters will agree upon communication process prior to backing.
3. Spotters will remain visible to driver at all times.

### **AT THE STATION:**

1. A spotter is suggested but not required when backing apparatus with rear cameras. A spotter shall be used to back the apparatus into the station with apparatus without cameras.
2. After returning from an incident response or training the driver will ensure that the vehicle is placed back in service in the proper manner (all equipment cleaned, replaced, etc.; apparatus washed, etc.).
3. Completion of an apparatus check sheet shall be done by the driver.

ALWAYS BE EXTRA COURTEOUS WHILE DRIVING A SCAFD VEHICLE. COURTESY COSTS NOTHING BUT CAN PAY BIG DIVIDENDS IN CREATING GOOD WILL TOWARD THE DEPARTMENT.

GUIDELINE: #412

ADOPTED: October 1, 1988

REVIEWED: 02/02/2020

REVISED: 11/22/89, 12/31/96, 06/08/12,02/02/2020

SUBJECT: PERSONNEL GUIDELINES; Pump Operator Responsibilities

PURPOSE: To establish guidelines for Pump Operators during emergency and non-emergency situations.

OBJECTIVE: To provide a uniform means by which all Pump Operators, and drivers, during emergencies, can make reference to the responsibilities required of them as presented in three (3) sections: Emergency Functions, Non-Emergency Functions, and General Comments.

EMERGENCY FUNCTIONS:

1. When available those trained in pump operations shall drive and/or operate all department apparatus.
2. Pump operators will be responsible for personnel in the vehicle while driving to, and returning from, an incident scene (i.e. properly seated, seat belts fastened,
3. Pump operators will make sure the vehicles are back in service when returned and/or report any deficiencies to a department officer as soon as possible if the pump operator cannot remedy the deficiency.
4. When a non-trained pump operator drives and/or operates a vehicle, once a trained pump operator becomes available, that person will assume responsibility of the vehicle. It should be understood that driving should be left to those trained in pump operations.
5. All pump operators, while engaged in pump operations, or are in close proximity to the apparatus, shall wear the headset connected to the designated apparatus.

NON-EMERGENCY FUNCTIONS:

1. The department maintenance supervisor, or his designate, shall be responsible for any scheduled checks of apparatus.
2. The supervisor shall appoint individuals, as deemed necessary, to insure all apparatus are checked as specified by the manufacturer.

GENERAL COMMENTS:

THIS SOG SHALL ACCOMPLISH THE FOLLOWING:

1. Help insure that all pump operators remain familiar with the operation and equipment on all the apparatus within the department instead of just the apparatus at their assigned station
2. Give all firefighters the opportunity to become familiar with the equipment and operation of all the apparatus
3. No one person should be expected to perform pump operations during incidents. In turn, it is the responsibility of each person to have a general working knowledge of the apparatus of the SCAFD.
4. All personnel will be required to become pump operator knowledgeable in the event it is necessary to accomplish the mission statement of the SCAFD.
5. Insure better upkeep, knowledge, and pride in all department apparatus.

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GUIDELINE: #413

ADOPTED: May 20, 1990

REVIEWED: 02/02/2020

REVISED: 06/14/92; 03/23/2005; 11/10/2009, 01/11/10, 01/10/10

SUBJECT: PERSONNEL GUIDELINES; Department Dress Uniform

PURPOSE: To establish guidelines for personnel when wearing the department dress uniform

OBJECTIVE: To provide a visual continuity with regards to uniform attachments in five (5) divisions: issued uniform components, non-issued uniform components; location of approved attachments; personnel presentation; and conclusion.

#### DEPARTMENT-ISSUED UNIFORM COMPONENTS

1. Garrison-style issued hat with hat badge:
  - a. Firefighters: Navy blue hat, black hat band and silver fire scramble hat badge for all firefighters
  - b. Lieutenants and captains: Navy blue hat, silver hat band and silver rank-specific hat badge for all lieutenants and captains
  - c. Chief officers: White hat, gold hat band and gold rank-specific hat badge for all chief officers
2. Long and short sleeve issued shirts with SCAFD patch on each sleeve:
  - a. Blue shirts for all firefighters
  - b. White shirts for all officers
3. Navy blue issued dress slacks:
4. Navy blue dress jacket with SCAFD patch on each sleeve:
  - a. Double breasted jacket with silver buttons for all male personnel
  - b. Lieutenants jacket: silver buttons and one ½" silver stripe on each sleeve
  - c. Captains jackets: silver buttons and two ½" silver stripes on each sleeve
  - d. Battalion chief's jackets: gold buttons and three ½" gold stripes on each sleeve
  - e. Assistant chief jacket: gold buttons and four ½" gold stripes on each sleeve
  - f. Chief jacket: gold buttons and five ½" gold stripes on each sleeve
5. Navy blue dress tie:
  - a. Clip on or Velcro tie issued
  - b. Regular tie is permissible if of the same exact color, width, material, and style (non-issued)
6. Black leather belt:
  - a. Belt buckle to be departmental issue or personal buckle of fire department theme
7. Shirt lapel attachments, badges, name plates:
  - a. Silver for firefighters, lieutenants, and captains
  - b. Gold for all chief officers
8. Navy blue or black dress socks to be worn with low cut black dress shoes. (non-issued)

#### NON-ISSUED UNIFORM COMPONENTS

1. Hi-Gloss black dress shoes
2. White hi-cut collar only T-shirt may be worn under the issued uniform shirt. (no design)
3. Female personnel may wear plain navy-blue skirt whenever appropriate
4. Fire excellence awards shall be those issued by the Chief and/or Fire Board.

## LOCATION OF APPROVED ATTACHMENTS

(See figure 1: Uniform attachments)

1. Firefighter or officer rank insignia:
  - a. Firefighters: silver/red fire scramble insignias are to be placed in the center of both lapels of the uniform shirt. The pin is to be positioned with the ladder in the vertical position pointing towards the tip of the collar. The helmet on the insignia should be in the horizontal or right-reading position.
  - b. Lieutenants and Captains: silver/red insignias are to be placed in the center of both lapels of the uniform shirt. The pin is to be positioned with the bugle(s) in the vertical position pointing towards the tip of the collar.
  - c. Chief Officers: gold/red insignias are to be placed in the center of both lapels of the uniform shirt.
2. Badge: located above the left breast pocket in badge slot. When wearing the badge on the jacket, it shall be attached to the badge bracket provided.
3. Name plate: centered along the upper edge of the right breast pocket flap the attachment pins should pierce the shirt just above the upper edge of the pocket.
4. Optional pen and pencil set (non-issued): worn in left pocket only in slot provided.
5. Tenure service pin: located on left pocket flap above button centered with badge wearing most recently issued pin only.
6. Tie: a navy-blue clip on/Velcro will be worn in association with the jacket. Optional usage of a solid navy-blue regular tie may be substituted (not provided) for the clip-on type. A tie is optional without the jacket unless directed otherwise by a chief officer.
7. Tie Tack: shall be of a fire department theme of individual choice (non-issued).
8. Hat: will be worn in association with the jacket. It may be removed when inside a building.
9. Excellence Pins: will be centered on the right pocket flap below the name plate in an orderly fashion. The dimensions and design of the pin will be defined and approved by the Fire Chief or designee.

NOTE: Except for the badge, only chief officers may be allowed to wear jacket attachments.

## UNIFORM CLASSIFICATIONS

### 1. Class "A" Uniform

The Class "A" uniform shall be worn to formal events such as weddings, funerals, memorials, fire academy commencement programs, or any event deemed appropriate by the fire chief or his designee.

#### a. Officers:

- i. Class "A" uniform jacket, with rank specific badge
- ii. Garrison cap, with rank specific cap badge
- iii. Long sleeve dress shirt, with rank specific badge, rank specific collar insignia, nameplate, and service pin (if applicable).
- iv. Uniform pants with black belt
- v. Tie
- vi. Black or navy-blue socks
- vii. Black dress shoes

*NOTE: Only chief officers are allowed to wear jacket attachments, in addition to the department-issued badge.*



## 2. Class "B" Uniform

- a. Officers, firefighters, radio operators, and support staff:
  - i. Dress shirt, with rank specific badge, rank specific collar insignia, nameplate, and service pin (if applicable).
  - ii. Uniform pants with black belt
  - iii. Tie
  - iv. Black or navy-blue socks
  - v. Black dress shoes

## 3. Class "C" Uniform

The Class "C" uniform shall be worn to informal department events such as fire prevention programs, department open-house, Christmas parades or any event deemed appropriate by the fire chief or his designee.

- b. Officers, firefighters, radio operators, and support staff:
  - i. Dress shirt, with rank specific badge, rank specific collar insignia, nameplate, and service pin (if applicable).
  - ii. Short sleeve dress shirts will be worn between the months of May through October, unless there is unseasonably cool weather. The decision to deviate from this standard will be made by the chief or his designee.
  - iii. Long sleeve dress shirts will be worn between the months of November through April, unless there is unseasonably warm weather. The decision to deviate from this standard will be made by the chief or his designee.
  - iv. Uniform pants with black belt
  - v. Black or navy-blue socks
  - vi. Black dress shoes
  - vii. No tie, jacket or Garrison cap will be worn as a component of this uniform

## 4. Class "D" Uniform

The Class "D" uniform shall be worn to informal department events such as fire prevention programs, informal presentations or any event deemed appropriate by the fire chief or his designee. This uniform will also be used by all probationary or newly hired firefighters to be worn in place of a Class "A" or "B" uniform.

- i. Navy-blue (firefighters), light blue (company officers) or white (chiefs) polo shirt with embroidered insignia and name. The shirts shall be purchased by personnel through payroll deduction.
- ii. Khaki pants with black belt. Khaki pants will be straight legged, non-pleated pants. Cargo pants are unacceptable.
- iii. Black or navy-blue socks
- iv. Black dress shoes

## PERSONNEL PRESENTATION

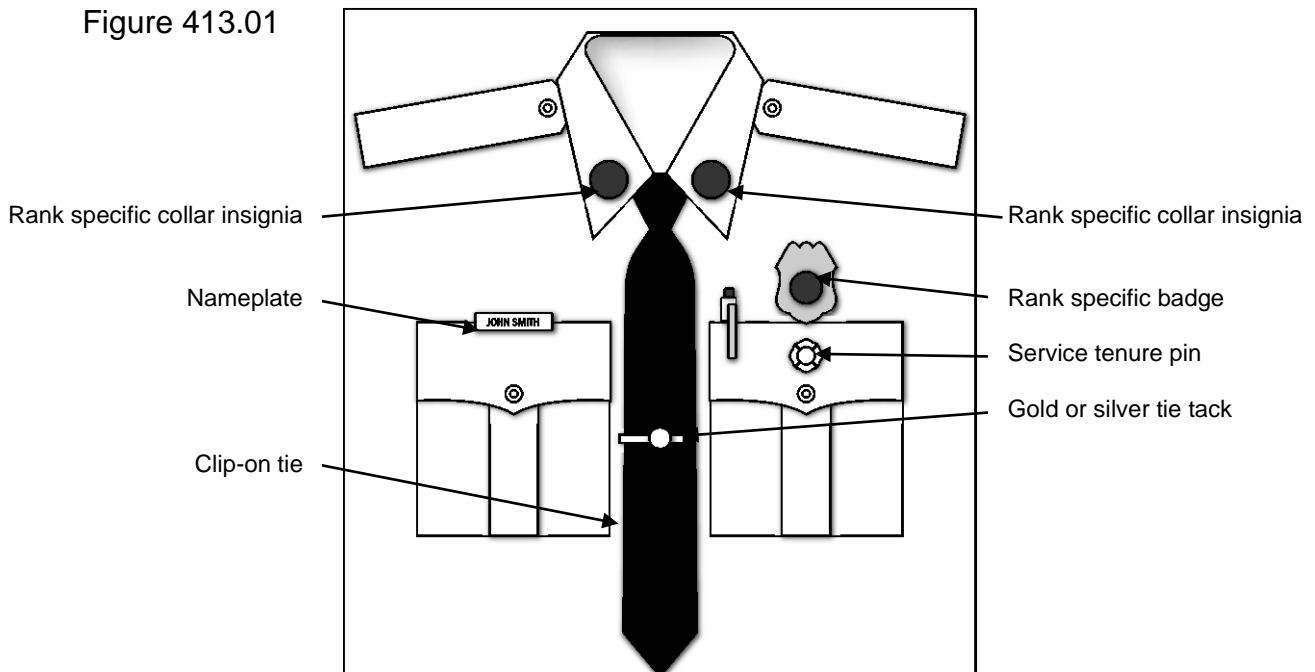
1. The fire department uniform is only to be worn in conjunction with department functions and activities as deemed appropriate by the fire chief or his designee. Fire department personnel may not wear the uniform for personal use without permission from the fire chief.
2. When wearing a department issued uniform, all personnel are required to wear the appropriate and complete uniform.
3. Department personnel are required to keep their uniform components properly cleaned and serviceable at all times.

4. When worn, the uniform is to be properly cleaned, pressed, and without any noticeable patching, repair, or wrinkles. If repair is needed, report to the uniform officer for direction.
5. All pockets and buttons shall be properly fastened.
6. Outer dress shirt and jacket pockets are to remain empty.
7. Long sleeve shirt sleeves are to be rolled down and buttoned at all times.
8. Only those uniform attachments listed in the issued and non-issued uniform components are allowed to be worn. All old collar brass previously issued shall be returned to the uniform officer.
9. Department personnel are required to be neatly groomed at all times:
  - a. Hair will be neatly combed
  - b. Mustaches and sideburns shall be trimmed neatly
  - c. Male personnel shall be freshly shaved
  - d. Personnel shall NOT wear any visible body piercing other than earrings or ear ornaments as long as they do not present a distracting or unprofessional appearance. Earrings shall be limited to no more than 2 earrings per ear. Earrings shall be limited the lobe portion of the ear and shall not be any larger than a dime.
10. Jewelry shall be kept to a minimum as defined by #8 and that which would be worn to an actual emergency response.

**CONCLUSION**

1. When wearing the dress uniform you are representing the Swartz Creek Area Fire Department, the Swartz Creek Area Fire Board, the City of Swartz Creek, and the Township of Clayton. Your appearance and actions are expected to be those of a professional. Wear your uniform with PRIDE!
2. No variations or changes shall be allowed from this SOG unless by the Chief of the department or official revision.
3. It is the intent of this SOG to provide a uniform look among department personnel. Any deliberate deviation from this SOG, shall be construed as an attempt to undermine its purpose, which shall lead to disciplinary action.
4. All issued items are the property of Swartz Creek Area Fire Department and shall be immediately returned upon resignation, termination or at the request of the Fire Chief or his designee.

Figure 413.01



GUIDELINE: #414

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 02/26/97, 08/10/99, 12/26/2006, 11/18/2007, 08/24/2014, 11/11/14

SUBJECT: PERSONNEL GUIDELINES: Probationary and Annual Performance Review Program

PURPOSE: To provide specific guidelines for evaluating the performance of department personnel

OBJECTIVE: To provide specific guidelines for the manner in which the performance of department personnel shall be evaluated

**PURPOSE OF THE PROGRAM PPRP:**

1. The Probationary and Annual Performance Review Program (PAPRP) has been designed to improve firefighter and officer effectiveness by providing a systematic appraisal of his/her performance. Properly handled, the PAPRP should help motivate probationary personnel to perform better in their current positions and possibly ready themselves for increased responsibilities.
2. Although a well-conducted PAPRP review will help improve performance, it is not a substitute for effective supervision through frequent day-to-day communication, evaluation, and guidance. Since firefighters should always know where they stand within the department, performance reviews should contain no surprises.
3. Perform oral and written reviews to discuss performance between a supervisor (officer) and a subordinate. The performance review form (evaluation form) provides a means of recording this appraisal and, if necessary, the plan(s) discussed to improve performance and develop the firefighter's potential.

**PERSONNEL COVERED UNDER THE PAPRP:**

The PAPRP shall be used to appraise all probationary and non-probationary personnel. Reviews (evaluations) shall be conducted by the following individuals: Officers and assigned Mentor.

**REVIEW FREQUENCY:**

A six (6) month oral evaluation of probationary personnel shall be performed by the Officers, with the assigned Mentor present. An officer present at the oral evaluation shall fill out the evaluation form and present the results to the person being evaluated. At the eleventh (11) month of the probation period, by a station Lieutenant, shall perform a written evaluation, before gaining regular status employment at the end of the twelve-month probationary period as recommended by the Fire Chief to the Fireboard.

Following approval of regular status, firefighters will perform self-evaluations as well as receive annual evaluations on their anniversary date. The annual evaluation, which will include the self-evaluation, will be conducted by the station Lieutenant of their choice, with the same procedure followed for the eleventh (11) month evaluation. The employee shall provide the name of the

officer they choose to the Fire Chief. During this process, the Lieutenant may seek the input of other officers, including but not limited to the Training Officer and Run Percentage officer.

#### SUPERVISORY APPROVAL AND SIGNATURE:

After the review form has been prepared, for officers only, it should be signed and submitted to the Chief PRIOR to discussion with the individual being reviewed.

#### PERFORMANCE REVIEW INTERVIEW:

After the Performance Review has been prepared and discussed between the Chief (as applicable) and the Lieutenant, the firefighter will be contacted by the Lieutenant and a meeting will be scheduled. The meeting should be held in private, and it should not be interrupted.

In preparing for the interview, the following guidelines may be helpful:

1. The interview should be designed to motivate the firefighter to improve his/her performance. This can best be accomplished through considering performance deficiencies as problems to be resolved mutually through discussion of specific incidents.
2. It is difficult to criticize firefighters' behavior in a constructive manner. Many of us become defensive, hostile, and rigid in the face of criticism. These reactions inhibit behavior change rather than facilitate it. Remember, constructive criticism is still criticism, but should have a positive direction.
3. Problems such as absenteeism or punctuality at incidents, training sessions, etc., should be discussed when they occur, as well as part of the periodic performance review.
4. The interview is also a communication device. It should provide an opportunity for you to discover how you can best help the firefighter/officer.
5. To facilitate record keeping, any personal status changes which have occurred recently or since the last review should be documented, i.e., changes in dependent status, additional education, change of address, etc.

#### FIREFIGHTER ACKNOWLEDGMENT:

After the interview, the firefighter should read over the review form, write his/her comments, if any, and sign the form.

#### DISPOSITION:

The Lieutenant doing the evaluation signs the form and forwards it to the Chief for final review with a recommendation of removal from, continuation of, or return to probationary status as deemed necessary.

#### OFFICER EVALUATIONS:

It is also understood the need for officer evaluations by providing a systematic appraisal of his/her performance. Officers will also have an annual evaluation conducted on their anniversary date. This process will be conducted by the Officer's immediate supervisor and the Fire Chief.

- 1) Sergeants = Assigned Lieutenant \*
- 2) Lieutenants = Station Captain \*
- 3) Captains = Battalion Chief\*
- 4) Battalion Chief = Assistant Chief\*

Staff Position(s)

- 1) Assistant Chief = Fire Chief

- *Note :In the event there is a vacancy the next immediate supervisor will be responsible for the review.*

Performance Improvement Plan (PIP) :

1. When a firefighter/officer is shown to be deficient in one or more areas, the evaluator may recommend to the Chief the individual be given a 30 to 180-day reevaluation. The length of the time allotted should give the individual adequate time to correct the deficiencies identified.
  - A. A PIP will be created citing what the deficiencies are and what is required to correct the deficiencies along with the time needed to correct them
  - B. The individual and all superior officers will be made aware of the deficiencies identified to allow the individual and their supervisors the ability to meet the objective(s).
2. At the end of the allotted time given, the evaluator will report to the Chief if the deficiencies cited in the PIP were met.
  - A. If the deficiencies have been corrected the evaluator will proceed with the reevaluation.
  - B. If after the allotted time deficiencies are still shown, the evaluating officer will make a recommendation to the Chief for further action.
  - C. Actions may include additional training, another extension, or disciplinary action. The Chief reserves the right to set the level disciplinary action as deemed necessary to correct the problem.

GUIDELINE: #415

ADOPTED: October 24, 1993

REVIEWED: 001/24/13, 2/02/2020

REVISED: 02/02/2020

SUBJECT: PERSONNEL GUIDELINES; Apparatus Rider Responsibilities

PURPOSE: To provide for the safety of all apparatus riders

OBJECTIVE: To establish specific guidelines for apparatus riders

BEFORE LEAVING STATION FOR EMERGENCY RESPONSES, THE RIDER SHALL:

1. Prior to climbing onto the apparatus, crew members are to be dressed in turnout equipment (coat, boots, bunker pants, etc.). Activities that require removing seat belt to complete preparations shall not be attempted. Helmets shall not be worn while the apparatus is in motion.
2. Crew members shall be seated and wearing seat belts before the apparatus moves.

BEFORE LEAVING STATION FOR NON-EMERGENCY VEHICLE OPERATIONS OR TRAINING ACTIVITIES, IT IS RECOMMENDED THAT:

1. All personal protective equipment except the helmet shall be worn.
2. At a minimum all personal protective gear shall be stored on the apparatus on which the personnel ride.

ON SCENE:

1. Personnel will not dismount an apparatus until the apparatus has completely stopped.
2. All personnel on the apparatus will coordinate their activities with the officer in charge.

GUIDELINE: #416

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED:

SUBJECT: PERSONNEL GUIDELINES; Driver Licensing

PURPOSE: To establish guidelines for driver licensing requirements for department personnel

OBJECTIVE: To ensure that all department personnel adhere to the required driver licensing requirements

1. Candidates for on-call firefighters positions must have a good driving record and possess a valid Michigan driver's license when hired. Individuals having five (5) or more points on their driving record are not eligible for hire.
2. On-call firefighters shall, as a condition of employment, maintain a valid Michigan drivers license. In addition, on-call firefighters will be placed on temporary suspension if any of the following conditions/circumstances should apply to their driving record:
  - A. There is a driver's license suspension or revocation
  - B. There are three at fault accidents within two years
  - C. There are ten or more violation points within two years
  - D. There has been a conviction for any of the following offenses:
    1. Felonious use of a vehicle
    2. At fault accident resulting in death
    3. Operating a vehicle while under the influence of alcohol or drugs
    4. Fleeing the scene of an accident
    5. Fleeing from a police officer
    6. Reckless driving
3. SCAFD administration shall then review the particular circumstances concerning the driving record of on-call firefighters. After review appropriate discipline may be implemented. Disciplinary action up to and including dismissal is possible.
4. On-call firefighters may be dismissed from the department if their driving pattern is considered a hazard to the employee, other department personnel, or the general public.
5. The SCAFD may obtain a driving record check for any, or all, department personnel if the Chief deems necessary.

GUIDELINE: #417

ADOPTED: October 23, 1988

REVIEWED: 02/02/2020

REVISED: 04/10/92, 08/10/99, 11/14/01, 05/02/2006, 12/26/06, 01/12/10

SUBJECT: PERSONNEL GUIDELINES; Apparatus Drivers' Training & Pump Operations

PURPOSE: To establish guidelines for personnel who will have the potential to drive/operate SCAFD apparatus to an emergency.

OBJECTIVE: To provide a means by which SCAFD personnel may become proficient at driving/operating emergency apparatus.

1. Unless authorized, only apparatus for the station you are assigned to is to be used for training.
2. Contact a SCAFD Officer before driving/operating any SCAFD apparatus.
3. The apparatus is to remain in the area covered by the station it is assigned to. Exception: refueling or when actively engaged in the Driving Practice/Road Course. (Supervised Private Property Driving)
4. An attempt should be made to inform other individuals assigned to the station involved that a particular unit will be conducting driver/operation training. Use the Personnel Paging System and/or call a superior Officer to inform them of your intentions.
5. At least one Officer or Senior Firefighter, recognized by the Chief or Training Officer, is required to be on board during the training.
6. Full turn out gear for each individual will be on board the apparatus. It is encouraged that personnel wear their turn out gear so as to provide as real a situation of driving as possible.
7. In the event of an actual incident occurring during the training time, the Officer or designated individual shall assume the duties of driving/operating the apparatus to the assigned area as designated by the Apparatus Response Schedule.
8. Seat belt use is mandatory at all times.
9. Two (2) years SCAFD only tenure will be the criteria to be able to start the Supervised Private Property Driving portion of the SCAFD Drivers/Pump Operations Class that would give personnel the Ten (10) hours of drive time that is required by SCAFD. The Ten (10) hour's drive time requirements is a pre-requisite for the SCAFD Drivers/Pump Operations Class.
  - A. If an employee should join the SCAFD with 5 years of experience in Structural Firefighting Operations and Driving/Pump Operations from another department the tenure time frame may be reduced to one (1) year, if the following is provided: (Also reference to SOG #404)
    1. Verification from their previous fire department that they have experience driving apparatus.
    2. Proof of passage of the Fire Fighter Training Council (FFTC) approved drivers' training course is required.
10. Passage of the Office of Fire Fighting Training (OFFT) approved drivers' training course is required before driving during emergencies.
11. While participating in the pump operator class and after the lead instructor has determined the student has sufficient knowledge to be able to operate the pump during basic incidents, driving will be allowed to emergencies that are basic in nature. Return driving from emergencies may count towards the ten (10) hours. The division of time between driving and operations will depend on the ability of the evacuee's performance, but the total time will equal ten (10) hours.

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12. For any time spent on drivers' training to be counted, the attached form shall be used. It shall be completed by the evaluator and signed by the student following the completion of the ten (10) hours that is required by SCAFD. It shall be given to the Fire Chief and/or the Training Officer upon completion of all ten (10) hours of drive time. Not all evaluations should be made by the same Officer or designated person.
13. A potential driver shall have attended all the SCAFD Drivers' Training sessions and be able to operate the equipment on the unit normally assigned. Knowledge of equipment shall include, but not be limited to the following:
  - A. Starting of all power operated tools
  - B. Lengths, sizes and configurations of hose loads
  - C. Locations of adaptors, hand tools & accessories
  - D. Pump pressures for various types of water flows
  - E. Any other knowledge pertinent to qualifying as an operator.
14. Final approval, based on the evaluation forms received, shall be by the Fire Chief and/or Training Officer.
15. It shall be the Officer's discretion, with justification to the Fire Chief afterwards, to disregard this SOG, if circumstances dictate. Good judgment, and knowledge of a potential driver's ability, shall be taken into consideration by the Officer before disregarding the SOG.
16. A list of those individuals that are qualified to drive apparatus, during emergency responses, shall be posted at both stations. The list will be updated as deemed necessary by the Fire Chief.

GUIDELINE: #418

ADOPTED: August 27, 1989

REVIEWED: 02/02/20020

REVISED: 04/11/92, 08/04/97, 08/10/1999, 03/10/2018

SUBJECT: PERSONNEL GUIDELINES: Injury Protocol & Notification

PURPOSE: To establish guidelines to notify next of kin when it is deemed necessary

OBJECTIVE: To provide a uniform means of notification

1. It shall be the responsibility of the Incident Commander (IC) to notify the radio operator of any fire personnel that has been injured. If at all possible, this will be done by telephone.
2. Within the guidelines set forth under SOG #305 and #504, a firefighter requiring medical treatment due to injury and/or life-threatening event, shall be transported to an authorized medical facility. The decision to transport shall be made by the highest medically trained person immediately available.
3. The IC shall give the radio operator the following information if known:
  - A. Firefighter name (number if by radio)
  - B. The nature of the injury
  - C. Name of the hospital if transported
  - D. Name of ambulance used
4. The radio operator will log the following information:
  - A. The firefighter name and number
  - B. IC radio or telephone transmission time
  - C. Nature of the injury
  - D. The time of the transport to the hospital
  - E. Name of ambulance and hospital used
5. The Fire Chief or his designee shall then immediately notify the immediate family (designated next of kin) that (rank and name) has been injured and is being transported to (name of hospital)
6. The Fire Chief will notify the radio operator once contact has been made and this will be noted in the incident log.
7. The radio operator will telephone the hospital periodically to check on the condition of the injured firefighter, leave the station telephone number should any change in condition with someone in charge and advise them that the next of kin has been notified if so done.
8. The radio operator will notify the IC of any changes in the injured firefighter's condition. This shall be done by telephone if at all possible.
9. The radio operator will arrange for transportation back from the hospital if the firefighter has sustained minor injuries and an overnight stay is not necessary. Also, the next of kin will be advised, if possible, of this situation.
10. Whenever possible, if a department member is injured or killed in the line of duty, an officer, or senior firefighter, shall provide transportation for the family to the hospital.

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GUIDLINE: #419

ADOPTED: November 24, 1991

REVIEWED: 02/02/2020

REVISED: 04/25/93, 08/10/1999, 02/02/2020

SUBJECT: PERSONNEL GUIDELINES: Alcohol and/or Controlled Substances Consumption

PURPOSE: To establish guidelines for the responsibility of department personnel when they have consumed alcohol and/or any controlled substance

OBJECTIVE: To provide a GUIDLINE to follow whenever any department personnel responds to the station or incident after consuming any alcohol beverages and/or controlled substance (AB/CS)

1. A controlled substance shall be defined as any drug or product that when consumed will alter a person's ability to perform fire fighting functions.
2. Personnel are not to respond to the station or incident scene after consuming any AB/CS.
3. Any officer suspecting any department personnel to have consumed any AB/CS prior to, or during, responding to the station shall inform that person:
  - A. They cannot participate in any incident activities
  - B. They cannot respond to the incident location on any department apparatus or personal owned vehicle (POV)
  - C. They will not be included on the department roster
  - D. They will not be paid for the incident
  - E. They are to return home
4. Any officer suspecting any department personnel to have consumed any AB/CS prior to arrival at the incident scene shall inform that person:
  - A. They are relieved of all firefighting duties immediately
  - B. They are to sit in the passenger seat of any apparatus the officer designates
  - C. They will not be included on the department roster
  - D. They will not be paid for the incident
5. It shall be the responsibility of the charging officer to:
  - A. Arrange transportation for the charged person back to their appropriate station with a department vehicle and at least two (2) other personnel as soon as possible and then provide transportation home.
  - B. Follow up after the incident with a written report to be placed in the personnel file of the person involved
  - C. If applicable, arrange for a preliminary breath test with the LEA having jurisdiction.

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REFERENCE: Rules and Regulations

GUIDELINE: #420

ADOPTED: October 24, 1993

REVIEWED: 05/01/2006

REVISED: 11/12/01, 05/02/06, 04/08/08

SUBJECT: PERSONNEL GUIDELINES; Discipline

PURPOSE: To establish guidelines for enacting disciplinary action

OBJECTIVE: To define the proper sequence of disciplinary action and the appeal process associated with it.

1. Department personnel are subject to disciplinary action for violation of any department By-Law, Rule, Regulation, Policy, Guideline (SOG), Order, etc.
2. Disciplinary action shall consist of:
  - A. Verbal Reprimand - documented in personnel file
  - B. Written Warning
  - C. Written Reprimand
  - D. Suspension 30 days (maximum of 3)
  - E. Dismissal
3. All disciplinary actions shall be documented and placed in the department member's personnel file.
4. The Chief shall have the authority to immediately suspend and/or recommend immediate dismissal of any department member violating any By-Laws, Rule, Regulation, Policy, Guideline, Order, etc. that may cause a threat to the health and safety of department personnel and/or the general public.
5. Department personnel may appeal any disciplinary action through the Chain of Command using SOG 207: Grievances Guidelines, as a model.
6. Department personnel may appeal to the Fire Board through the "Chain of Command Appeal to the Board" only after exhausting all other appeals through the Chain of Command.
7. More than two (2) consecutive violations OR an accumulation of more than three (3) violations in a 24-month period may be grounds for a continuation of probationary status OR placement on probation for six (6) months. Only those violations for a 24-month period will be used for status determination. If during the six (6) month period following, another infraction should occur, a request to the Fireboard for dismissal may be an option used to resolve the situation.
8. If a person is placed on probationary status, the pay they will receive during the designated period of time will also be probationary in rate.
9. Those placed on suspension shall still be required to perform any station duties they have been assigned to.

Comments:

Corrective Action. The purpose of corrective action is to impress upon the employee the seriousness of his/her actions and to correct the employee's behavior or performance. The Swartz Creek Area Fire Department will react to any incidents of unacceptable work performance, inappropriate work behavior, violation(s) of work rules or guidelines in a timely manner. All corrective action reports must be signed by the employee and management to ensure that the situation has been discussed. Refusal by the employee to sign any corrective action report can be grounds for dismissal.

Counseling. This initial step precedes formal corrective action and is designated to alert the employee that there is an attendance, behavior, or performance issue. The employee will be notified that if the problem is not corrected, formal corrective action will result. This conversation will be documented in writing, dated and signed.

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Documented verbal reprimand. This is the least severe of all corrective actions. If this step is taken, the chief or designee will prepare a written document which include reference to the SOG violated, reason for the corrective action, what corrective action step may follow if a similar or non-similar infraction or performance problem continues, and the action to be taken.

Written Warning. This is the next step after a documented verbal reprimand has been issued, for the same offense.

Written Reprimand. This step is necessitated in circumstances where inappropriate employee conduct is either a repeated similar or non-similar offense or an offense of a more serious nature. If this step is taken the chief (or a chief level officer if designated by the chief) will prepare a written document which includes reference to the SOG violated, reason for the corrective action, what step may follow is a similar or non-similar infraction or performance problem continues, and the action to be taken. Designating a corrective probationary period may be part of this step of disciplinary action.

Suspension/Probation/Final Warning. Suspension and probation periods may result when prior corrective action has not been successful, the circumstances warrant more severe corrective action, or an investigation of a serious offense is necessitated. The Swartz Creek Area Fire Department may at anytime suspend an employee pending investigation.

Probationary periods. This level of discipline is defined and requires successful evaluation of the employee's behavior or performance (average or better) to complete. If this step of corrective action is taken, The Chief will prepare a written document which includes reference to the SOG violated, reason for the corrective action, what step may follow if the infraction or performance problem continues, and the action the be taken. Final placement of an employee on probation shall be by the Swartz Creek Area Fireboard.

Discharge. In cases where prior corrective action has been unsuccessful or when the circumstances warrant a severe response, The Swartz Creek Area Fire Department may terminate the employment relationship. The Chief will prepare written documentation of the discharge notification and hold a discharge conference with the employee, with another chief level officer present as a witness. Final discharge of an employee shall be by the Swartz Creek Area Fireboard.

The Swartz Creek Area Fire Department reserves the right to initiate corrective action at any step of the corrective action process or to skip steps in the procedure at its discretion based upon the nature and pattern of the infraction (s) or performance problem (s). This corrective action policy does not in any way alter the employment relationship which requires that employees perform satisfactorily at all times in the judgment of management and to adhere to the polices and principles established by the Swartz Creek Area Fire Department.

GUIDELINE: #421

ADOPTED: April 17, 1996

REVIEWED: 02/02/2020

REVISED: 08/02/1996, 01/24/13

SUBJECT: PERSONNEL GUIDELINES; Weapons

PURPOSE: To protect the health and safety of fire department personnel.

OBJECTIVE: To prohibit the carrying of weapons while acting in any capacity of the fire department.

1. All Swartz Creek Area Fire Department members, while acting in any capacity of the fire department, shall be prohibited from carrying or having in their possession a firearm or other dangerous weapon as specified by Michigan Compiled Laws.
2. Those individuals allowed to carry a concealed firearm will do so in accordance with all known laws, regulations, and restrictions as they apply
3. Suspected violations shall be brought to the immediate attention of a fire department officer. A written report shall be forwarded to the Fire Chief for disposition.
4. Violations are subject to disciplinary action up to and including discharge.
5. Effective 30 days from most recent revision.

GUIDELINE: #422

ADOPTED: November 24, 1998

REVIEWED: 10/07/2002,02/02/2020

REVISED:

SUBJECT: PERSONNEL GUIDELINES: Medical Training Tuition Reimbursement

PURPOSE: To establish guidelines for the reimbursement of medical training tuition for SCAFD personnel.

OBJECTIVE: To provide a uniform method to determine who shall be reimbursed for said training within a calendar year.

1. All SCAFD personnel shall fulfill the following qualifications before reimbursement shall be considered:
  - A. Shall be an active employee of the SCAFD
  - B. Shall be in good standing with all minimum training requirements current
  - C. Shall have been employed by the SCAFD for at least three (3) years
  - D. Shall have passed, and received certification, of both Firefighter I and II
  - E. Have not been suspended and/or disciplined within the last two (2) years.
2. Once all the above requirements have been met, written application shall be made to the Fire chief indicating the dates, tuition amount, and location for the medical training. If written application is not received prior to the start of the course, no reimbursement will be considered.
3. Only Emergency Medical Technician Basic (EMT-B) or Michigan First Responder (MFR) training will be considered for reimbursement. Regardless of which training is selected, tuition will only be paid for one (1) certification, not both. EMT-B reimbursement requests shall take precedence over MFR.
4. Only one (1) tuition reimbursement per employee will be considered regardless of tenure duration. A total of two (2) reimbursements shall be paid to employees during any calendar year.
5. Tuition reimbursement will only be granted once an applicant provides the Fire Chief with the original copy of the license received from the State of Michigan.

GUIDELINE: #423

ADOPTED: June 01, 2000

REVIEWED: 02/02/2020

REVISED: 10/07/02, 02/02/2020

SUBJECT: PERSONNEL GUIDELINES: Personnel Driving Record Monitoring

PURPOSE: To set guidelines that determine a person's ability or inability to drive SCAFD apparatus

OBJECTIVE: To comply with recommendations suggested by the Michigan Township Participating Plan Risk Control Department, to provide as safe a response environment as possible.

1. Each new applicant or returning firefighter, as a condition of employment, shall sign a release form that will allow the Fire Chief to request a lien check be received as provided by the Metro Police Authority, or Clayton Twp Police Department.
2. If permitted by the Michigan Department of State, a program that notifies the SCAFD of any traffic violation by an employee shall be implemented and tracked by the Fire Chief.
3. Any SCAFD personnel that have or may have the responsibility of driving department apparatus shall not be allowed to drive department apparatus if a total of 6 points is accumulated on their driving record, with 2 points in the last six months. Consideration as to the type of offenses shall be made by the Fire Chief.
4. All current employees that may drive department apparatus and/or operate lights and siren on POV shall be subjected to this SOG.
5. If a conviction of any alcohol or drug related violations is determined (D.U.I., impaired, etc...), that employee shall not be allowed to drive SCAFD apparatus, use POV lights & siren, or respond direct to incident location for a period of six (6) months from the date of conviction. If another related conviction is received during this six (6) month period, further disciplinary action, which may include, but not limited to, suspension or discharge, shall be taken.
6. Once is had been established an employee has six (6) points on their driving record, they shall be placed on a six (6) month probationary period concerning driving of SCAFD apparatus, use of POV lights and siren, and responding direct to incident locations. In the event the employee receives more points against their driving record to exceed the six (6) point standard, the shall be prohibited from driving SCAFD apparatus, use of POV lights and siren, and responding direct to incident locations until the points revert to or below six (6) total points.
7. This SOG is established to monitor the driving habits of SCAFD apparatus drivers as personal driving habits are a good indicator of how an employee may drive SCAFD apparatus.
8. If an employee displays a habitual driving offense record over a period of time, the Fire Chief may require the employee to attend a defensive driver training program as a condition of continued employment.
9. Once the SCAFD employee has completed the six (6) month probationary period, without any additional points being added to their driving record, the employee shall be allowed the same driving privileges that were in place prior to the start of said probationary period.
10. Each SCAFD employee is obligated to advise the Fire Chief of any driver's license suspension status and shall not drive any SCAFD vehicle

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GUIDELINE: #424

ADOPTED: January 28, 2001

REVIEWED: 02/02/2020

REVISED:

SUBJECT: PERSONNEL GUIDELINES: Safe Delivery of Newborn Infants

PURPOSE: To implement the provisions of 2000 PA 232, 233, and 234.

OBJECTIVE: To provide a means by which SCAFD personnel shall be prepared to receive unwanted newborn infants, know how to fill out appropriate paperwork and transfer to the proper authorities.

In the summer of 2000, the Michigan Legislature passed Acts, 232, 233, and 234, with an effective date of January 1, 2001. These acts affect **ALL FIRE DEPARTMENTS** in Michigan. They provide that a parent may surrender an infant to an *emergency service provider*, and go on to define an *emergency service provider* as "...a uniformed or otherwise identified employee or contractor of a fire department, hospital, or police station when such individual is inside the premises and on duty." This means, quite simply, that a parent (either parent) of a newborn can drop off an unwanted newborn at any fire department and remain anonymous.

In response to this legislation, the SCAFD shall do the following:

1. Obtain a Check List/Packet (at each station) to review the steps to be taken
2. Assume that the child is a newborn.
3. Accept temporary protective custody.
4. Make a reasonable effort to inform the parent that:
  - a) By surrendering the newborn, the newborn will be placed for adoption.
  - b) That they will have 28 days to petition to regain custody
5. Make a reasonable attempt to:
  - a) Reassure that shared information will be kept confidential
  - b) Encourage the parent to identify himself or herself
  - c) Encourage the parent to share relevant family/medical history
  - d) Inform the parent that they can receive counseling or medical attention
  - e) Inform the parent that a reasonable effort must be made to identify the non-surrendering parent (the one not present if only one parent surrenders the newborn)
  - f) That the placement agency can provide confidential services to the parent
  - g) Inform the parent that they may sign a release for the newborn to be used in the termination hearing.
6. Provide the parent a packet of written information (after retaining the General Instructions Cover Sheet) that includes:
  - a) Surrendering Parent Rights
  - b) Confidential voluntary medical background form for a surrendering newborn (to be retained by SCAFD personnel)
  - c) Voluntary release for adoption of a surrendered newborn by parent (to be retained by SCAFD personnel)

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GUIDLINE: #425

ADOPTED: March 10, 2001

REVIEWED: 02/02/2020

REVISED: 02/02/2020

SUBJECT: PERSONNEL GUIDELINES: Personally, Owned Vehicle; Cost Reimbursement

PURPOSE: To provide department personnel with specific guidelines as to the usage of personal vehicles for SCAFD associated incidents.

OBJECTIVE: To eliminate any misunderstandings relating to monetary compensation.

1. Any reimbursement for usage of personally owned vehicles (POV) shall be approved by the Fire Chief before incurrence. If prior approval is not received, then an automatic assumption of no reimbursement will be made.
2. Personnel will NOT assume that a specific request from 911 will mean reimbursement for usage of a POV. See #1 above.
3. It shall be understood by all personnel that the vehicles owned by the SCAFD shall be used for incident involvement.
4. If a particular incident requires the usage of a type of vehicle NOT owned by the SCAFD, then a request to 911 will be made. If costs will be associated with a request prior approval by the Fire Chief, or Incident Commander (IC) will be required. Acceptable examples include heavy excavation equipment for overhaul at a fire scene, wreckers, or mass transit for evacuations. Unacceptable examples include: the use of POV when a private contractor or mutual aid response request is available.
5. If personnel choose to ignore this SOG, they do so with the assumption that all costs and liability incurred shall not be bared by the SCAFD. (Examples: transport of civilians, battery jumping and towing of vehicles.)
6. It shall be understood by all personnel and/or an incident IC, that, although honorable, the act of POV usage may not constitute reimbursement. This includes responding to incidents, trainings or meetings associated with the fire service.
7. If a request for reimbursement is made to the Fire Chief after the fact and it is denied, a reason for the denial will be returned, in writing. If the requester feel aggrieved by the denial, the channels of appeal may be utilized, but shall be in writing, to be considered.

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GUIDELINE: #426

ADOPTED: January 01, 2002

REVIEWED: 02/02/2020

REVISED: 11/18/07, 04/07/09, 11/22/09, 08/23/10, 05/17/11, 01/10/2012, 08/24/14,  
01/12/17

SUBJECT: PERSONNEL GUIDELINES: Alarm Attendance Percentage Requirements

PURPOSE: To establish a minimum alarm attendance guideline.

OBJECTIVE: To establish specific guidelines for the administration, posting, and issues associated with this guideline. To provide a mechanism that may increase the proficiency of SCAFD Firefighters.

1. The minimum alarm response percentage required of all firefighters, radio operators, and support personnel shall be five percent (35%) and all officers shall be forty-five percent (45%)
  2. On a monthly basis, personnel will have their attendance calculated by the Accounting/Clerical Specialist.
  3. The list will be posted at each station and will include all personnel.
  4. Personnel will be required to declare a 12 hour shift they are considered available to respond to alarms. The times indicated shall be based on a seven (7) days per week status and may only be changed once a month. *(Note: Once the percentages are calculated and letters are sent out, those failing to comply with this SOG will not be allowed changes to bring their percentage up, unless it is determined the error was made by the Officer sending the letter or the Acct/Clerical Specialist.)*
  5. Individuals will be responsible for the calls within their 12-hour available period for their stations calls, as well as dual station alarms, AMA, and MA calls. If an individual response outside their available hours and/or outside their station alarms, they will be given credit for the alarm. This will make the individuals available for that alarm and they will be given credit for both available and response. Alarms outside your available time or the opposite single station response will not be counted against you.
  6. It shall be the responsibility of each person to advise the Acct/Clerical Specialist of time period changes.
  7. Other situations that may constitute non-responsibility for a particular alarm include:
    - A. Sick leave (A Medical Clearance Report from your doctor will be required to report back to active duty)
    - B. Leave of absence (officially in writing)
    - C. Extraordinary circumstances may be reviewed on a case by case basis by the Chief and Responsible Officer
  8. Abuse of the list above may constitute a formal review of the individual's status by an Officer or Fire Chief.
  9. On a quarterly basis, the officer assigned to enforce this SOG will also review overall responses and availability to alarms of each personnel. If it is found that on a regular basis the availability and response of any personnel does not allow said person adequate time for the SCAFD, information will be passed along to the Fire Chief to be addressed on a case by case basis.
- Note: It is hoped that that each person shall evaluate his/her own situation and address the issue before it is taken to this level.
10. Infractions shall be dealt with as prescribed in SOG 420; Discipline. If discipline is needed, the period of time that will constitute enforcement will be on a quarterly basis of January 1 to March 31, April 1 to June 30, July 1 to September 30, October 1 to December 31.

COMMENT: The intent of this SOG is to provide a mechanism that will foster an acceptable proficiency level for firefighting and support personnel. If commitments outside of the SCAFD do not allow you to fulfill this SOG, then a self-evaluation should be conducted. A face-to-face discussion with the Fire Chief may resolve any questions as to individual deficiencies.

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GUIDELINE: #427

ADOPTED: July 1,2005

REVIEWED: 02/02/2020

REVISED:

SUBJECT: PERSONNEL GUIDELINES: Mentor Program

PURPOSE: To establish a Mentor Program for newly hired personnel.

OBJECTIVE: To provide a resource person, other than an Officer, to new Recruits to go to with questions and/or advice.

1. It shall be the responsibility of the Fire Chief, or his designate, to contact a Certified Firefighter to determine interest involving this SOG. Those interested in being a Mentor may notify the Fire Chief at anytime. Desirable characteristics, of a Mentor, may include: compatible work schedule, tenure, level of training, SOG knowledge, apparatus operations, run/training percentages etc. It shall be desirable to pair Mentors with new Recruits from the same station.
2. No one is required to be a Mentor. It is a commitment that will shape the attitudes of our future firefighters. It should NOT be taken lightly.
3. The period of time a Mentor can expect to be paired with a new Recruit is for the duration of the probation period, but may be limited to a 3 month rotating period to allow the recruit exposure various mentors and their experience.
4. The Mentor will be requested to participate in the six (6) month oral evaluation process of the new Recruit.
5. If at any time, either the Mentor or Recruit does not wish to continue their affiliation, either shall contact the Fire Chief in writing, stating the circumstances behind their position. The Fire Chief shall then make an evaluation with a resolution within ten (10) days of receipt, unless availability delays the process.

GUIDELINE: #501

ADOPTED: June 20, 1990

REVIEWED: 02/02/2020

REVISED: 01/04/92, 10/24/93, 11/19/2006

SUBJECT: FIREGROUND GUIDELINES; Incident Command

PURPOSE: To establish guidelines pertaining to Incident Command

OBJECTIVE: To provide an organized and coordinated system for incident operations

The SCAFD shall utilize the model Incident Command System (ICS), as developed by the National Fire Academy, endorsed by the Genesee County Association of Fire Chiefs, and the National Incident Management System (NIMS) at all incidents in which we have emergency management responsibility.

1. The GUIDELINE is established to:
  - A. Provide for the safety of personnel operating at emergency incidents
  - B. Improve the use of resources and tactical effectiveness
  - C. Meet the OSHA/EPA/MDPH regulations requiring the use of an ICS for hazardous material incidents
  - D. Meet NFPA Standard 1500 requirements for the use of an ICS for operations at all emergency incidents
  - E. Meet the philosophy of the mission statement of the SCAFD
2. The first arriving unit, whether department officer or apparatus, shall be required to give an initial report by radio describing the situation. The initial report should include the following information:
  - A. Structure type, construction, size, occupancy, etc.
  - B. Any obvious life hazards
  - C. Any obvious smoke or fire conditions
  - D. Any information considered pertinent
3. The base radio (or Genesee Central Dispatch) shall be required to repeat the initial report provided for the benefit of all other responding units. Individual units SHALL NOT acknowledge this information.
4. Responding units shall eliminate all unnecessary radio traffic, unless such communications are required to ensure that functions assigned by Incident Command (IC) are initiated and completed. This requires the person initially in Command to give a clear on scene report and to keep updating progresses as needed.
5. The first arriving unit must decide on the appropriate course of action. To determine this, a size up of the situation will be conducted by the senior ranking Officer (or their designate) OR a Senior Firefighter (in the absence of an Officer). Before deployment of fire crews, ICS will be established with directions given as applicable for the incident.
6. Once Command is formally established, the following shall occur:
  - A. Command location shall be designated and identified
  - B. Command location shall be stationary
  - C. IC shall remain at the designated Command post
  - D. IC shall be responsible for Command functions

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7. Transfer of Command - The initial crew leader or officer assuming command will continue to be fully responsible for the incident until command has been formally passed. The actual transfer of command will be regulated by the following:
  - A. The officer assuming command will communicate with the person being relieved FACE TO FACE if possible. If face to face is not possible, then transfers by radio are acceptable. All transfers of command should be announced through the base radio or 911.
  - B. The person being relieved will brief the officer that is assuming command of the following:
    1. The general situation status including the location, conditions, extension and the effect of control efforts
    2. The assignments of operating units
    3. An appraisal of the need for additional resources
8. Arrival of Ranking Officer - When a ranking officer arrives on scene, they may FORMALLY relieve the initial crew leader or officer of command. They may then make one of two choices regarding the tactical operations functions:
  - A. Assume responsibility for tactical operations and perform the operations duties as well as the command functions. The former IC would be assigned other duties as needed.
  - B. Not assume the tactical operations functions. The former IC now becomes the tactical operations officer (operations) only. All combat communications goes through operations to command.
9. Each subsequent transfer of command shall be announced through the base radio or 911.
10. Termination of command shall be announced through the base radio or 911 upon completion of incident operations.

GUIDLINE: #502

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED:

SUBJECT: FIREGROUND GUIDELINE: Staging

PURPOSE: To establish guidelines for staging area

OBJECTIVE: To allow for effective arrival and staging of department apparatus at an incident

1. Staging will be utilized on all multiple company responses:
  - A. The first arriving engine company will respond directly to the incident location.
  - B. The first arriving truck company will respond directly to the incident location.
  - C. The first arriving squad will respond directly to the incident location to a position, which will not impede the movement of other department apparatus.
2. All other units will stage in their direction of travel either
  - A. At the nearest intersection, or
  - B. Approximately one (1) block (300') from the scene
3. Reference maps should be consulted for water supply, alternate routes, pre-incident planning information, etc.
4. Units arriving at their assigned staging should report to the IC and radio operator.
5. On incidents where an on-scene reserve of apparatus may be required the IC will designate a central staging area, utilizing this scenario:
  - A. First in engine, truck, and squad will report directly to the incident scene
  - B. Incoming units report to area designated by IC. Individual assigned by IC or the first in engine company officer will be in charge of staging area
  - C. Remaining incoming units will report their arrival to the radio operator and the staging area officer
  - D. Command will contact the staging officer for additional resources
  - E. No apparatus will leave the staging area without permission of the staging officer
  - F. All apparatus and personnel will be logged in and out of staging area
  - G. No radio traffic will be necessary when assigned to staging area

GUIDLINE: #503

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 08/10/1999

SUBJECT: FIREGROUND GUIDELINE: Self Contained Breathing Apparatus (SCBA) Area

PURPOSE: To establish guidelines for SCBA area

OBJECTIVE: To establish GUIDLINE for department personnel utilizing SCBA at incident location

1. At incident scenes where fire department personnel use more than one SCBA cylinder Engine 12 shall be designated as the SCBA refill station. The purpose of the SCBA area is to provide one location for SCBA refills.
2. Fire department personnel needing a SCBA refilled will report to the SCBA refill area. Personnel assigned to the area will log in fire department personnel and change the SCBA cylinder. Fire department personnel will then report to the staging area for further assignment. (First Bottle)
3. Fire department personnel who have used their second SCBA cylinder will enter the SCBA area. Personnel assigned to the SCBA area will assist with the removal of the SCBA, cleaning and disinfecting the face piece, and refill of the cylinder. The fire department personnel leaving the SCBA area will report to staging area for rehab. (Second Bottle)
4. THE OFFICER IN CHARGE OF THE SCBA AND/OR STAGING AREA MAY SEND A FIREFIGHTER TO REHABILITATION AT ANY TIME DEEM APPROPRIATE.



GUIDELINE: #504

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 12/31/96,07/29/1997

SUBJECT: FIREGROUND GUIDELINES: Emergency Incident Rehabilitation

PURPOSE: To ensure that the physical and mental condition of members operating at the scene of an emergency or a training exercise does not deteriorate to a point that affects the safety of each member or that jeopardizes the safety and integrity of the operation.

OBJECTIVE: To determine when this SOG will be implemented

## 1. RESPONSIBILITIES

### A. Incident Commander (IC)

The IC shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation for all members operating at the scene. These provisions shall include medical evaluation, treatment and monitoring; food and fluid replenishment; mental rest; and relief from extreme climatic conditions and the other environmental parameters of the incident. The rehabilitation shall include the provision of Emergency Medical Services (EMS) at the Advanced Life Support (ALS).

### B. Supervisor

All supervisors shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for each member's safety and health. The command structure shall be utilized to request relief and the reassignment of fatigued crews.

### C. Personnel

During periods of hot weather, members shall be encouraged to drink water and activity beverages throughout the workday. During any emergency incident or training evolution, all members shall advise their supervisor when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved. Members shall also remain aware of the health and safety of other members of their crew.

## 2. ESTABLISHMENT OF REHABILITATION SECTOR.

### A. Responsibility

The IC will establish a Rehabilitation Sector or Group when conditions indicate that rest and rehabilitation is needed for personnel operating at an incident scene or training evolution. A member will be placed in charge of the sector/group and shall be known as the Rehab Officer. The Rehab Officer will typically report to the Logistics Officer in the framework of the incident management system.

### B. Location

The location for the Rehabilitation Area will normally be designated by the IC. If a specific location has not been designated, the Rehab Officer shall select an appropriate location based on the site characteristics and designations below.

### C. Site Characteristics

1. It should be in a location that will provide physical rest by allowing the body to recuperate from the demands and hazards of the emergency operation or training evolution.
2. It should be far enough away from the scene that members may safely remove their turnout gear and SCBA and be afforded mental rest from the stress and pressure of the emergency operation or training evolution.
3. It should provide suitable protection from the prevailing environmental conditions. During hot weather, it should be in a cool, shaded area. During cold weather, it should be in a warm, dry area.
4. It should enable members to be free of exhaust fumes from apparatus, vehicles, or equipment (including those involved in the Rehabilitation Sector/Group operations).
5. It should be large enough to accommodate multiple crews, based on the size of the incident.
6. It should be easily accessible by EMS units.
7. It should allow prompt reentry back into the emergency operation upon complete recuperation.

### D. Site Designations

1. Engine 12.
2. A nearby garage, building lobby, or other structure.
3. An open area in which a Rehab Area can be created using tarps, fans, etc.

### E. Resources

The Rehab Officer shall secure all necessary resources required to adequately staff and supply the Rehabilitation Area. The supplies should include the items listed below:

1. Fluids - water and activity beverage.
2. Food - soup and supplemental response by the Salvation Army canteen.
3. Medical - blood pressure cuffs, stethoscopes, oxygen administration devices, and thermometers.
4. Other - awnings, fans, tarps, smoke ejectors, heaters, dry clothing, extra equipment, floodlights, blankets and towels, traffic cones and fire line tape (to identify the entrance and exit of the Rehabilitation Area), as deemed appropriate.

## 3. GUIDELINES.

### A. Rehabilitation Sector/Group Establishment

Rehabilitation should be considered by staff officers during the initial planning stages of an emergency response. However, the climatic or environmental conditions of the emergency scene should not be the sole justification for establishing a Rehabilitation Area. Any activity/incident that is large in size, long in duration, and/or labor intensive will rapidly deplete the energy and strength of personnel and therefore merits consideration for rehabilitation.

Climatic or environmental conditions that indicate the need to establish a Rehabilitation Area re a heat stress index above 90F (see table 1-1) or wind-chill index below 10F (see table 1-2).

### B. Hydration

A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water must be replaced during exercise periods and at emergency incidents. During heat stress, the member should consume at least one quart of water per hour. The rehydration solution should be a 50/50 mixture of water and a commercially prepared activity beverage and administered at about 40F. Rehydration is important even during cold weather operations where, despite the outside temperature, heat stress may occur during firefighting or other strenuous activity when protective equipment is worn. Caffeine beverages should be avoided before and during heat stress because they interfere with the body's water conservation while engaged in fire activities.

C. Nourishment

The department shall provide food at the scene of an extended incident when units are engaged for three or more hours. A cup of soup is highly recommended because it is digested much faster than sandwiches and fast-food products. In addition, foods such as apples, oranges, and bananas provide supplemental forms of energy replacement. Fatty and/or salty foods should be avoided.

D. Rest

The "two air bottle rule," or 45 minutes of work-time, is recommended as an acceptable level prior to mandatory rehabilitation. Members shall rehydrate (at least eight ounces) while SCBA cylinders are being changed. Firefighters having worked for two full 30-minute rated bottles, or 45 minutes, shall be immediately placed in the Rehabilitation Area for rest and evaluation. In all cases, the objective evaluation of a member's fatigue level shall be the criteria for rehab time. Rest shall not be less than ten minutes and may exceed an hour as determined by the Rehab Officer. Fresh crews, or crews released from the Rehabilitation Sector/Group, shall be available in the Staging Area to ensure that fatigued members are not required to return to duty before they are rested, evaluated, and released by the Rehab Officer.

E. Recovery

Members in the Rehabilitation Area should maintain a high level of hydration. Members should not be moved from a hot environment directly into an air-conditioned area because the body's cooling system can shut down in response to the external cooling. An air-conditioned environment is acceptable after a cool-down period at ambient temperature with sufficient air movement. Certain drugs impair the body's ability to seat and extreme caution must be exercised if the member has taken antihistamines, such as Actifed or Benadryl, or has taken diuretics or stimulants.

F. Medical Evaluation

1. Emergency Medical Services (EMS) - EMS should be provided and staffed by the most highly trained and qualified EMS personnel on the scene (at a minimum of BLS level). They shall evaluate vital signs, examine members, and make proper disposition (return to duty, continued rehabilitation, or medical treatment and transport to medical facility). Continued rehabilitation should consist of additional monitoring of vital signs, providing rest, and providing fluids for rehydration. Medical treatment for members whose signs and/or symptoms indicates potential problems, should be provided in accordance with local medical control procedures. EMS personnel shall be assertive in an effort to find potential medical problems early.
2. Heart Rate and Temperature - The heart rate should be measured for 30 seconds as early as possible in the rest period. If a member's heart rate exceeds 110 beats per minute, an oral temperature should be taken. If the member's temperature excess 100.6F, he/she should not be permitted to wear protective equipment. If it is below 100.6F and the heart rate remains above 110 beats per minute, rehabilitation time should be increased. If the heart rate is less than 110 beats per minute, the chance of heat stress is negligible.
3. Documentation - All medical evaluations shall be recorded on standard forms along with the member's name and complaints and must be signed, dated and timed by the Rehab Officer or his/her designee.

G. Accountability

Members assigned to the Rehabilitation Sector/Group shall enter and exit the Rehabilitation Area independently. The Firefighter designation, number of personnel, and the times of entry to and exit from the Rehabilitation Area shall be documented by the Rehab Officer or his/her designee on the company Check-In/Out Sheet. Personnel shall not leave the Rehabilitation Area until authorized to do so by the Rehab Officer.

**HEAT STRESS INDEX**

		RELATIVE HUMIDITY								
		10%	20%	30%	40%	50%	60%	70%	80%	90%
<b>T E M P E R A T U R E</b>	104	98	104	110	120	132				
	102	97	101	108	117	125				
	100	95	99	105	110	120	132			
	98	93	97	101	106	110	125			
	96	91	95	98	104	108	120	128		
	94	89	93	95	100	105	111	122		
	92	87	90	92	96	100	106	115	122	
	90	85	88	90	92	96	100	106	114	122
	88	82	86	87	89	93	95	100	106	115
	86	80	84	85	87	90	92	96	100	109
<b>°F</b>	84	78	81	83	85	86	89	91	95	99
	82	77	79	80	81	84	86	89	91	95
	80	75	77	78	79	81	83	85	86	89
	78	72	75	77	78	79	80	81	83	85
	76	70	72	75	76	77	77	77	78	79
	74	68	70	73	74	75	75	75	76	77

NOTE: Add 10°F when protective clothing is worn and add 10°F when in direct sunlight.

HUMITURE °F	DANGER CATEGORY	INJURY THREAT
BELOW 60°	NONE	LITTLE OR NO DANGER UNDER NORMAL CIRCUMSTANCES
80°-90°	CAUTION	FATIGUE POSSIBLE IF EXPOSURE IS PROLONGED AND THERE IS PHYSICAL ACTIVITY
90°-105°	EXTREME CAUTION	HEAT CRAMPS AND HEAT EXHAUSTION POSSIBLE IF EXPOSURE IS PROLONGED AND THERE IS PHYSICAL ACTIVITY
105°-130°	DANGER	HEAT CRAMPS OR EXHAUSTION LIKELY, HEAT STROKE POSSIBLE IF EXPOSURE IS PROLONGED AND THERE IS PHYSICAL ACTIVITY
ABOVE 130°	EXTREME DANGER	HEAT STROKE IMMINENT!

**TABLE 1-1**

**WIND CHILL INDEX**

		TEMPERATURE °F												
		45	40	35	30	25	20	15	10	5	0	-5	-10	-15
WIND INDEX (MPH)	5	43	37	32	27	22	16	11	6	0	-5	-10	-15	-21
	10	34	28	22	16	10	3	-3	-9	-15	-22	-27	-34	-40
	15	29	23	16	9	2	-5	-11	-18	-25	-31	-38	-45	-51
	20	26	19	12	4	-3	-10	-17	-24	-31	-39	-46	-53	-60
	25	23	16	8	1	-7	-15	-22	-29	-36	-44	-51	-59	-66
	30	21	13	6	-2	-10	-18	-25	-33	-41	-49	-56	-64	-71
	35	20	12	4	-4	-12	-20	-27	-35	-43	-52	-58	-67	-75
	40	19	11	3	-5	-13	-21	-29	-37	-45	-53	-60	-69	-76
	45	18	10	2	-6	-14	-22	-30	-38	-46	-54	-62	-70	-78
		<b>A</b>						<b>B</b>						<b>C</b>

WIND CHILL TEMPERATURE °F		DANGER
<b>A</b>	ABOVE -25°F	LITTLE DANGER FOR PROPERLY CLOTHED PERSON
<b>B</b>	-25°F/-75°F	INCREASING DANGER, FLESH MAY FREEZE
<b>C</b>	BELOW -75°F	GREAT DANGER, FLESH MAY FREEZE IN 30 SECONDS

**TABLE 1-2**

GUIDELINE: #505

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 12/31/96, 03/28/2004

SUBJECT: FIREGROUND GUIDELINES: Hazardous Material Incidents

PURPOSE: To establish guidelines for responses to a hazardous materials incident, including establishing command, product identification, and site.

OBJECTIVE: To define department personnel actions to be taken at hazardous materials incidents.

HAZARDOUS MATERIAL PROCEDURE:

1. SCAFD personnel SHALL NOT attempt to mitigate hazardous material spills or releases. Actions taken shall not exceed those classified as "First Responder Operations Level" in 29 CFR Part 1910.
2. Specifically, SCAFD personnel should:
  - A. understand what constitutes a hazardous material and what are the risks associated with them at an incident
  - B. understand potential outcomes associated with an emergency incident when hazardous materials are present
  - C. be able to recognize the presence of a hazardous material
  - D. be able to identify a hazardous material
  - E. be able to understand the role of personnel (SCAFD) included in this procedure
  - F. be able to implement appropriate site control measures
  - G. be able to use the United States DOT Emergency Response Guidebook
3. Hazardous material spills or releases shall be mitigated by appropriately qualified private contractors and personnel as identified in 29 CFR Part 1910. The fire chief, or in his absence, the IC, will determine the appropriate mitigation requests.
4. The SCAFD shall assume no costs associated with a spill and/or release. Costs shall be bore by either the owner, operator, occupant or person/company responsible for the condition. The IC will assist in providing information to determine responsibility.
5. Terminology:
  - A. Hot Zone: the perimeter surrounding the immediate hazard area
  - B. Warm Zone: the perimeter adjacent to and upwind of the hot zone. The area where decontamination and support activities take place.
  - C. Cold Zone: adjacent to the warm zone. The cold zone is where the command post and staging areas are located.
  - D. Emergency Response: occurs when hazardous materials are involved in an uncontrolled release an SCAFD are activated.
  - E. Transportation Incident: incidents involving transport vehicles that carry hazardous materials as cargo.
  - F. Fixed Site Incident: incidents involving hazardous materials at a site used for storage, manufacture, processing, or handling of hazardous materials.

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- G. Hazardous Materials Incident: a sudden, unexpected spill, leak, fire, explosion, accident, or similar occurrence which involves the transportation, storage, handling, manufacturing, sale, use, disposal or processing of a hazardous material.
  - H. In-Place Shelter: personnel are required to remain in the affected building or seek shelter in a building or structure in lieu of evacuation for protection from a life safety threat, i.e., vapor cloud or explosion.
  - I. Evacuation: removal of occupants from an area to protect them from a life safety threat, such as a vapor cloud or explosion. For protection from toxic vapors, evacuation route should be cross wind if possible.
6. INCIDENT CLASSIFICATION:
- A. Minor Incident
    - 1. Transportation
      - a. no evidence of container leaking
      - b. transport vehicle not overturned
      - c. product transfer not required
      - d. traffic not rerouted
  - B. Alert:
    - 1. Transportation:
      - a. vehicle carrying hazardous material has overturned
      - b. transfer is necessary
      - c. traffic rerouted
    - 2. Fixed Site:
      - a. outside assistance is required
      - b. evacuation/in place shelter outside site required
  - C. Site Emergency:
    - 1. Transportation: site evacuation necessary
    - 2. Fixed Site: evacuation/in place sheltering required for entire facility.
  - D. Community Emergency:
    - 1. Transportation: evacuation of affected community is required
    - 2. Fixed Site: evacuation of affected community required.
7. INCIDENT RESPONSE: Responding to a hazardous material incident presents fire department personnel with unique hazards. In order to function effectively and limit danger to responding personnel, the following shall be considered when responding to an incident:
- A. stay upwind and out of any smoke or vapor
  - B. stay uphill
  - C. keep you distance
  - D. monitor additional information
8. ARRIVAL AT AN INCIDENT: There are several primary objectives for the first arriving unit/s at a hazardous materials emergency:
- A. establish command
  - B. stage responding apparatus
  - C. determine location and status of victims
  - D. identify the material(s) involved
    - 1. shipping papers
    - 2. placards - labels
    - 3. permanent identification number (MSP ID number)
    - 4. carrier name, trailer number, tank car number, product name

9. SCENE ACTIONS: An emergency response occurs when hazardous materials are involved in an uncontrolled release.
  - A. Response to incidents where the hazardous material can be absorbed, neutralized or otherwise controlled are not an emergency response.
  - B. SCAFD personnel will NOT attempt to mitigate, control, confine, or contain emergency response hazardous materials unless specifically trained to do so.
10. Based upon the information available, the IC shall develop and implement an action plan consistent with the goal of protecting citizens and responders and maintaining property and environmental damage. The action plan shall address the following areas as required:
  - A. establish a perimeter using information from DOT guidebook
  - B. evacuate or in/place shelter of endangered persons
  - C. maintain maximum possible safety of responding personnel
11. SCAFD personnel responding to an incidental release of gasoline (generally 50 gallons or less in an outdoor area) is not considered an emergency response as defined by 29 CFR 1910.
12. Hazardous materials consist of materials, which meet one or more of the following criteria:
  - A. flash point less than 110 f
  - B. toxic
  - C. explosive
  - D. pH less than 2.0 (acid)
  - E. pH greater than 11.0 (base)
  - F. reactive
  - G. oxidizers
  - H. etiological
  - I. radioactive
  - J. or any other material placarded or labeled
13. Department personnel NOT trained under the most current SCAFD Hazardous Materials training SHALL NOT respond to Hazardous Material incidents.
14. Any spill that could pose an environmental threat shall be reported to the Michigan Department of Environmental Quality (DEQ), using the form EQP4412 (November 2003) as a work sheet. The information required will be filled out by the IC, or their designate, before contacting the DEQ, in a timely manner, but before leaving the incident scene. The avenue of contact, whether through 911, cell phone, or base station, will be at the discretion of the IC. A copy of the form will be provided with the incident report. (A copy of the current form follows on the next page.



GUIDELINE #506

ADOPTED: 10/24/93

REVIEWED: 02/02/2020

REVISED: 07/26/1996

SUBJECT: FIREGROUND GUIDELINES: Confined Space

PURPOSE: To establish guidelines for identifying confined spaces

OBJECTIVE: To provide for the safety of all department personnel when performing confined space awareness and/or operations.

1. SCAFD personnel respond to a wide variety of emergency incidents. Personnel responding to a confined space incident must be familiar with what a confined space or permit required confined space is and hazards associated with confined spaces.
2. A confined space will consist of an area that by definition includes one or more of the following:
  - A. An area with a hazardous atmosphere, including but not limited to areas with explosive, toxic, IDLH (Immediately Dangerous To Life And Health), Or Any Atmosphere In A Confined Area Which Has Not Been Tested.
  - B. Work generated hazards, including but not limited to welding, cutting, grinding, solvent use, or sandblasting.
  - C. An area with the potential for engulfment by liquids or solids.
  - D. An area not designed for continuous occupancy with limited access or exit. Examples of these include cable vaults, storm, sanitary sewers, etc.
3. SCAFD personnel will not enter a permit required confined space.
4. SCAFD personnel shall not advance into an area that requires removal of their SCBA or may become entangled.
5. An attendant will be assigned to each entry point and will stay in constant communication. Communications, both visually and by radio, will be maintained with all personnel in a non-permit confined space.
6. SCAFD personnel entering a non-permit confined space with a SCBA will have two additional personnel standing by with SCBA for rescue.
7. Where engulfment potential exists, a lifeline will be utilized along with personnel capable of rendering assistance.
8. Ventilation in a non-permit confined space should begin immediately before entry.
9. The staging area shall be utilized to account for all department personnel involved in a non-permit confined space operation.
10. When required, the Genesee County Urban Search and Rescue team will be requested.

GUIDELINE #507

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 02/26/97, 06/04/97, 11/19/06, 02/02/2020

SUBJECT: FIREGROUND GUIDELINES; Evacuation Notification

PURPOSE: To provide for the safety of all department personnel on the fire ground when circumstances dictate.

OBJECTIVE: To establish guidelines for an alert tone signal over radio frequencies

1. Fire ground conditions are constantly changing. As conditions change the Incident Command (IC) and/or operations officer (OPs) must alter any and all fire ground activities, as the incident requires. A universally understood fire ground signal is imperative for safer and more effective fire ground operations. The method of notification must be easily understood and easy to implement.
2. The SCAFD "evacuation signal" shall consist of both activation of the Apparatus Air Horn and radio announcements.

AIR HORN: (as recommended by the Genesee County Association of Fire Chiefs Guideline 91-2) The emergency evacuation signal will consist of five (5) three (3) second blasts of the air horn followed by ten (10) seconds for a radio announcement. Once activated, all fire ground radio chatter will immediately cease.

RADIO ANNOUNCEMENT: After the "Air Horn" is activated a member of the incident command structure shall make an announcement via radio for example: ("evacuate the building - everybody out"). The IC may request the radio operator to also announce the evacuation, when 911 is monitoring, they will activate the evacuation tones.

3. THE "AIR HORN" AND RADIO ANNOUNCEMENTS SHALL BE SOUNDED UNTIL ALL PERSONNEL ARE ACCOUNTED FOR OR UNTIL THE IC ORDERS THEM CEASED.
4. The air horn/radio announcement may be utilized whenever an impending life-threatening situation arises. Examples:
  - A. backdraft/flashover conditions
  - B. structural collapse is imminent
  - C. missing or unaccounted for personnel
  - D. potential exposures to hazardous materials
  - E. any event or condition the IC, safety officer, or member of the command structure perceives as too hazardous for standard SCAFD tactics
5. Sector/division officers are responsible for accounting for all department personnel operating within their area. Sector/division officers shall notify the IC immediately upon the accountability of all department personnel under their supervision.
6. During the activation of the air horn and radio announcements, all other radio traffic on the fire ground frequency shall cease. All personnel shall listen to the announcement to determine the reason and whether it affects them personally. Those affected will immediately proceed to an area of safe haven and/or follow instructions as announced.

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GUIDELINE: #508

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 12/31/1996

SUBJECT: FIREGROUND GUIDELINE: Small Fuel Spills/Vehicle Fluids

PURPOSE: To supplement SOG 505 for incidents that do not constitute a hazardous materials incident

OBJECTIVE: To establish guidelines for operations at small fuel spills/vehicle fluids incidents

This policy is in place to deal with incidents that do not constitute a hazardous materials incident. Department personnel must be familiar with SOG 505 and be able to determine which SOG to put into operation. All definitions used in this SOG are referred to in SOG 505 and shall not be repeated in this SOG.

1. Upon arrival department personnel will follow accepted SCAFD procedure by donning SCBA and putting into service two (2) 1 3/4" attack lines as directed by the IC.
2. The SCAFD shall not be responsible for picking up and disposing of any absorbent material.
3. The IC shall determine if the incident should be handled by the Michigan State Police if on a state highway, Genesee County Road Commission if on a county road, City of Swartz Creek DPS if on a city street, etc.
4. The IC shall have the authority to determine if a private contractor will be needed to accomplish the cleanup. Private contractor contact will only take place after cost responsibility has been determined. The private contractor may help the IC to determine cost responsibility.
5. Private contractors shall be responsible for arranging all billing of services with the individual, company, etc. that has caused the spill.
6. Personnel shall only proceed with plugging and/or patching as specifically SCAFD trained.

GUIDLINE: #509

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 01/24/13

SUBJECT: FIREGROUND GUIDELINES: Fire Cause/Origin Investigation

PURPOSE: To provide specific guidelines as to the responsibility for fire cause/origin investigations

OBJECTIVE: To define the departments responsibility for fire cause/origin investigations

1. The SCAFD shall, when deemed applicable, use all available resources when conducting a fire cause/origin investigation.
2. The Incident Commander, when applicable, shall be responsible for initiating all fire cause/origin investigations.
3. The Fire Chief, when available, shall be responsible for participating in all fire cause/origin investigations.
4. The Fire Chief and Incident Commander shall have the authority to request assistance from other agencies (Michigan State Police Fire Marshall, etc.) when they are of the opinion the fire is of a suspicious nature.
5. The Michigan State Police Fire Marshall shall be requested for assistance for the following:
  - A. fires believed to be incendiary in origin
  - B. fires resulting in a large dollar loss
  - C. fires resulting in serious injury to civilians, fire fighters, or other rescue personnel
  - D. fires resulting in the death of a civilian, fire fighter, or other rescue personnel

GUIDELINE: #510

ADOPTED: February 23, 1992

REVIEWED: 02/02/2020

REVISED: 10/24/93, 12/31/96, 11/19/06, 10/19/08, 02/02/2020

SUBJECT: FIREGROUND GUIDELINES: Personnel Accountability

PURPOSE: To establish guidelines for personnel once they have arrived at an incident.

OBJECTIVE: To provide an organized system of personnel accountability and prevent unproductive unsupervised personnel activity.

1. The first due engine shall be the designated staging area unless the IC orders otherwise.
2. All personnel shall report to Command or the staging area for fire ground assignment when arriving on scene. Personnel shall only report to Command if staging has not been established or an assignment has not been given. All personnel shall remain at the designated staging area until assigned.
3. An Accountability Officer may be appointed when staffing permits at/near the ICP or the Operations Officer and will work alongside those individuals. The Accountability Officer will record assignments that are given by Command Staff and the individuals or Company Officer/crews assigned to carry out those orders. The Accountability position can be filled by any person so long as they can maintain organization of assignments and location of personnel. Personnel shall retain their ID tag until receiving an assignment. Once an assignment is given to a person or crew, the ID tag shall be given to the Accountability Officer.
4. When the assignment is complete, personnel will return to the Accountability Officer and retrieve ID tags, and proceed to staging, if no other assignment is given. In the event an individual cannot proceed to another assignment, they will state the reason and proceed directly to staging.
5. Once an assignment has been completed, and there is no one available to give any additional assignment, all personnel shall report back to staging for reassignment even if your SCBA has not been completely used.
6. Personnel at staging shall be responsible to inform the staging officer of their SCBA usage status and will remain in proper rotation order to ensure that each firefighter can be rested to the maximum time allowed. Personnel shall top off their SCBA at this time and REMAIN IN STAGING.
7. Probationary personnel shall inform the staging officer of their restrictive status to allow for proper utilization.
8. Use of Support, or other designated personnel and/or Explorer, may be utilized for accountability or maintaining ID tags whenever deemed feasible by Incident Command, provided they are not exposed to toxic atmospheres.

10/08

GUIDELINE: #511

ADOPTED: February 23, 1992

REVIEWED: 02/02/2020

REVISED: 10/24/93, 06/04/97, 07/19/02, 11/19/2006

SUBJECT: FIREGROUND

GUIDELINES: Fire ground Activities

PURPOSE: To establish guidelines for personnel that will engage in fire suppression, ventilation, search and rescue, and salvage and overhaul activities, and/or electrical power disconnection.

OBJECTIVE: To provide a means of performing said activities with objectives of promoting life safety, incident stabilization and property conservation

1. All personnel shall conduct themselves in a professional manner at all times.
2. Complete personal protective equipment (bunker coat, pants, nomex hood, boots, gloves, helmet, SCBA, etc.) shall be in place upon arrival or as soon as possible after arrival unless otherwise ordered by the IC.
3. All operation activities are to be conducted in a safe but timely manner to meet the objectives of the incident.
4. Electrical disconnection and/or shut off shall be limited to cutting of wires at the utility pole (so as not to create live power lines on the ground) or shut off of a main breaker switch at a breaker box. Meters shall only be pulled using the appropriate equipment.
5. Ventilation operations should be performed ahead of, or at the same time of, primary search and rescue and/or fire suppression activities.
6. Primary search shall be conducted as a priority and will include all areas of a fire structure by teams of two (2) unless it has been established that all occupants are safely out, or Command orders otherwise.
7. Fire attack, when feasible, shall be from the interior to the exterior with priority on water conservation (i.e. use water on flames) and objectively contain the fire or push in outside to minimizing further damage. No interior fire containment shall be performed from the exterior.
8. Salvage and overhaul operations should begin as soon as feasibly possible and continue until the halting of operations with the objective to minimize damage and loss. A Carbon Monoxide (CO) Detector reading will be taken to ensure concentrations are within tolerant levels. Levels above tolerance shall require the use of SCBA during salvage and overhaul operations. SOG 611 shall be used as a guide to determine acceptable levels.
9. Apparatus shall be returned to service at the incident location whenever possible. All other apparatus shall be returned to service as soon as possible after returning to the station.
10. Personnel are expected to perform only those tasks they have been trained to do. Each individual shall advise the person assigning a task if they are not competent and/or qualified to perform any request made.

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GUIDLINE: #512

ADOPTED: February 23, 1992

REVIEWED: 02/02/2020

REVISED: 10/24/93, 08/10/99, 02/02/2020

SUBJECT: FIREGROUND GUIDELINES Grass Fire Operations

PURPOSE: To establish guidelines for personnel that will engage in grass fire operations

OBJECTIVE: To provide a means of performing systematic grass fire suppression while promoting life safety, incident stabilization and property conservation

1. All personnel shall conduct themselves in a professional manner at all times.
2. Minimum equipment that shall be work are boots, pants, gloves, and helmet. Incident specific/additional PPE needs will be determined at the time of the incident.
3. SCBA will not be required as a normal need unless specifically ordered by the IC.
4. Apparatus (i.e. 17, & 27) shall not leave any pre-established road, trail or path that may render the apparatus inoperable without first evaluating the terrain to be traveled. All other apparatus shall remain on established traveled areas unless order otherwise by the IC.
5. If it is determined that an apparatus cannot be used, the IC may relinquish the driver of their responsibility to stay with the apparatus to perform suppression activities.
6. It shall be assumed, unless ordered otherwise by the IC, that suppression personnel shall proceed ahead of the advancing fire to stop its forward progress with a priority determined by impending exposure involvement.
7. Personnel groups shall remain within visual and vocal range of a designated radio holder who in turn will be the leader and group safety officer. Constant visual and vocal communication between group members shall be on going throughout suppression activities. **FREE LANCE FIREFIGHTING WILL NOT BE TOLERATED.**

GUIDELINE: #513

ADOPTED: April 01, 1997

REVIEWED: 02/02/2020

REVISED:

SUBJECT: FIREGROUND GUIDELINES: Foam Application

PURPOSE: To establish guidelines for personnel that will engage in foam application operations.

OBJECTIVE: To provide a means of performing said activity while promoting life safety, incident stabilization, and property conservation

1. All personnel shall don complete personal protective equipment (PPE) including self contained breathing apparatus (SCBA) before operating at the discharge point of any foam nozzle.
2. All operations are to be performed in a safe but timely manner to meet the tactic goals of the incident commander (IC).
3. Before application, the IC shall consider the following:
  - A. Resources available to determine the type of operation to be executed (i.e. Offensive, defensive, standby, etc...)
    1. No offensive operations shall be started without having enough resources on scene to insure continuance
  - B. A survey of not only the scene, but also the surrounding area to determine environmental and exposure issues that may determine tactical goals.
4. Incidents in which fire is present:
  - A. When applicable, a fog nozzle, set at a 10-15% pattern, may be used to apply foam to the seat of the fire.
  - B. A foam back up line of equal or greater size shall be deployed to provide protection to those personnel directly assigned to suppression and/or exposure protection.
5. Incidents in which fire is not present, but the situation may pose the potential for fire to start:
  - A. The TFT foam-jet-LX shall be used to apply foam, as applicable, to any area that may present itself as being a potential source for ignition.
  - B. A foam back up line of equal or greater size shall be deployed to provide protection to those personnel directly assigned to foam application.
6. Only a class "A" pumper shall be used to apply foam.
7. All applicable SOGs associated with accountability, spills, retreat, hazardous materials, etc... shall apply.
8. This SOG shall take effect two weeks after the adoption date.

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GUIDELINE: #514

ADOPTED: March 22, 1998

REVIEWED: 02/02/2020

REVISED: 11/19/06, 02/02/2020

SUBJECT: FIREGROUND GUIDELINES: Two in/two out, Rapid Intervention Team(s) (RIT)

PURPOSE: To establish guidelines for compliance with OSHA 29 CFR 1910.134 as it relates to the above subject

OBJECTIVE: To provide a means of providing potential rescue of trapped firefighters during working structure fires.

1. The RIT team members shall possess, but not be limited to, the following qualifications:
  - A. Certified Firefighter II
  - B. Disciplined in their ability to evaluate incident conditions and remain committed to the RIT.
  - C. Confident and Knowledgeable in rescue techniques.
  - D. Have knowledge of all forcible entry tools that may be utilized.
2. Interior attack personnel shall not proceed into known hazardous atmospheres to perform fire suppression activities without the establishment of a RIT unless a civilian rescue potential is present.
3. The RIT shall be fully personal protective equipment (PPE) ready that shall include, but not limited to the following:
  - A. full PPE and donned SCBA.
  - B. forcible entry tools as deemed necessary for the potential conditions.
  - C. a hose line not committed to any other task that would prevent it's usage for rescuing of trapped personnel and be connected to a separate apparatus with a separate water source.
  - D. removal devices to aid disabled personnel from the fire structure, including, but not limited to the SCBA RIT pack, rope, stokes basket and etc.
  - E. one (1) portable radio for every RIT team, turned on, listening to fire ground radio traffic, to receive an assignment.
4. Upon establishment of the RIT and when staffing permits, a Chief or high-ranking officer shall be designated as the RIT leader and assigned to the ICP. The Company Officer assigned to the RIT shall become informed of the following information by either the IC or Operations Officer:
  - A. fire conditions.
  - B. personnel committed to potential rescue areas and their locations.
  - C. any other information that will aid in the ability of the RIT to perform an assignment.
5. The RIT will not be assigned any other duties that would compromise their ability to immediately proceed with the rescue of trapped personnel. It shall be permissible to reassign the designated RIT to an alternate activity provided the IC or Operations Officer, immediately replaces said team.
6. In the event that personnel become trapped, and in need of rescue, under SOG 507, the emergency Mayday Signal shall be activated and either the IC or Operations Officer shall announce "Mayday, Mayday, we have a trapped firefighter,.. " and proceed with giving the location and appropriate RIT assignment to begin rescue efforts. All requests for additional resources will be made to the RIT/Rescue Chief assigned to the ICP.
7. Should a RIT be committed to rescue, a second, and so on, RIT shall be established as soon as possible, as deemed necessary by the IC or Operations Officer.

8. It shall be the RIT leader to determine what, if any, additional resources shall be needed to facilitate a rescue of a trapped firefighter. Other SCAFD personnel shall remain vigilant in their assigned suppression duties so as to provide as stable an environment for the RIT to work as possible. No freelancing will be allowed.

**COMMENTS:** It is paramount that RIT personnel remain mentally committed to their assignment. This commitment may determine their ability to rescue a trapped firefighter. Even though the RIT may not participate until called upon, their importance of maintaining a "Ready for Action" status cannot be emphasized enough. This readiness may determine the survivability of a trapped firefighter.

GUIDELINE: #515

ADOPTED: October 21, 2001

REVIEWED: 02/02/2020

REVISED:

SUBJECT: FIREGROUND GUIDELINES: **Biochemical Incident Response**

PURPOSE: To establish guidelines for responses to a biochemical incident.

OBJECTIVE: To define department personnel's actions to be taken at biochemical incidents.

The following guideline shall be utilized on any suspected terrorist, biological, radiation or chemical incident. Because there are similarities between a biochemical and a hazardous materials response, below, you will find redundancies between this SOG and SOG 505, Hazardous Material Incidents. As with all guidelines, the safety of the initial responders is our most important concern.

2. It shall be understood that first and foremost, the incident shall be considered a crime scene. Cooperation with law enforcement officials shall be deemed paramount before determining a course of action
3. If not already on scene or responding, have 911 notify a law enforcement agency to respond.
4. Respond with full turn-out gear and SCBA, if response to the contaminated area is required.
5. Identify immediate locations of suspect incident of mail, parcel, leak, etc. Do not expose responders to the immediate location.
6. Isolate the area. Do not disturb suspect mail, parcel, leak or etc.
7. Quarantine workers/personnel exposed to suspect incident. Move them to a separate room close by.
8. Establish an appropriate "Hot Zone" perimeter around suspect incident location.
9. Evacuate all non-exposed workers or personnel from the suspect incident location.
10. Remain upwind and out of the "Hot Zone" at all times.
11. Let the appropriate expert agency handle the incident situation. (i.e. Hazardous Materials Team, FMI, etc.) SCAFD personnel will support the expert agency as needed.

GUIDELINE: #516

ADOPTED: 06/24/12

REVIEWED:

REVISED:

SUBJECT: FIREGROUND GUIDELINES: Extrication

PURPOSE: To promote safety for patients, personnel and safe removal of patients.

OBJECTIVE: To provide a detailed guideline pertaining to extrication safety and personnel management.

1. A unified command system shall be utilized for multi-agency coordination.
2. Extrication decisions which affect the care and handling of the patient must be coordinated with and approved by the Incident Commander.
3. The first arriving unit shall transmit an initial condition report and should request additional equipment and personnel if needed. Scene overview should include:
  - A. Type of situation
  - B. Any hazards noticeable
  - C. Number of injured and severity (if possible)
  - D. Number of trapped victims
4. Patient and personnel scene safety shall include the following:
  - A. Patients shall be provided a level of protection necessary to provide a maximum level of safety.
  - B. All personnel in the immediate area of extrication, when fire suppression is not needed, shall wear, along with their protective equipment, approved reflective vests. If time is paramount, reflective vests for personnel that will be performing direct extrication will not be required. All other personnel shall wear reflective vests.
  - C. When fire suppression is required, reflective vests are not to be worn with SCBA.
5. Environment safety shall include the following:
  - A. Whenever there is an obvious or suspected fire hazard, or whenever extrication equipment is operating in the vicinity of the patient or rescuers, fire suppression equipment shall be deployed.
  - B. Deployed fire equipment shall include a charged hose line. If a charged hose line is not available, a type ABC fire extinguisher will be immediately accessible. If flammable liquids are present, the use of an AFFF portable extinguisher or AFFF charged hand line may be deployed.
  - C. In cases of life-threatening hazard, the Incident Commander shall have the authority to remove emergency personnel from the hazard area.
6. Fire prevention, suppression and hazard mitigation shall include the following:
  - A. All electrical sources will be de-energized. (Must follow manufacturer guidelines for hybrid vehicles.)
  - B. Flammable liquids and their vapors will be monitored.
  - C. Hazardous material situations should be identified and can be mitigated up to the level of training.

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7. Emergency vehicle placement and staging shall include the following:
  - A. Apparatus arriving at the scene shall be positioned to provide a safe environment for those working at the scene. Apparatus shall be positioned in such a manner to block traffic from entering the scene, to allow easy access to emergency vehicles and shall not hinder emergency vehicles leaving.
  - B. Non-committed emergency vehicles and personnel shall be assigned to a staging area as determined by the Incident Commander. A staging area will be established at a safe distance so as not to interfere with the incident area. All additional personnel arriving at the incident scene shall report to the Staging Officer.

GUIDELINE: #517

ADOPTED: 06/24/12

REVIEWED: 02/02/2020

REVISED:

SUBJECT: FIREGROUND GUIDELINES: Power Lines and Electrical Equipment

PURPOSE: To establish specific guidelines for response and approach to the report of power lines down and all other hazards involving electrical equipment (transformers, electrical vaults, substations, etc.) for public safety and fire control.

OBJECTIVE: To provide guidelines for SCAFD personnel during power line and electrical equipment emergencies.

1. Upon arrival at the scene, the personal vehicles and apparatus shall be placed at a safe distance from the down line and all personnel shall remain seated until direction is given by the incident commander.
2. Only apparatus listed on the apparatus response schedule shall respond, unless circumstances require alternate apparatus.
3. It is the responsibility of the incident commander to maintain that level of safety until relieved.
4. The following items shall be considered by the Incident Commander:
  - A. Request the utility company.
  - B. Consider all down wires as energized. Utilize the Hot Stick to determine if the wires are energized.
  - C. Place apparatus away from down power lines and utility poles.
  - D. Place apparatus in a safe location away from overhead power lines.
  - E. Locate both ends of the power line.
  - F. Utilize barrier tape to identify the area of danger.
  - G. Only remove or cut power lines that are known to NOT be energized unless a life safety threat is imminent.
5. The following items shall be considered for responses to power lines on vehicles, not involving fire:
  - A. Request the utility company.
  - B. Place apparatus a safe distance away from the down lines.
  - C. Do not touch the vehicle. Consider all down wires as energized. Utilize the Hot Stick to determine if the wires are energized.
  - D. Have the occupant remain inside the vehicle. If ALL the wires are proven to NOT be energized, advise the occupant to vacate the vehicle.
  - E. If occupants must leave the vehicle (due to fire or other threat to life), and the power lines are deemed energized, instruct them to open the door, but NOT to step out. They should jump free of the vehicle without touching the vehicle and the ground at the same time.

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6. The following items shall be considered for responses to sub-station, transformer, electrical vault and manhole fires:
  - A. Request the utility company.
  - B. Clear the area.
  - C. Be aware of explosion potential.
  - D. Place apparatus in a safe location away from overhead power lines and not over manholes.
  - E. Protect exposures.
  - F. Do not make entry until electrical equipment has been de-energized.

**NOTES REGARDING ELECTRICAL SAFETY:**

Electricity always seeks its lowest level or ground. It will travel any path it can as it seeks a ground. A direct path to ground is when contact is made between something energized and a portion of your body such as your arm, hand, head or other body part. An indirect path to ground occurs when you are holding something or touching an object that is in contact with something energized. This could include tools or other equipment you may be holding, or when touching a fence, vehicle or other object.

Lock out of down power lines generally occurs after three (3) operations or attempts to re-energize. Even though you may hear this, do not assume the line is dead or de-energized. **Any down lines must always be considered energized with a potentially lethal current. (i.e. telephone, cable)**

Lines can reset and become energized again by manual operation of a switch, by automatic re-closing methods from a remote location, by induction (where a de-energized line can become energized if it's near another energized line or through back feed conditions).

Power lines tend to have "Reel Memory" and may curl back or roll on itself when down.

Use caution when spraying water around energized electrical equipment. Hose streams conduct current; never spray water directly onto energized power lines or equipment. For appropriate use of fog spray it must be applied at the base of the pole. Your primary responsibility is to protect the surrounding area.

GUIDELINE: #518

ADOPTED: 06/24/12

REVIEWED: 02/02/2020

REVISED:

SUBJECT: FIREGROUND GUIDELINES: Gas Leaks or Odor of Gas

PURPOSE: To establish specific guidelines for response, approach and actions taken to the report of leaking or smell of gas.

OBJECTIVE: To provide guidelines for SCAFD personnel during gas leaks and gas odor emergencies.

1. Upon acknowledgment to Dispatch of the response, it shall be confirmed that the gas utility company has been notified. If Dispatch has not notified the gas utility company, a request will be made for them to do so immediately. In addition, wind speed and direction shall be obtained to determine a safe approach to the scene.
2. The arriving apparatus and personnel will stop at a safe distance from the incident location as determined by the Incident Commander.
3. A firefighter dressed in full turn-out gear will shut off the gas supply when appropriate.
4. Determination shall be made to ensure that all occupants are out of the structure.
5. All firefighters are to be in full turn-out gear including SCBA (masks not donned) and remain in the staging area.
6. Pre-connect attack lines will be pulled and prepared for charging and advancing if necessary.
7. If it is possible to initiate ventilation without entering the structure, the Incident Commander in charge may order this to be done. If positive pressure ventilation is to be utilized, the fan motor must be started at the engine and advanced to its proper location.
8. Personnel will remain in a defensive mode until arrival of the gas utility company. Any further action by the fire department will then be determined by the Incident Commander in charge.

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GUIDELINE: #519

ADOPTED: 09/11/12

REVIEWED: 02/02/2020

REVISED:

SUBJECT: FIREGROUND GUIDELINES: Ice and Water Rescue

PURPOSE: To establish specific guidelines for responses associated with ice and water rescue.

OBJECTIVE: To provide guidelines for SCAFD personnel during ice and water rescues.

1. The Swartz Creek Area Fire Department (SCAFD) is **NOT** equipped nor trained to perform ice or water rescue.
2. In the event SCAFD is dispatched for an ice and/or water rescue, the following actions shall be taken:
  - A. The first unit to acknowledge the alarm shall radio to Genesee County Central Dispatch (911) the need to dispatch mutual aid.
  - B. The type, and location, of the incident will determine which mutual aid fire department will be contacted.
    1. If ice conditions exist, the Gaines Township Fire Department shall be dispatched for an alarm within the SCAFD fire district.
    2. If only a water conditions exist, either the Gaines Township or Flushing Fire Department will be requested based on the location of the incident.
  - C. The IC (Incident Command) will determine if the Genesee County Dive Team should be dispatched.
3. Tasks that may be allowed by SCAFD include, but are not limited, to the following:
  - A. Secure a perimeter approximately twenty (20) feet from the water's edge to define the hot zone.
  - B. Place traffic cones and secure with barrier tape.
  - C. Establish Unified Incident Command and an entry point for the mutual aid companies.
  - D. Do not allow any SCAFD personnel to enter the hot zone.
  - E. Assist mutual aid companies with equipment as deemed permissible, without crossing the hot zone barrier.

GUIDELINE: #601

ADOPTED: January 26, 1992

REVIEWED: 02/02/2020

REVISED: 06/22/92, 10/24/93, 04/22/96, 08/10/99, 01/14/04, 03/09/05, 06/08/12, 07/16/12, 11/22/15

SUBJECT: COMMUNICATIONS/RESPONSE: Personal Vehicle (POV)/Response

PURPOSE: To establish specific guidelines for the use of emergency lights and siren (L&S) on personal vehicles (POV's) and direct response.

OBJECTIVE: To provide a detailed procedure describing how to request the use of lights and sirens on POV's, the responsibilities upon approval, and continued requirements.

1. Department personnel are prohibited from having, and using, emergency lights and siren on their POV while on probation.
2. Department personnel, including Officers, must submit a written request for the use of emergency lights and siren to the Chief. Requests should state the reason why the use of emergency lights and siren will benefit the individual member and the SCAFD.
3. The Chief shall provide written approval or denial of the request.
4. Proof of insurance shall be provided with the initial request and annually, or on their renewal date thereafter. The proof of insurance certificate will be provided to the Fire Chief on or before the renewal date. Failure to provide a current proof of insurance certificate, or notify the Fire Chief of insurance company changes, will automatically forfeit the person's direct response status and use of lights and siren. It is strictly prohibited to operate any personal own vehicle on fire department-controlled property or for fire department responses without acceptable State of Michigan insurance coverage.
5. The vehicle must pass SCAFD inspection and any inspections performed by the SCAFD thereafter. All POV's, with L&S and/or direct response status privileges shall be subjected to an annual inspection program by the Chief's designate. Inspections shall coincide with the month associated with your hire date. You will receive a reminder of your inspection at the beginning of the month. It is your responsibility to contact one of the SCAFD inspection officers to set up a date and time to have your vehicle(s) inspected. This revised stipulation takes effect December 1, 2015.
6. The POV shall maintain an appearance free from major rust and/or body damage. If such conditions occur, any physical evidence of lights and siren shall be removed from the POV at the discretion of the Chief.
7. Per the Motor Vehicle Code, Act 300: 257.698: Permissible additional lights: flashing, oscillating or rotating lights. (MSA 9.2398) (5)(C) An authorized emergency vehicle may be equipped with flashing, rotating, or oscillating red lights for use when responding to an emergency call if when in use the flashing, rotating, or oscillating red lights are clearly visible in a 360-degree arc from a distance of 500 feet when in use. A person operating lights under this subdivision at any time other than when responding to an emergency call is guilty of a misdemeanor.
8. Per Motor Vehicle Code Act 300 257.706 An authorized emergency vehicle may be equipped with a siren, whistle, air horn, or bell capable of emitting sound audible under normal conditions from a distance of not less than 500 feet,
9. The use of emergency lights and siren are only authorized when responding to SCAFD incidents.
10. Department personnel shall not use emergency lights and siren when responding from outside the SCAFD fire district.
11. Department personnel in their POV shall respond to their respective station in a Code 1 manner when:
  - A. apparatus are to respond in a Code 1 manner per the Apparatus Response Schedule
  - B. responding apparatus have been downgraded to a Code 1 response

12. While en route to the station department personnel in POV's equipped with emergency lights and siren shall:
  - A. use lights and siren when appropriate
  - B. on open road (dry, smooth, good visibility) POV's may only exceed the posted speed limit when deemed necessary while maintaining safe and adequate control of the vehicle at all times.
  - C. actual vehicle speed is required by current conditions. Heavy traffic, rain, snow and fog will compromise vehicle control; therefore, POV's shall not exceed the prima facia speed limits in inclement weather.
  - D. stop at all negative right-of-way intersections (RR, stop signs, red traffic lights, etc.)
  - E. do not proceed past a school bus that is operating its warning lights unless a divided highway allows such action by law.
13. All Firefighters with direct response status shall respond towards the fire station until such time as all the apparatus designated for response have done so.
14. Placement of POV's on scene shall be such that they do not interfere with apparatus placement.
15. Driving complaints, inappropriate driving, or unauthorized use of emergency lights and siren may result in disciplinary action including the removal of such emergency equipment.
16. Department personnel wishing to transfer emergency lights and siren to a different POV, or add emergency lights and siren to another POV, shall be required to resubmit in writing a request for emergency lights and siren to the Chief.
17. All personnel shall attend the annual SCAFD driver training to maintain lights and siren usage.

GUIDELINE: #602

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 09/24/96, 12/31/96, 08/10/99, 05/29/02, 02/23/05, 03/07/05, 05/02/06, 04/18/06, 08/23/09, 11/22/09, 05/17/11, 04/01/16, 09/01/16, 01/12/17, 02/02/2020

SUBJECT: COMMUNICATIONS/RESPONSE: Apparatus Response

PURPOSE: To establish guidelines for appropriate apparatus response

OBJECTIVE: To establish the proper apparatus and order of apparatus response to specific types of incidents

1. When a call for an emergency, or non-emergency, incident is received by the SCAFD the apparatus and personnel response shall be predicated upon the following factors:
  - A. Safety and wellbeing of SCAFD employees AND the citizens of the SCAFD fire district.
  - B. Movement of appropriate apparatus and equipment sufficient to initiate mitigation efforts on the emergency scene.
2. Apparatus shall respond according to the current "Apparatus Response Schedule" as posted at each station.
3. Apparatus shall respond in the order listed on the Apparatus Response Schedule.
4. Class A pumper shall be used as the main pumper on all structure fires.
5. Department personnel are required to ride within enclosed cabs on all apparatus.
6. Squad 16 shall be used to transport manpower whenever possible.
7. The first apparatus at the hydrant shall set up the hydrant for use for the duration of the incident.
8. Direct response authorized personnel shall comply with the incident direct response directive or future drafted SOG, whichever applies
9. Those direct responders shall not respond to a fire district scene until all units required to respond have done so.
10. Under no circumstances shall personnel respond to incident emergencies, whether potential or actual, without proper dispatching of the SCAFD. Central Dispatch, unless otherwise directed by a Chief officer, shall be used. Use 911 to report the incident or a radio if no phone is available.
11. Simultaneous or multiple alarm responses occasionally are dispatched.
  - A. Apparatus initially dispatched to an alarm shall be considered committed to said alarm.
  - B. Subsequent apparatus, including a request for mutual aid if applicable, may be utilized for secondary or simultaneous alarms.
  - C. Deviation from an initial alarm response may be allowed if directed by 911, or an officer/senior firefighter (in the absence of an officer), as circumstances dictate.
  - D. If multiple alarms are considered minor in nature, one single talk group may be assigned for all radio traffic to better facilitate communication and resource needs between responding units. Any major alarm shall be assigned, through 911, a separate talk group to minimize radio traffic conflicts. Talk group assignments may be made through 911 by a senior ranking officer and/or Incident Command, as deemed necessary. If 911 inquiries about a separate or combined talk group, the senior ranking officer (or senior firefighter in the absence of an officer), shall advise according to circumstances.

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## Apparatus Response Schedule

### Structure Fire:

Full house response

### Fire Alarms:

Full house response - If a cancel is indicated from 911, the first due engine will continue, all other units will cancel

### Vehicle Related Alarms:

<u>Station 1</u>	<u>Station 2</u>
11 - 12 (16 – 23)	21 – 22 (16 – 23)

### Extrication Alarms:

(E12 at night for lighting)

11 - 21 - 16	21 - 11 - 16
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### Open Burns/Grass:

17 - 27	27 - 17
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### Stand by:

If Central dispatches for "Report to your station for a standby", this will be an indication of Bomb Threat. Personnel will report to the station and response will be based on need by PD.

### Medical/Lift Assist:

11	21
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### Odor investigation:

12	21
----	----

### Misc Fire (dumpster & etc.) \*

11	22
----	----

### Wires \*\*

11	21
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### Mutual Aid: (Lennon Rd is the divider)

Pump & Crew to scene	12	22
Pump & Crew to move up	11	21
Grass Fires	17	27
Air/Personnel	12	12

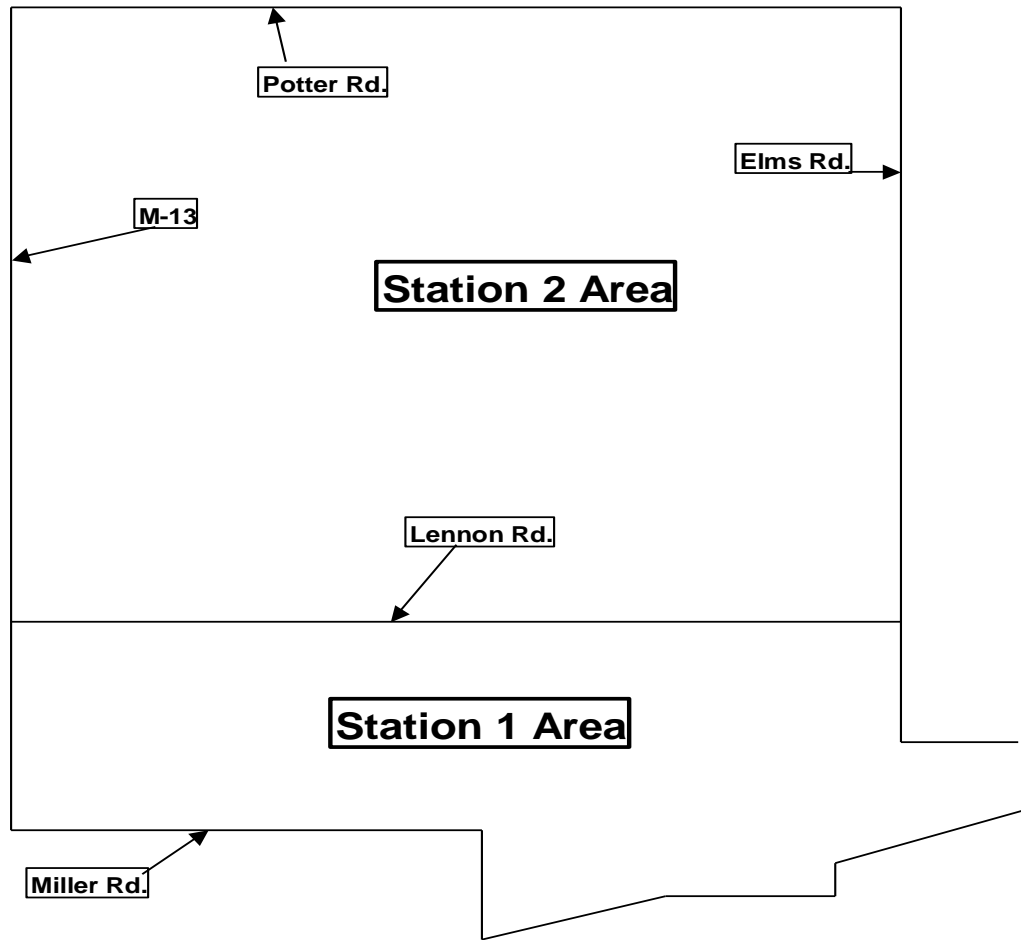
*\*Code one unless dispatch or size up indicates an upgraded response.*

**Special Note:** Professional courtesy between SCAFD stations and common sense shall play an important role in the response decision process. It should also be noted the time of day shall also play an important roll in the response schedule.

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GUIDELINE: #603

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 12/31/96, 08/10/99, 11/12/03, 11/19/06, 02/02/2020

SUBJECT: COMMUNICATIONS/RESPONSE; Mutual Aid Response

PURPOSE: To establish general guidelines for mutual aid apparatus and/or personnel response

OBJECTIVE: To provide for the most efficient response to mutual aid incidents

1. SCAFD personnel shall assume that all mutual aid requests for a pumper (engine) and personnel to respond directly to the emergency incident require an expedient response.
2. The appropriate apparatus and personnel shall be determined by page 2 of the response schedule.
3. Apparatus shall not respond from the station until the appropriate personnel is available. Additional personnel from one, or both, of the other stations shall be sent to the appropriate station to staff the apparatus when necessary. A meeting place with POV response is acceptable.
4. The SCAFD shall respond in the quickest, most efficient manner possible, when requested at the emergency incident location.
5. Chief officers are to use good judgment and discretion when determining which apparatus and personnel are to respond to all mutual aid requests at the emergency incident scene.
6. Officer in charge shall determine the appropriate placement of remaining department personnel in order to provide the best possible protection for the fire district.
7. Apparatus shall not be moved from station to station unless determined necessary by the officer in charge.
8. Department personnel shall be required to perform any station and equipment maintenance, cleaning, etc. as directed by the officer in charge.
9. Officer in charge shall insure that the fire district is adequately protected while the department is rendering mutual aid and shall request assistance from adjoining department(s) when deemed necessary.
10. Probationary firefighters, at the discretion of an officer, may be allowed to respond on NON-engine units to mutual aid alarms. Those designated units include Squad 16 and Tanker 23. It shall be understood that non-certified personnel are not to perform firefighting functions, but rather, remain under the direct supervision of the driver of the unit assigned. Ideally, only one non-certified person shall be allowed to respond on the designated units at a time.

#### SCAFD CHIEF OFFICER RESPONSIBILITIES:

1. Shall insure that the fire district is adequately protected while the department is rendering mutual aid.
2. Shall request assistance from adjoining departments to provide adequate fire protection for the fire district when deemed necessary.

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GUIDELINE: #604

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 08/10/1999

SUBJECT: COMMUNICATIONS/RESPONSE: Apparatus Staffing (Personnel)

PURPOSE: To establish guidelines for the desired staffing levels for apparatus

OBJECTIVE: To establish minimum manpower staffing levels for fire ground operations

1. SCAFD shall be staffed with a sufficient number of personnel to safely implement any fire ground activity or task that may be assigned.
2. Apparatus shall notify the radio operator, or Genesee Central Dispatch, of the number of personnel on the apparatus when responding.
3. The officer in charge shall insure that a sufficient number of personnel have arrived at the fire scene prior to assigning any fire ground activity or task.
4. Fire ground activities or tasks requiring the use of SCBA shall be conducted in teams of two or more personnel.
5. Interior fire suppression activities should not begin until a minimum of four personnel have arrived at the fire incident except under extenuating circumstances. (Reference NFPA 1500)

SOG604

08/99

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Reference: SOG#514



GUIDELINE: #605

ADOPTED: June 24, 2012

REVIEWED: 02/02/2020

REVISED:

SUBJECT: COMMUNICATIONS/RESPONSE: Multi-Casualty Incidents

PURPOSE: To establish guidelines for personnel during multi-casualty incidents.

OBJECTIVE: To provide SCAFD personnel with guidelines to manage and notify other agencies to assist with handling a multi-casualty incident.

1. The SCAFD, as directed by the Genesee County Paramedic Supervisor on scene, shall operate under the State of Michigan protocol adopted by the Genesee County Medical Control Authority (GCMCA) Plan for Multi-Casualty Incidents (MCI).
2. In the event there are six (6) or more patients involved, Genesee County 911 will be advised of the situation by the Incident Commander, and recommend a County Sherriff Paramedic Supervisor be requested, if not already on scene, to activate the GCMCA Plan for MCI.
3. The Unified Incident Command System will be in place to facilitate communications between medical, police and fire personnel on scene.

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GUIDELINE: #606

For Future Use

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###/###

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GUIDELINE: #607

ADOPTED: November 22, 1988

REVIEWED: 02/02/2020

REVISED: 10/05/89, 04/10/92, 05/23/93, 09/16/96, 06/25/97, 08/10/99, 08/24/03, 12/26/06, 03/15/2019

SUBJECT: COMMUNICATIONS/RESPONSE: Weather Warning System Guideline

PURPOSE: To establish guidelines for personnel related to certain weather conditions

OBJECTIVE: To provide a means by which personnel will be aware of how to react to various weather situations

1. With the possibility of severe weather or tornado, Genesee County 911, in conjunction with the US. Weather Bureau will broadcast on the county radio system the type of impending weather situation that is expected.
2. After hearing the activated announcement, personnel shall staff their respective stations as follows:

WEATHER TYPE	STATIONS STAFFED
Thunderstorm Watch .....	NO
Thunderstorm Warning .....	NO
TORNADO WATCH .....	YES
TORNADO WARNING .....	YES

3. Genesee County 911 will be the only agency to activate the county tone alerting system with the initial weather information only. Weather updates will be broadcast without activating the tones again.
4. After the initial tone activation, by Genesee County 911, no further tones will be used for notification. If an alarm is received by Genesee County 911, requiring SCAFD intervention, regardless if it is weather related or not, the tones will be activated, and personnel will respond as prescribed by the response schedule.
5. Department officers or senior firefighter present will be responsible for ensuring the continuous monitoring of the weather situation via television, Shiawassee County frequency, Genesee County frequencies, and Aries as is possible.
6. Genesee County Central Dispatch is responsible for activating the siren during weather emergencies.
7. The sirens may be activated for other weather conditions at the discretion of the Chief, or officer in charge, in conjunction with the Police Chief, Township Supervisor, and/or City Manager.
8. Only at the discretion of a chief officer, fire department apparatus may be dispatched to assigned watch positions whenever a tornado warning is issued OR for any other weather condition at the discretion of the officer in charge. No station shall respond to a watch position without chief officer knowledge and/or approval.
  - A. Considerations for apparatus spotting shall include, but not be limited to, the following:
    1. Shall only be considered during "Tornado Warnings" or as conditions change under a Tornado Watch that would warrant under the approval of a chief officer.
    2. Only proceed after due consideration for the safety of all personnel are taken into account. An analysis of the latest weather radar, when available, shall be conducted, concluding that the threat of a potential tornado will only affect our fire district. If our fire district is not threatened, apparatus spotting should not be considered.

3. Is conducted before the arrival of the storm-front to provide for optimum visibility of funnel cloud formation.
9. Department apparatus responding to and from their assigned weather watch positions shall not use any radio traffic on Fire Main (25F911). Emergency radio traffic is the only traffic permitted thus keeping the frequencies clear for important and pertinent information. (i.e. alarms, sightings, or direct answers required by the base). During non-emergency periods and/or returning to stations, 25F41 should be the frequency used. Signaling off the air should be done on Fire Main (25F911).
10. Apparatus assigned for spotting purposes shall be staffed by a minimum of three (3) personnel each. Tanker 23 and grass units will require a minimum of two (2) personnel. Usage of engines shall be the first priority.
11. The weather warning system will be tested each month by Genesee County Central Dispatch. Testing will be conducted on the first Saturday of each month at 1300. Except those months where the cold temperature might damage equipment.
12. Any weather condition not covered in this GUIDLINE shall require the use of common sense and good judgment, based on experience and training, of the officer in charge.
15. Not responding to weather related alarms will not count against an individual's attendance percentage as prescribed in SOG 426, Alarm Percentage Attendance Requirements.
14. In the event the 800 MHz system should become inoperative OR overloaded to the point transmissions can not be made, the senior ranking Officer will advise staff to move to MDT or cellphone communications as a means to communicate with either SCAFD base station.

It is not the intention of this administration to limit the ability of the SCAFD to provide a safe environment to the citizens of the fire district. Rather, the changes are a reflection of the needs of the firefighters, during weather emergencies, to be with their families, while not exposing them to undue dangers that can be associated with tornado warnings.

#### Assignments

E11	GM SPO
E12	Swartz Creek Plaza
G17	Morrish & 69
E21	Corunna & Elms
E22	M13/I69
G27	M13 & Potter

GUIDELINE: #608

ADOPTED: October 24, 1993

REVIEWED: 02/02/2020

REVISED: 08/10/99, 02/19/02, 12/26/06, 02/02/2020

SUBJECT: COMMUNICATIONS/RESPONSE: Apparatus Accidents

PURPOSE: To establish guidelines to be followed whenever department apparatus are involved in accidents and driving complaints.

OBJECTIVE: To list the responsibilities of the apparatus driver when involved in an accident

1. SCAFD personnel are responsible for driving department apparatus in a manner that ensures the safety of department personnel, department apparatus, public property, and the public while enroute to an incident and that the apparatus and department personnel arrive at the incident scene safely.
2. In the event a SCAFD apparatus is involved in any accident with other fire department property the officer in charge must see that the appropriate police agency is notified, and the proper report is completed.
3. Apparatus involved in an accident while responding to an alarm shall stop, notify the radio operator by radio, and attend to potential injuries of department personnel and any occupants of other involved vehicles. Other SCAFD apparatus shall be dispatched to respond to the original alarm location in place of the apparatus involved in the accident.
4. SCAFD apparatus involved in accidents where personal injuries are suffered must remain at the accident scene. Only under the most extreme circumstances (imminent loss of life) AND no personal injuries were suffered in the accident, the SCAFD apparatus may continue to respond. A member of the apparatus crew should remain at the accident location.

Immediately following the accident, the apparatus driver is required to report to a medical facility, accompanied by an SCAFD Officer, for the purposes of a drug and alcohol screen. The test results will be sent to the Fire Chief, and included as part of the investigation process used by the Accident Committee.

5. An Accident Committee, appointed by the Fire Chief, shall convene within thirty (30) days to evaluate any accidents involving SCAFD apparatus. The Committee will be charged with evaluating the circumstances of accidents and driving complaints, determine preventive measures, issue suggestions and/or discuss the accident with those individuals involved. Final dispensation shall be the responsibility of the Fire Chief and Fireboard, if deemed necessary.
6. Definition of Codes: The following national light and siren codes for emergency vehicles shall be adhered to by all SCAFD apparatus when responding to alarms:
  - A. CODE 3 (three) shall mean a response with an emergency vehicle with lights and siren in operation to an emergency situation that is deemed life threatening. Under this code the driver/engineer/operator shall adhere to Michigan Motor Vehicle Codes, Public Act 300.

NOTE: This exemption shall not, however, protect the driver/engineer/operator of the emergency vehicle from the consequences of a reckless disregard for the safety of other fire personnel or members of the general public.

- B. CODE 1 (one) shall mean a response with an emergency vehicle with no lights and/or siren in operation and all traffic laws under the Michigan Vehicle Code must be adhered to by the driver/engineer/operator.

GUIDELINE: #609

ADOPTED: October 23, 1988

REVIEWED: 02/02/2020

REVISED: 04/10/92, 05/05/92, 07/28/99, 08/10/99, 10/07/02, 10/19/05, 12/26/2006, 01/25/13, 01/25/18

SUBJECT: COMMUNICATIONS/RESPONSE: Radio Communications

PURPOSE: To establish guidelines for personnel who will use the radio for communications

OBJECTIVE: To provide a uniform professional means of communicating over radio frequencies

1. Department radio operators should operate the base radio whenever possible. If no department radio operator is available, the first firefighter to enter station, after all the responding apparatus have left, is to perform the radio operator's duties.
2. Radio operators should sign on the air using the department name and state the military time thus informing Genesee Central Dispatch that radio traffic is now being handled by the SCAFD. The radio operator will then switch to the assigned talk group and announce they're on the air status.
3. The radio operator should then transmit the following information as well as any other pertinent information:
  - A. directions to the incident location
  - B. nearest water source if applicable
  - C. notify all responding units if the incident location is commercial or industrial building if not already known
  - D. notify all responding units of any known hazards that may be on file
  - E. notify all responding units of any other known pertinent information
4. The radio operator shall maintain an accurate radio log to include all radio transmissions as follows:
  - A. apparatus or individual calling
  - B. who the message is directed to
  - C. record the complete message
  - D. time and date of all messages
  - E. initial each entry into the radio log
5. Radio operators should always speak in a professional, clear, calm voice, keeping the message as short as possible while repeating all pertinent information. CB language and profanity are prohibited.
6. No more than two (2) department personnel shall be in the radio room during an incident. Background noise should be kept to a minimum.
7. No tobacco product usage is allowed in the radio room (This includes but not limited to e-cigarettes and vaping pipes)
8. All personnel should report to the appropriate radio operator when they arrive at the station, thus the radio operator will be aware of all available personnel. An officer or senior firefighter shall call to inform the radio operator of available personnel at their respective station.
9. Radio operators should repeat, and abbreviate when possible, all transmissions received to ensure that the message was received correctly.

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10. Radio operators shall sign off the air after all apparatus have returned to their respective stations.
11. Radio operators shall be responsible to ensure that all department personnel, that have participated in any incident, have been logged in and logged out after all units are returned to service and available for another incident. This will be coordinated with each station and the time will depend on each station time requirements for placing their equipment back in service. (Each stations time out time could possibly be different).
12. Department personnel are not to telephone the radio operator during an emergency incident to inform the radio operator why they are not responding to the station.
13. Usage of Clayton Township and Metro Police Authority police proprietary talkgroups shall only be utilized to contact the respective police departments as it relates to incidents requiring their assistance or when Genesee Central Dispatch is too busy to contact the necessary on-duty officer. Police proprietary talkgroups may also be utilized during non-emergency situations when all other conventional means of contact are not available.
14. In addition to the above listed Guideline, the Genesee County Fire Chiefs Association SOG #92-1 shall be adhered to as part of this SOG.

GUIDELINE: #611

ADOPTED: September 18, 1995

REVIEWED: 02/02/2020

REVISED: 02/11/2008, 11/30/18, 02/02/2020

SUBJECT: COMMUNICATIONS/RESPONSE: CARBON MONOXIDE (CO) DETECTOR RESPONSE

PURPOSE: To establish criteria for response by Swartz Creek Area Fire Department to incidents of carbon monoxide detector activation.

OBJECTIVE: To provide for a standardized approach to requests concerning the activation of carbon monoxide detectors and to outline the minimum actions which must be taken at each incident.

1. E12 & E21 have gas detectors which are to be used to verify the presence of carbon monoxide.
2. Upon arrival, the officer in charge shall make contact with the reporting party to determine the number of occupants in the building and if any medical treatment is necessary. All occupants already outside should remain outside the building until CO levels can be determined.
  - A. If warranted, medical treatment shall immediately be provided.
  - B. If it is apparent there are incapacitated victims inside, SCAFD personnel will don SCBA for immediate rescue from the building.
3. Gas Detector readings:
  - A. The permissible exposure limit is 35 ppm (parts per million) or less. Readings above that figure will require the use of full protective equipment including self-contained breathing apparatus prior to entering the building.
  - B. Readings of 9 ppm or less are generally considered to be normal.
4. Personnel shall search the building to determine that all occupants have been removed.
5. An inspection of the interior of the building shall be conducted and a CO reading taken near the activated CO detector. Record the manufacturer's make and model number of the device, which activated, and the CO reading taken.
6. Additional readings shall be taken near all fuel burning appliances, i.e. furnace, hot water heater, cook stove, space heaters, fireplaces, etc., and their readings recorded.
  - A. Appliances with an elevated CO reading shall be shut down.
7. Once determination of CO has been confirmed at or above 35 ppm, ~~the~~ the building is determined to be unsafe for occupancy and the occupants will not be allowed back inside until such time as the incident has been turned over to Consumers Energy or another licensed agency. As a matter of safety or if the circumstances dictate, opening of windows and door or use of PPV may be utilized to ventilate the building.
  - A. Consumers Energy - Gas Division may be contacted, with costs to be borne by the property owner as applicable. The owner shall be advised of potential CE charges of at least \$100.00 to respond.
8. At recorded CO levels below 35 ppm, the occupants shall be advised of the CO readings at the various locations in the building and instructed to contact an appropriate repair technician. Re-entry into the building shall be at the discretion of the occupant.
9. The fire department shall determine if the building is safe for occupancy or not. The SCAFD shall not take the responsibility of completing repairs or determining cause and origin.



The following tables are for general reference only. Different agencies and manufacturers establish somewhat different concentrations and response times.

CONCENTRATION OF CO IN AIR	Approximate inhalation time and toxic symptoms developed
35 ppm	The maximum allowable concentration for continuous exposure for healthy adults (OSHA PEL).
200 ppm	Slight headache, fatigue, dizziness, nausea after 2-3 hours
400 ppm	Frontal headaches within 1-2 hours, life threatening after 3 hours.
800 ppm	Dizziness, nausea and convulsions within 45 minutes. Unconsciousness within 2 hours. Death within 2-3 hours.
1,600 ppm	Headache, dizziness, nausea within 20 minutes. Death within 1 hour.
3,200 ppm	Headache, dizziness and nausea within 5-10 minutes. Death within 25-30 minutes.
6,400 ppm	Headache, dizziness and nausea within 1-2 minutes. Death within 10-15 minutes.
12,800 ppm	Death within 1-3 minutes.

GUIDELINE: #612

ADOPTED: July 1, 1999

REVIEWED: 02/02/2020

REVISED:

SUBJECT: COMMUNICATION/RESPONSE: Bomb threats (founded or unfounded)

PURPOSE: To establish guidelines associated with dispatches to bomb threats.

OBJECTIVE: To provide department personnel with specific guidelines for responding to those alarms labeled as bomb threats in which no detonation has taken place.

1. The Genesee county communications Center (911), in the event of a bomb threat, in which no device has been found and/or detonated, will dispatch the SCAFD to respond to their designated stations for "standby" only.
2. Further information regarding the alarm will be transmitted via the computer aided dispatch (CAD terminal system, to avoid broadcasting over the fire frequencies.
3. If a potential bomb is found, without detonation, the computer printer system will indicate such, for a response by the SCAFD. Response should consist of a minimum of two (2) fully staffed engines. The appropriate units for response shall be coordinated between stations via the telephone, by the senior ranking Fire Officer or Firefighter available at the time.
4. If instructed by 911, a response will be code 1, with minimal radio traffic. No indication of the location shall be transmitted. Staging shall be a minimum of one (1) block or 500' from the location. Apparatus placement should be such that allows for a change of apparatus position, without restriction, as warranted.
5. If a bomb is detonated, all SCAFD units shall treat the alarm as a structure fire response, keeping in mind the potential for secondary devices.
6. If it is the opinion of the law enforcement agency in charge of the bomb threat and/or detonation, that the SCAFD not approach the location, for whatever reason, the name and telephone number of said person will be obtained for future reference.
7. Failure to comply with this SOG shall include, but not be limited to, disciplinary action.
8. This SOG will take effect on July 1, 1999.

GUIDELINE: #613

ADOPTED: August 1, 2005

REVIEWED: 02/02/2020

REVISED: 02/02/2020

SUBJECT: COMMUNICATION/RESPONSE: Incident Dispatch

PURPOSE: To establish guidelines for dispatch and incident radio communications.

OBJECTIVE: To provide a method by which calls for service will be acknowledged.

1. Once an alarm is dispatched, all personnel will switch their pagers to the assigned fireground.
2. The Officer that is responding directly to the incident will acknowledge the dispatch on Fire Main then switch to the assigned fireground. All other Officers will switch to the assigned, fireground immediately following dispatch.
3. All radio traffic will take place on the assigned fireground. This includes Officers responding to the station, and apparatus responding to the scene.
4. The personnel responding to the station are required to monitor the radio traffic on the assigned fireground talkgroup so responding apparatus will be staffed and respond accordingly.

GUIDELINE: #614

ADOPTED: November 11, 2008

REVIEWED: 02/02/2020

REVISED: 11/24/08, 12/01/08, 03/10/09, 04/07/09, 01/10/12, 02/02/2020

SUBJECT: COMMUNICATIONS/RESPONSE: Road Incidents

PURPOSE: To establish guidelines for safe operations on roadways.

OBJECTIVE: To provide as safe a working environment on roadways for all SCAFD personnel as possible.

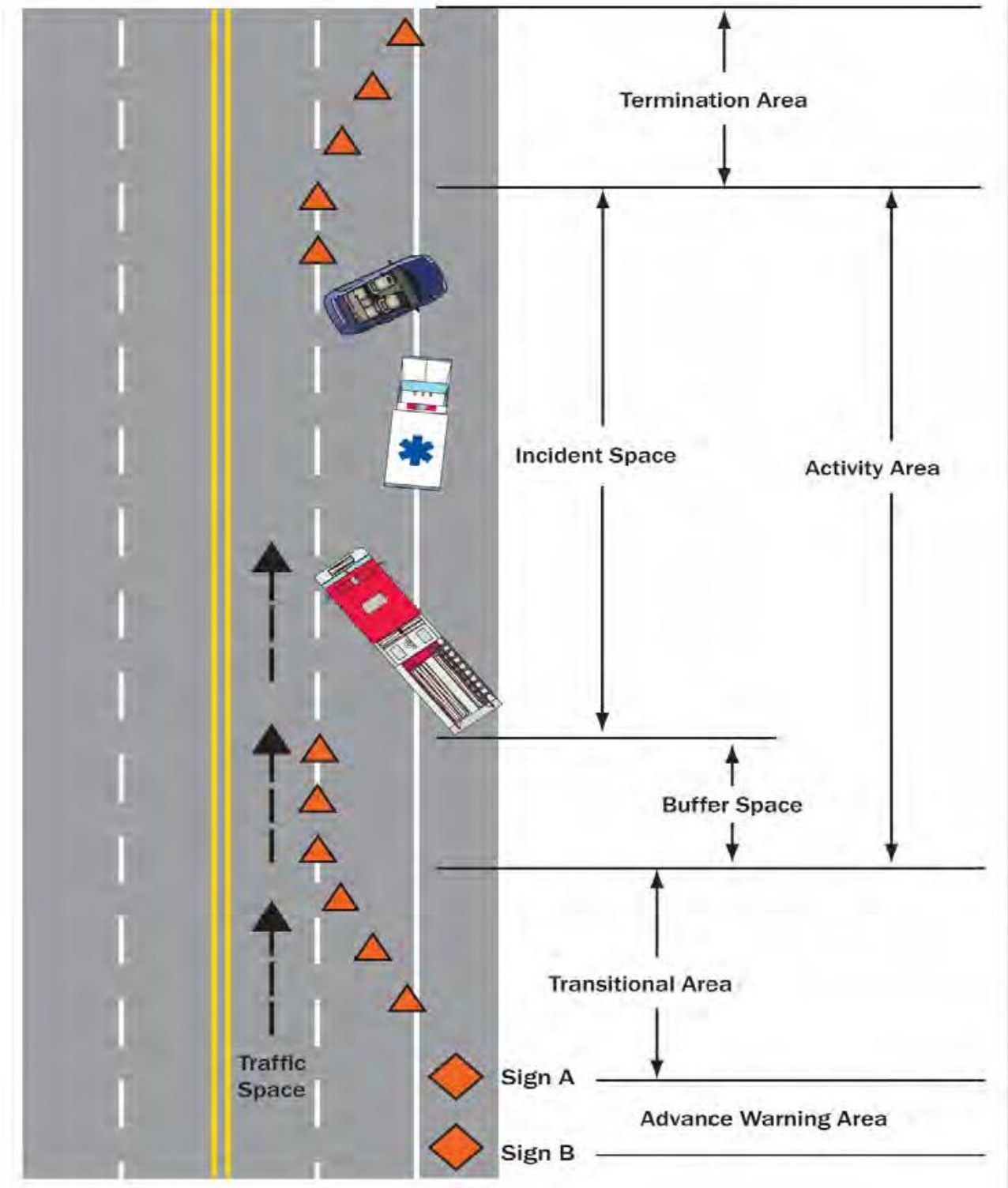
1. Fluorescent break away vests have been placed in service on all apparatus, including those personnel that are currently exercising run direct status.
2. All personnel, while performing non-fire suppression, on any roadway, are required to wear an ANSI 207 class 2 fluorescent vest purchased by the SCAFD and provided on all apparatus. Those given direct response status have been issued a vest and are required to wear it, if not directly involved in fire suppression activity. No vest substitutions will be permitted.
3. Those individuals who will be performing fire suppression activities are exempt from wearing a fluorescent vest, as exposure to heat may melt them.
4. It shall be at the discretion of Incident Command (IC) to determine the position of apparatus at the scene. It shall be understood, placement of apparatus is a tactical operation function, meaning direction from the person either in charge, or potentially in charge of the scene shall be adhered to. In the event no direction is provided to the driver, either directly or over radio transmission, the driver will assume apparatus placement to the best of their ability. Emphasis shall be placed on parking the apparatus at an angle to block oncoming vehicles, thereby protecting personnel participating in the incident. In addition, the type of incident shall determine which side of the apparatus is protected or exposed to oncoming traffic.
5. In the event circumstances dictate closure of the roadway, positioning of the apparatus shall be done so no oncoming vehicles will be able to pass around any apparatus and/or through the scene. This may be accomplished by the first on scene unit, or subsequent apparatus. When it is decided that the roadway should be closed, secondary apparatus should be designated to perform this task. Coordination of road closures will be done in cooperation with the law enforcement agency having jurisdiction.
6. When possible, all personnel shall dismount the apparatus away from oncoming vehicles, to minimize exposure.
7. Whether cones and signs should be deployed may be determined by the duration of the incident and/or the weather conditions present. If an incident duration is estimated to last more than thirty (30) minutes, cones and signs shall start to be deployed within fifteen (15) minutes of the first apparatus arriving on scene.

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8. *The following diagram may be used to set up cones and signs to direct traffic appropriately:*



9. The following chart associated with MUTCD (Manual of Uniform Traffic Control Devices) TIMA (Traffic Incident Management Applications) Distances should be used as a guide for placement of cones and signs, should the circumstances allow.

Miles Per - Hour	2nd Warning Sign (B)	1st Warning Sign (A)	Transition Area Taper	Buffer Space	Work Space	Termination Area Taper
30	100	100	70	625	Length of incident	100 feet per lane
40	350	350	125	825	Length of incident	100 feet per lane
50	500	500	375	1,000	Length of incident	100 feet per lane
60	1,500	1,000	450	1,300	Length of incident	100 feet per lane
70	1,500	1,000	525	1,450	Length of incident	100 feet per lane

10. In the event SCAFD personnel and apparatus are no longer required to be on scene, but local law enforcement need to stay on scene to conduct an extensive investigation, in the spirit of cooperation, cones and signs may be left behind for protection, provided communication is conducted with the Lead Law Enforcement Officer to insure all cones and signs are returned to the SCAFD when concluded.
11. When traffic control is required, stop and slow signs will be utilized with radio communications between those individuals being held on proprietary talk group F41, to avoid conflict with the tactical operations of the incident. IC will be required to monitor F41 in the event contact with these individuals is necessary.
12. Based on information provided by the MUTCD and the Volunteer Firemen's Insurance Services (VFIS), in order to minimize confusion by drivers, approaching the scene, and once signs and cones have been deployed, only emergency flashers and arrow sticks (by those so equipped) will be utilized by apparatus and personal vehicles to direct traffic.
- 13. To avoid terminology confusion, lane closure descriptions shall be determined based on the direction of the flow of traffic that will be diverted. Right or left lane descriptions shall be utilized. Directions from Incident IC shall only include the lane(s) that need to be closed.**