

# **Alton Fire Department**

## **Standard Operating Procedures / Guidelines**

These SOP/SOG's were written with the intent to conform to ICS/NIMS Standards and are submitted for use and approved by the Fire Chief

as of February 1, 2015

Standard Operating Procedures	<b>A</b> lton <b>F</b> ire <b>D</b> epartment	<b>D</b> ate:
	<b>M</b> anagement & <b>A</b> dministration	<b>A</b> pproved <b>B</b> y:

## Fire Station Use and Function

**PURPOSE:** The purpose of this policy is to outline the Alton Fire Department's approach to establishing working conditions and standards for Fire Stations and Staff interaction with the public at these facilities.

Fire Stations are designed and intended for the sole purpose of housing Fire Department personnel and their applicable equipment to allow the fastest response possible. Although Fire Stations are funded with Public tax money they are not intended for public use unless specified by the Fire Chief or Deputy Fire Chief.

### **POLICY:**

Birthday Parties held in the Fire Station may only be approved by the Fire Chief or the Deputy Chief. They are to be no longer than two (2) hours in duration. A minimum of two (2) personnel will be assigned by the Station Captain to assist the party giver i.e. arrange tables, start video or lead a tour.

Note: When civilians are in the area of the Training Room, both doors leading to the fire pole shall remain locked.

While conducting station tours to any visitor or group, precautions for safety must be taken. Tours shall be limited to public areas, i.e., Apparatus Bay, Day Room, Dining Room, and associated corridors. Restricted areas are Laundry, Employee Restroom/Showers, and Sleeping Quarters

In general, the dumpster at each fire station is for department use. However, if Alton Fire Department personnel have an occasional need, limit the use to no more than a regular trash can size load. Larger items should be compacted or broke apart.

**RESPONSIBILITY:** All personnel shall be mindful and accountable for all of the policies, rules, regulations, written guidelines, and standard operating procedures set forth by the office of the Fire Chief.

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## Station Captain

**PURPOSE:** The purpose of this policy is to establish a fire station hierarchy to ensure the day to day operations, daily training, department responsibilities, cleanliness, member and public safety are met.

**POLICY:** The moniker “Station Captain” will be used as a designation meaning; assigned officer on duty that day at each engine house.

Assignment:   Station #1     Engine Captain  
                  Station #2     Ladder Captain

The “Station Captain” will act as the Battalion Chief’s liaison to the duty personnel. The “Station Captain” shall oversee all issues relating to the fire station when not superseded by the Battalion Chief, Deputy Chief, or the Fire Chief.

The “Station Captain” is not exempt from the daily, weekly, monthly, yearly, or additionally assigned duties. However, unless by choice, will be exempt from radio watch.

**RESPONSIBILITY:** The “Station Captain” shall be responsible for overseeing day to day operations, daily training, department responsibilities, cleanliness, member and public safety, and the duties assigned by higher ranking officers.

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## Time System

**PURPOSE:** To establish the time system to be utilized by the Alton Fire Department thus providing continuity of time notation within the Fire Department.

**POLICY:**

- The time system utilized by the Alton Fire Department shall be twenty-four (24) hour military time
- Any required notation of time on Fire Department records, reports or communications shall be written in military time.
- The digital time clock on the wall in the Battalion Chief's office will be used as the official time recording device for all entries that are to be recorded in the Station journals
- All other station clocks shall be set to match the clock in the Battalion Chief's office.
- Midnight shall be written as 0000
- One minute after midnight shall be written as 0001

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## Non-Smoking and Tobacco Free Areas

**PURPOSE:** The Alton Fire Department is committed to maintaining tobacco free facilities as subscribed to by the laws of the State of Illinois and recommended by the Surgeon General of the United States.

**POLICY:** As of January 1, 2008, the Smoke-Free Illinois Act requires that public places and places of employment must be completely smoke-free inside and within 15 feet from entrances, exits, windows that open and ventilation intakes.

This tobacco prohibition applies to all indoor spaces including living quarters, engine bays, and administrative offices. In addition, the use of tobacco products is not permitted in any vehicle owned, operated or rented by the City of Alton.

Tobacco use is discouraged at any on-duty event, i.e. demonstrations; block party, fire ground, and expo. Tobacco use shall not be in the view of the public.

Includes: cigarettes, EVAP, cigars, pipes, and smokeless tobacco products such as chew, snuff and dip.

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## Shift Conduct

**Purpose:** To serve as procedure for personnel working in the shift environment.

**Policy:**

**Oncoming Crews:**

- Personnel will be in uniform (see S.O.P. for **Daily Work Uniform**), ready for duty (fire gear on your assigned apparatus) at 07:00.
- Personnel will then immediately check the SCBA's on his/her assigned apparatus. Note: each person shall perform their own check. The firefighter shall check any additional units.
- Check with previous crew regarding supplies, missing equipment, and equipment malfunctions.
- Captains will verify crew status; provide a morning report to the Duty Chief to verify assignments, and receive any special projects for the shift.

**Meals:**

- Lunches and dinners are to be eaten at the station when possible.
- Crews must have permission from the Battalion Chief on duty when eating out.
- Crews are permitted to shop for groceries while on duty, but every effort should be made to minimize the time and number of trips. Note: Unless necessary, a member should stay with the fire apparatus. **Avoid parking the apparatus in front of the store.**

**Clean-up:**

- Prior to 0700 Hours, quarters will be left in a clean and neat condition; personal items will be removed to accommodate oncoming crews.

**Sleeping Quarters:**

- Sleeping quarters shall be kept in an orderly manner during the entire shift. Beds shall be neatly made by 1200 each morning and remain in place during the day.
- Sleeping quarters shall be respected as a place for quiet rest. "Lights out" will be at 2200 Hours. Personnel choosing to stay up after 2200 Hours will remain outside sleeping quarters. If entering sleeping quarters after "lights out", it will be as quietly as possible.
- Bed Assignment rules:
  - Per chart for personnel working their normal duty slot. (non-8<sup>th</sup> day)
  - Per Floaters, Time trades and 8<sup>th</sup> days, the FF's bed of the slot you're in.
  - All other personnel may pick an unused bed. Senior member picks first
  - The Station Captain shall oversee and settle any disputes.
- During periods of sleep, the department uniform, the department approved T-shirt, or the department approved sweatshirt with department approved navy colored shorts or sweatpants shall be worn. While sleeping in bedroom facility, male firefighters may sleep without their shirt; however, the shirt must be put on immediately after rising from bed.

**Portable Media Players:**

- Portable Media Players may be used in the living quarters of the firehouse only.
- From 0800 to 1200, Monday through Friday, portable media players may only be used for phone calls & listening to music.
- Portable Media Players are not to be on your person when outside of the living quarters while on duty unless it doubles as your phone.
- Earphones may not be on your person when outside of the living quarters while on duty.

**Turnout Time:**

Personnel should respond to alarms/requests for service within 60 seconds during non-sleep hours and 90 seconds during sleep time from alarm notification until Response Time (en route).

**Responsibilities:** All shift personnel are responsible for adherence to these guidelines. Officers and other personnel are expected to utilize good judgment in situations that require deviation from them. Violations of these guidelines may lead to disciplinary action.

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## Facility Maintenance and Repairs

**PURPOSE:** To establish procedures and guidelines for the maintenance, repairs, and cleaning of the fire stations in the Alton Fire Department.

**POLICY:**

- Fire stations shall be maintained in such a manner as to insure that they are safe, neat, clean, and present a desirable appearance at all times.
- All fire station repairs and maintenance work which is of a minor or routine nature will be attempted to be repaired by Alton Fire Department personnel.
- When the need for repairs or other than minor maintenance arises, the on-duty Battalion Chief shall be informed and notify the Deputy or Fire Chief who in turn will make arrangements for the repair work.
- Nothing in this policy shall preclude any Chief Officer or Station Captain from requiring additional cleaning or maintenance or making work schedule adjustments as the need arises.

**GENERAL DAILY DUTIES (performed every day, regardless of other details)**

- Flag shall be raised by 0700 each day, except in inclement weather, and lowered at sunset each day.
- Engine bay floors to be swept, mopped, or dust mopped (should be hosed and squeegeed on nice days per the Station Captain's discretion).
- All living quarters, kitchens, stairs & hallways cleaned.
- All toilets and bathroom facilities cleaned by personnel filling the rank of firefighter.
- Police the property around the fire station.
- All dishes washed and dried before end of shift.

- Garbage cans emptied and cleaned before retiring.
- All cobwebs cleaned from walls, corners, fixtures, etc.
- Order any supplies for station prior to 0900 hours.
- Apparatus is to be cleaned (soap and water) and equipment checked each morning.
- If the apparatus goes out after it's daily cleaning, the Engineer should spray it off if warranted
- If the apparatus returns from a fire after 2000 hours, equipment need not be cleaned but it must be serviceable. This equipment must be cleaned by the oncoming shift the following day.

### **SPECIAL DAILY DUTIES**

Sunday: All standby trucks will be alternately driven, set up, equipment inspected, and generators run.

Monday: All of the portable tools, equipment and gear are to be removed, inspected, checked, and placed in first-class condition.

Clean all of the front line truck compartments.

Tuesday: All dirt cleaned from walls, doors, kitchen cabinet fronts, all locker tops and fronts cleaned, rails and windowsills wiped off.

Stoves, refrigerators, freezers and microwave ovens cleaned.

Shower stalls are to be cleaned thoroughly.

Wednesday: Clean and polish all brass and stainless steel, including but not limited to: slide poles, faucets, drinking fountains, urinals, toilets, etc.

Range hoods and deep fryer area cleaned.

Maintenance bay at Stations 1 & 2 organized & cleaned.

Thursday: Clean basement, hose tower, closets and storage rooms.

Station 1 garage to be organized and cleaned.

Station 2 tool room to be organized and cleaned.

Marine 1 to be inspected, driven, equipment inspected and pumps run.

Friday: Clean all of the windows in the firehouse if needed. To be determined by the Station Captain.

Station 1 public service area dusted including inside of display case.

Each individual to clean inside and outside of their bay locker

Saturday: Lawns mowed and trimmed as deemed necessary by the Station Captain. Any grass growing between cracks should be pulled or killed. Note: Grass mowing is not limited to Saturdays. If weather keeps the Saturday crew from mowing, the Sunday crew should complete the detail. In short, if the grass needs cut, cut it.

Bay floors to be hosed down and squeegeed unless inclement weather.

**NOTE:** The generator at Station # 1 will test automatically on Saturday mornings. A manual test of the generator shall be done on the 3<sup>rd</sup> day of each month. Check all fuel levels in the generator at this time along with a battery inspection.

The generator at Station #2 will test automatically on Monday mornings. A manual test of the generator shall be done on the 3<sup>rd</sup> day of each month. Check all fuel levels in the generator at this time along with a battery inspection.

These tests are to be logged in the Generator Log Book.

### **FIREHOUSE REPORTS (monthly)**

On the forth (4<sup>th</sup>) day of each month, a house maintenance report shall be filled out, signed by the Station Captain, and forwarded to the Deputy Chief for review.

Turn-Out gear shall be inspected quarterly on the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> day of the specified month. This inspection shall be done by the Captain and a report will be forwarded to their Battalion Chief. The Battalion will then notify the Captain in charge of Turn-Out gear for repair or replacement.

**RESPONSIBILITY:** It shall be the responsibility of the Station Captain to oversee the general daily duties, special daily duties, and monthly duties are completed and that all personnel participate as directed by the Station Captain or higher ranking officer.

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## Company Log

The company log will be a written account of all activities of the company and shall be kept current at all times. As soon as possible after an incident, it should be recorded in the log. Logs are to be kept by the Station Captain. All company logs are to follow the format described in the example. (see attached example for items to be recorded.)

### SAMPLE COMPANY LOG

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Date	Station #2	Shift #1
On Duty:	<u>1811</u>	<u>1831</u>
	Captain	Captain
	Engineer	Engineer
	Firefighter	Firefighter

Vacation: \_\_\_\_\_ Sick: \_\_\_\_\_ Injury: \_\_\_\_\_ Military: \_\_\_\_\_

0745 Alarm: 1014 Washington - House Fire – 1810, 1811, 1831, 1802

0900 Note: J. Smith home sick

0912 Alarm: 2701 Salu - Man Down - 1811

1200 Note: T. Jones injured (cut hand). Sent to ER  
1350 Alarm: Main & Brown - 10-50 – 1811, 1802  
1510 Note: 1831 crew to Marine 1  
1800 Note: 1831 CO call  
2200 Still: 1804 Alby - APD. requests ladder - 1810, 0802

Signature of Officer in Charge of Station.

Note: Daily Training #15 completed. E.M.S. training on splinting completed.

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This is a sample of the format that is to be used on all company log books. This should be an accurate and complete account of the daily activities of the Alton Fire Department and in particular, each specific company.

Items that must be included are: Personnel, Alarms, Still Alarms, Training, and anything that affects your particular company or station.

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## Security of Fire Stations

**PURPOSE:** To establish guidelines relative to the general security of Fire Department Stations.

**POLICY:**

- By dusk all outdoor lights shall be turned on and confirmed working..
- By 2200 hours all outside doors shall be locked.
- By 2200 hours all apparatus bay doors shall be shut.
- By 2200 hours all fuel pumps shall be locked (should always be locked).
- By 2200 hours the shed/garage at Station 1 shall be secured.

**RESPONSIBILITY:** The general security of the Stations shall be the responsibility of the Battalion Chief on duty and shall be carried out by his/her designee.

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## Training Materials

**PURPOSE:** To ensure that all training materials are readily available for use when needed for the members of the Alton Fire Department.

**POLICY:** All Training materials (books, videos, IFSTA and other manuals, etc.) that are the property of the Alton Fire Department are to remain in the Fire Station. They shall not be removed from the Fire Station without permission of the Fire Chief, Deputy Fire Chief, or Battalion Chief.

When checking out a book from the conference room, notification will be given to the Deputy Chief. The Firefighter will then fill out an index card. The box of index cards is kept in the Conference room.

**RESPONSIBILITY:** Anyone caught with Alton Fire Department property in his or her personal possession, without permission of the Fire Chief, shall be disciplined as having stolen the property.

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## Scheduled Fire House Tours

**PURPOSE:** Tours and safety talks are an important public relation tool and a very positive way to get our safety message to the citizens we serve.

**POLICY:** There will be no less than three firefighters assigned to the group, including one Company Officer. All other personnel will be notified of the visitors in the building. All station personnel will wear shirts with badges or the department Polo.. Sweatshirts covering shirts and badges will be unacceptable.

Videos for different ages are available; a short safety talk should be conducted by a firefighter; stickers, hats, and color books shall be distributed; show the apparatus and demonstrations of turnout gear, S.C.B.A., and various tools shall be given.

Note: anytime visitors are upstairs at Station 1, the fire pole doors in the Training Room are to be locked.

**RESPONSIBILITY:** The Office shall schedule all formal Fire Station tours. Unless superseded the Station Captain on duty will assign the members to conduct the tour.

**Safety shall be the main focus when guests are in the Fire Station.**

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## Borrowing A.F.D. Property

**PURPOSE:** To ensure that all Alton Fire Department property is readily available for use when needed for the day to day operations of the Alton Fire Department.

**POLICY:** Alton Fire Department property shall not be taken from the Fire Station for personal use without the permission of the Fire Chief, Deputy Chief, or the Battalion Chief on duty.

As a general rule, A.F.D. property is not to be borrowed for personal use. Equipment that is on front-line units shall **never** be borrowed for personal use. Other equipment, such as the old ladders, may be borrowed with permission.

Equipment may be loaned out for a period not to exceed (48) hours. The Fire Chief, Deputy Chief, or the Battalion Chief on duty may grant an extension of this time period.

If permission is granted, the Station Captain shall be notified and the name of the firefighter and the equipment borrowed shall be recorded in the Station Log Book.

The tables and chairs from the training rooms are no longer available to be borrowed due to their deteriorating condition.

**RESPONSIBILITY:** Anyone caught with Alton Fire Department property in his or her personal possession off duty and off fire department property, without permission from the Fire Chief, Deputy Chief or the Battalion Chief on duty, will be disciplined as having stolen the property.

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## Personal Vehicle Parking

**POLICY:** At no time are personal vehicles to be parked on the front ramps of any of the fire stations. Personal vehicles are not to be parked on the side drive at Station #1 or the back drive of Station #2. However, up to a 10 minute period will be allowed in these areas for loading and unloading a personal vehicle. Whenever possible, all personal vehicles shall be parked in designated parking areas of each fire station.

Do not drive vehicles on grass!

Personal vehicles may be parked in the apparatus bays of the fire station for short durations of time while firefighters are performing maintenance on them (in accordance with Rules and Regulations). When parked in the bays, the bay doors should remain closed so as not to be readily visible to the general public.

The front bays may only be used if the personal vehicle is blocked from public view by a fire apparatus and the permission of the Fire Chief, Deputy Fire Chief, Battalion Fire Chief or Station Captain.

Only with the permission of the Fire Chief, Deputy Fire Chief, or Battalion Fire Chief and with extenuating circumstances are personal vehicles to remain in the apparatus bays overnight.

Note: Motorcycles or bicycles used as transportation to and from work may be parked in the bay, out of the way, for the duration of the duty shift **at the operator's risk**.

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## Personal Projects (including vehicle washing)

**PURPOSE:** To ensure that all of the Alton Fire Department bay area is kept clean and readily available for use when needed for the day to day operations of the Alton Fire Department.

**POLICY:** You must have the Station Captain's permission to work on your personal projects (including vehicle washing)

After using the workbench, tools or bays, the area must be cleaned and all equipment put away or replaced. Any over spray on any other vehicle or station equipment must be wiped down.

If the shop vacuum is used, empty the container and clean the filter before putting it away.

All personal property will be removed from the station at the end of the shift on which it was brought into the firehouse.

**RESPONSIBILITY:** The last person to use the area will be held responsible.

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## Daily Work Uniform

**PURPOSE:** The Fire Department is a uniformed service; therefore, a neat, well-groomed professional appearance is a vital ingredient for positive public relations and morale. It is the responsibility of each member to take pride in his or her appearance at all times.

**POLICY:** The daily work uniform shall consist of the following:

- Trousers:** “Elbeco” (E814) brand uniform trousers. Navy in color.65% Polyester / 35% Cotton Twill or “Elbeco” (E7550) EMS 9 pocket trousers
- Shirts:** “Elbeco” (E868) brand uniform shirt Navy in color.65% Polyester / 35% Cotton Twill. with badge tab.  
Short sleeve shirt (P864) is permissible year round. Long sleeve shirt (P874) permissible only from September through April. Alton Fire Department patch on left sleeve.
- Polo Shirt:** 5-11 Tactical Brand: “Professional Polo” Pique knit, Short sleeve model 41060, long sleeve model 42056. Color Dark Navy 724. Alton fire Department logo 4 W X 3 ½” H on Left Chest. Rank and First initial, last name on Right chest in 3/8” plain block lettering with white thread.
- T-Shirt:** Navy blue T-shirt made of 50% cotton and 50% polyester. Alton Fire Department logo on the left breast and back with white lettering. Shirts may be long or short sleeve.  
Logo size: 3.8 W x 4” H.
- Sweatshirt:** Navy blue sweatshirt made of 50% cotton and 50% polyester. Alton Fire Department logo on the left breast and back with white lettering. Logo size: 3.8 W x 4” H.”. OR  
Navy blue “Game Work wear, 810 The Firefighter Work shirt” Features: 20-oz. 80% cotton/20% polyester super weight fleece, set-in sleeves, knit cuffs and bottom band, 100% cotton anti-curling denim collar and elbow patches, 7-inch brass zipper, right pocket with 9-inch depth. Alton Fire Department logo, 4” W X 3 ½” H in size matching the Polo shirt logo, on the left breast. Right breast shall have name only monogram in ½” block letters.

**Trousers:** "El Beco" (E814) brand uniform trousers. Navy in color. 65% Polyester/35% Cotton Twill..

**Jacket:** "Carhartt" brand Style #: J 01. Duck Detroit Jacket/Blanket Lined or "Carhartt" brand Style #: J 131. Duck Active Jacket/Thermal Lined. Color; Dark Navy is preferred, if unavailable Black is acceptable. ALTON FIRE/RESCUE on the back in Tackle Twill. Alton Fire Department logo, 4" W X 3 ½" H in size matching the Polo shirt logo, on the left breast. Right breast shall have name only monogram in ½" block letters. (May use first initial if desired) or:

**Stocking Cap:** Dark navy blue or black in color. May be plain or have AFD and name embroidered in white.

**Shoes:** Black leather plain toed shoes, boots, or all black leather running shoes with black shoe laces. The running shoe may have a logo only if it is black, matching the shoe. Shoes must be shined, neat, and laced when worn.

**Socks:** Black, navy, or white crew length socks or longer. The ankles should not be visible between the socks and pant.

**Ball Cap:** Navy blue medium profile winter cap, 15% wool with adjustable strap back. Alton Fire Department logo on front, embroidered. Logo size: 2-3/8" x 2-3/8".

**Badges,  
Bugles, &  
Nameplate:** Per departmental specifications.

**Belt:** Black leather garrison, 1¾" wide with gold or brass buckle.  
Optional: "Uniform Belt" from Rescue Systems, Inc. (800-552-1133), #703305, color- black.

**Notes:**

- Firefighters will wear the department uniform, except when using bathroom areas, at all times. Removing shoes in the living area is allowable.
- During exercise periods, the department uniform, the department-approved T-shirt or the department-approved sweatshirt with navy colored shorts or navy colored sweatpants shall be worn. The T-shirt and/or navy colored sweatpants can be worn under bunkers. During these periods, white running shoes may be worn.
- Sweatshirts are **not** to be worn over a collared shirt outside the firehouse

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## Command Officer Uniform

**PURPOSE:** The Fire Department is a uniformed service; therefore, a neat, well-groomed professional appearance is a vital ingredient for positive public relations and morale. It is the responsibility of each member to take pride in his or her appearance at all times.

**POLICY:** The Command Officer uniform shall consist of the following:

**Jacket:** “Cruiser Jacket” by Blauer Company. Model number 6120-DN. Available at Leon Uniform Shop, St. Louis, Mo. On the left sleeve, Gold Maltese crosses to be centered 4” above the left cuff. 1 cross every 5 years of service. Alton Fire Department patch on left sleeve. The department approved Carhartt jacket is also acceptable.

**Shirt:** White 100% texturized polyester; soil release finish with military creases may be worn if preferred. Long Sleeve (310-3) Short Sleeve (3310-3)

**Polo Shirt:** 5-11 Tactical Brand: “Professional Polo” Pique knit, Short sleeve model 41060, long sleeve model 42056. Color White 010. Alton Fire Department logo 4” W X 3 ½” H on Left Chest. Rank and First initial, last name on Right chest in 3/8” plain block lettering with black thread.

**Badges,  
Bugles, &  
Nameplate:** Per departmental specifications.

**Trousers:** “Elbeco” (E814) brand uniform trousers. Navy in color. 65% Polyester / 35% Cotton Twill are allowed for 24 hour employees. 8 hour Officers shall wear midnight blue polyester dress trousers.

**T-Shirt:** Navy blue T-shirt made of 50% cotton and 50% polyester. Alton Fire Department logo on left breast and back with white lettering. Shirt may be long or short sleeve.  
Logo size : 5 1/8 x 4 5/8

**Rain Gear:** “Stearns” brand, Driflex Nylon Rain suit. Lightweight, PVC on Nylon rain suit. Color: Yellow

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## Dress Uniform Specifications

**PURPOSE:** The Fire Department is a uniformed service; therefore, a neat, well-groomed professional appearance is a vital ingredient for positive public relations and morale. It is the responsibility of each member to take pride in his or her appearance at all times.

**POLICY:** All personnel are required to have and maintain a complete dress uniform immediately following their 12-month anniversary.

**Coat:** Navy blue serge, 14 oz. 55% Dacron Polyester and 45% Wool, 4 button single breasted, 2 lower set-in pockets with flaps, 2 inside breast pockets, half lined, metal badge tab. The aforementioned coat is no longer available new, in its place: a single breasted Fire Dress coat, #033886, vendor reference 38803 with metal badge tab. Gold "FD" buttons for Firefighter and Engineer ranks. Gold 2 bugle buttons for Captain Rank. Gold 3 cross bugle buttons for Battalion Chief rank. Gold 4 cross bugles for Deputy Chief. Gold 5 cross bugles buttons for Fire Chief. Three buttons on each sleeve (flat buttons only). Alton Fire Department patch on left sleeve.

On the collar, 1" round, gold lapel disc with the appropriate number of crossed bugles for ranks of Captain and above. (Note: Captains bugles are to be side by side)

**Trousers:** Navy blue poly serge. Material is the same as the coat. Vendor reference 38200.

**Rank  
Insignia** ½ " Dark Gold Mylar Sleeve Braids to be sewn on both sleeves of coat 3 1/2" up from the cuff. 1/4" space between braids. 2 braids for the rank of Captain, 3 braids for the rank Battalion Chief, 4 braids for the rank of Deputy Chief and 5 braids for the rank of Fire Chief. On the left sleeve, Gold Maltese crosses to be centered ½" above the upper braid. 1 cross every 5 years of service or fraction thereof. For the ranks of Engineer and Firefighter, the Maltese Crosses shall be placed 4" above the cuff

- Shirt:** Blue or White 100% texturized polyester, soil release finish with military creases may be worn if preferred. Firefighter and Engineer ranks wear blue. Captain, Battalion Chief, Deputy Chief, and Chief wear white.
- Long Sleeve Blue (313-3)
  - Short Sleeve Blue (3313-3)
  - Long Sleeve White (310-3)
  - Short Sleeve White (3310-3)
- Cap:** Firefighter, Engineer, and Captain ranks: Navy Blue Serge. Frame number 134MF88, gold buttons. Cover #100LCC-DN round. Black band for Firefighter and Engineer, gold band for Captain.
- Fire Chief, Deputy Chief, and Battalion Chief: white linen cap cover. . Frame number 134MF88, gold buttons and band. Cover # 100C round.
- Tie:** Black uniform tie, 3" wide.
- Belt:** Uniform belt, black garrison, 1¾" wide with gold or brass buckle.
- Badges, Bugles, & Nameplate:** Per departmental specifications.
- Shoes:** Black patent leather plain toed shoes.
- Socks:** Black or navy crew length or longer. The ankles should not be visible between the sock and the pant.
- Overcoat:** "761 MT-NV Darien" Newport Harbor double-breasted trench coat. Navy blue, zip out (optional) thinsulate liner. 8 button front. (Lady Darien 761). Available at Leon's.  
Alton Fire Department patch on left sleeve. Badge tab on left chest.
- Sunglasses:** No sunglasses shall be worn while wearing the dress uniform.

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## Dress Rules for All Members Holding Rank of Captain or Below

**PURPOSE:** The Fire Department is a uniformed service; therefore, a neat, well-groomed professional appearance is a vital ingredient for positive public relations and morale. It is the responsibility of each member to take pride in his or her appearance at all times.

**POLICY:** All personnel are required to have and maintain a complete dress uniform immediately following their 12-month anniversary.

All uniform clothing must be neat and in good condition. Faded or worn clothing or lettering will **not** be tolerated.

Note: All personnel moving up to a Command position shall conform to the Command Officer dress specification.

Any time personnel leave the firehouse in a non-emergency capacity, a badge shirt or an AFD Polo shirt must be worn.

T-shirts must be tucked in at all times.

Fire Department t-shirt may be worn with polo type shirt so long as the bottom two buttons of shirt are buttoned.

Sweatshirts may be worn in the station and when responding to alarms only.

During cold weather it shall be permissible for personnel to wear navy or black hooded sweat jackets under their jacket when operating outdoors.

Personnel working on the A.L.S. units shall be permitted to wear the approved rain gear during rainy weather.

Probationary firefighters shall be permitted to wear departmental ball caps, T-shirts and sweatshirts.

Probationary firefighters shall not be permitted to wear the badge or nameplate of the Alton Fire Department until the end of their probationary period.

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## Dress Rules for Command Officers

**PURPOSE:** The Fire Department is a uniformed service; therefore, a neat, well-groomed professional appearance is a vital ingredient for positive public relations and morale. It is the responsibility of each member to take pride in his or her appearance at all times.

**POLICY:** All personnel are required to have and maintain a complete dress uniform immediately following their 12-month anniversary

Command Officers shall wear midnight blue dress trousers, white dress shirts or optional "Polo" style as their regular duty uniform. This includes any personnel moved up into the Command Officer position.

Note: a blue T-shirt is permitted after 1800 hours or anytime when actively participating in training or maintenance.

Black leather, plain toed shoes shall be worn at all times except when wearing turn-out boots. Shoes must be neat and shined.

Belt must be black, 1¾" garrison belt with gold or brass buckle.

Command Officers may wear the "Command Officer" jacket specified or the jacket specified in the "Daily Work Uniform" section.

During cold weather it shall be permissible for personnel to wear navy or black hooded sweat jackets under their jacket when operating outdoors.

NOTE: Command Officer's optional "Polo" style must be 5.11 Tactical Series. See Chief's office for further shirt specifications

NOTE: Staff Officers may wear patent leather shoes and belts if they so desire.

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## Badge & Bugle Specifications

### Hat Badge for all ranks:

Badge Name	Blackington 1 5/8" plain (Finish Hi-Glo)(Gold for all ranks)
Attachment	Screw Back
Order # & Bugles	(Chief – A2811, 5 Crossed), (Dep. Chief – A1962, 4 Crossed), (Bat. Chief – A2910, 3 Crossed), (Captain – A175, 2 parallel), (Engineer – A8456, Fire Truck), (FF – A2327).

### Shirt Badge for all ranks:

Badge Name	Blackington B575
Finish	Hi-Glo
Attachment	Safety Catch
Lettering	Black, Hard Enamel, Block Lettered
Panel Information	Line (1) Blank, (2) Rank, (3) Alton, IL., (4) See Center Seal Chart, (5) Fire Dept., (6) Blank, (7) Blank.
Center Seal	A2871 (Plain) with Bugles
Center Seal	(Ch) A2871, (D. Ch) A4280, (B. Ch) A2873, (Cpt) A2875, (E) A7199, (FF) A2886 <b>(ALL PLAIN)</b>
<b>Bugles:</b>	<b>Cut Out Collar Bugles (Approx. 3/4")</b> (Ch) 5 Crossed, (D. Ch) 4 Crossed, (B. Ch) 3 Crossed (Cpt.) 2 Crossed, (E) N/A, (FF) N/A

<b>S</b> andard <b>O</b> perating <b>P</b> rocedures	<b>A</b> lton <b>F</b> ire <b>D</b> epartment	<b>D</b> ate:
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## Nameplate Specifications

**Purpose:** The Fire Department is a uniformed service; therefore, a neat, well-groomed professional appearance is a vital ingredient for positive public relations and morale. It is the responsibility of each member to take pride in his or her appearance at all times.

### Policy:

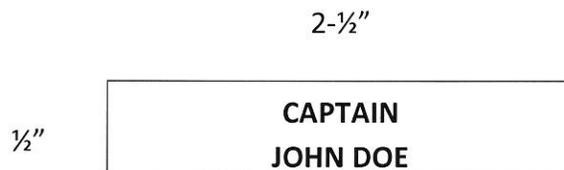
Nameplate shall be GOLD in color with BLACK lettering.

It shall be worn above the right pocket on the uniform shirt.

It shall be worn on the right breast of the dress coat, directly across from the badge.

All lettering shall be the same size and capitalized.

Rank shall be on the top line, the 2<sup>nd</sup> line (bottom) shall conform to the examples below.



The nameplate may look like this example with using only the last name

Or

FIRE CHIEF JOHN DOE	or	FIRE CHIEF J. DOE
DEPUTY CHIEF JOHN DOE	or	DEPUTY CHIEF J. DOE
BATTALION CHIEF JOHN DOE	or	BATTALION CHIEF J. DOE
CAPTAIN JOHN DOE	or	CAPTAIN J. DOE
ENGINEER JOHN DOE	or	ENGINEER J. DOE
FIREFIGHTER JOHN DOE	or	FIREFIGHTER J. DOE

<b>S</b> <b>O</b> <b>P</b>	<b>A</b> lton <b>F</b> ire <b>D</b> ePARTMENT	<b>D</b> ate:
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## Grooming

**PURPOSE:** The Fire Department is a uniformed service; therefore, a neat, well-groomed professional appearance is fundamental to the Department and is a vital ingredient for positive public relations and morale. It is the responsibility of each member to take pride in his or her appearance at all times.

**POLICIES:** All personnel are to adhere to the following:

➤ **JEWELRY**

Safety: Wearing jewelry of any kind represents a source of possible injury and presents a safety hazard.

Necklaces, earrings, as well as any body piercing that is visible while wearing the uniform, are strictly prohibited.

One finger ring may be worn on each hand. A wrist watch and/or medic alert bracelet is acceptable.

➤ **FINGERNAILS**

Fingernails shall be clean and neatly trimmed. The wearing of fingernail polish is acceptable; however, ornamentation or extreme colors that call attention to the nails are not acceptable.

➤ **COSMETICS**

Female personnel may wear appropriate daytime cosmetics. The wearing of excessive perfume or cologne by all personnel is prohibited.

➤ **HAIR**

Safety: When operating with an S.C.B.A. during firefighting activities, no hair shall be exposed and must be covered by a Nomex hood.

**HAIR GUIDELINES FOR ALL MALE PERSONNEL:**

Hair shall be worn to the general shape of the head and may be worn to the top of but not to extend beyond the top of the collar.

Sideburns shall be closely trimmed and not extend below the bottom of the lobe of the ear.

**Safety:** The face shall be clean-shaven so as not to interfere with the seal of the S.C.B.A. A non-eccentric mustache is permissible. Full beards, goatees, or other growths of hair on the chin, lower jaw, neck, or cheek are prohibited. However, a small amount of facial hair is permissible under the lower lip, but not to extend to the chin, and no more than 1½" in width.

**HAIR GUIDELINES FOR ALL FEMALE PERSONNEL:**

Hair shall be worn to a maximum length that does not extend below the shoulder under any condition. The style of grooming will present a neat appearance and will not interfere with the proper wearing of regulation headgear nor impede the donning / utilization of any equipment, and or accomplishing any function that a firefighter may be required to perform.

Hair ornaments such as ribbons shall not be worn. Pins, combs, or barrettes may be worn as long as they are of black or dark blue in color.

Grooming Hair will be neatly shaped and arranged. Hair will be styled in a manner so as not to interfere with the proper wearing of the uniform cap, S.C.B.A. face piece, helmet, or hood. The uniform cap shall fit snugly and comfortable around the largest part of the head.

Hairpieces or wigs may be worn on duty and must conform to the same standards stipulated for natural hair.

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## Fueling of Vehicles

**PURPOSE:** To establish a systematic procedure for re-fueling and tracking fuel use for department vehicles and emergency apparatus.

**POLICY:** Persons re-fueling shall observe the following safety precautions:

- No smoking while re-fueling.
- All ignition and engines are to be off.
- At no time shall the pump be left to run unattended.
- Any malfunction in fueling equipment shall be reported to the Company Officer.

Fueling shall take place when the fuel level reaches on three-fourths (3/4) full.

At **NO** time should a truck be found at  $\frac{3}{4}$  of a tank or less.

The quantity of fuel shall be logged at pump in the apparatus fuel book.

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## Inspection of Vehicles

**PURPOSE:** To establish a system of checks that ensure the department vehicles and apparatus fleet are in a ready state for response and fire operations.

**POLICY:** The following checks and inspections are to be made as to attempt to assure trouble free performance.

### Daily:

**Apparatus** (to be performed by the Engineer and shall be assisted by the firefighter upon completion of their daily duties)

- Make a visual inspection of the entire unit.
- Check under the vehicle for signs of leaks. If noted, attempt to correct the condition causing the leaks
- Check all liquid levels: engine oil, transmission oil, and the coolant level.
- Check low and high beam lights
- Check the operation of the turn signals, emergency flashers, and emergency warning lights.
- Check driving mirrors for adjustment and cleanliness
- Fuel tank cap secure
- All compartment doors shut tight
- All equipment secured
- Check windshield washer fluid level
- Check the functionality of the air and electric horns (to be tested outdoors)
- Check the water tank level
- Wash & chamois the apparatus as needed (use only approved detergent)

Crew of 1810 is responsible for 1812 at station 1

Crew of 1811 is responsible for 1813 at station 2

Crew of 1831 is responsible for 1851, at station 2.

**RESPONSIBILITY:** The responsibility for the daily checks to the apparatus shall be that of the Engineer.

**NOTES:**Engine Oil Level

With the engine off, check for oil leaks, check oil quantity on the dipstick. If engine was running recently, allow five minutes for oil to drain into crankcase. Use only recommended engine oil. Do not mix engine oils, either by weight or brands. Do not overfill the crankcase. NEVER operate the engine if oil quantity is below the low- level mark.

Automatic Transmissions

Check transmission shift control linkage. Make sure that the gear selector control is free and positioning properly. Determine if there is enough oil in transmission to safely start the engine. With engine stopped, oil level should be well above the "full" mark. The parking brake should be set and the selector lever must be in "neutral" with transmission hot and the truck should be at idle to get accurate reading. The dipstick has an "add" and "full" mark so you know when to add oil.

Fire Pump

Engage pump to make sure it functions.

**CHIEF'S VEHICLES**

The following schedule will be followed daily by personnel responsible for maintaining the Chief's vehicles:

COOLING SYSTEM	Check for leaks, add water if needed.
FUEL	Check fuel level & operation of gauge.
TIRES	Check pressure when tires are cold.
LIGHTS	Check operation of all lights.
BRAKES	Check action, fluid level. Push hand on brake pedal, should be solid at not more than 1/2 pedal travel.
STARTING	Engine should fire promptly. Failure to do so warrants fuel and ignition systems check.
VOLTMETER	Should indicate charge with engine running at partial throttle.
TEMP. GAUGE	Should indicate in proper range.
OIL	Check oil level. Add if necessary.
WINDSHIELD WIPERS	Check condition and operation.

**Weekly**

All stand-by apparatus shall be driven on Thursday mornings.

Marine 1 to be inspected and driven (seasonal)

- An inspection report is to be obtained from a Battalion Chief
- The crew sent to perform the boat check shall include a Boat Operator

**Monthly** (to be performed by the entire crew)

The monthly vehicle reports are to be obtained from the Battalion Chief. They are to be completed as follows:

The first day of the month:

Vehicles to be checked include: 1810, 1811, 1831, & 1802.

The second day of the month:

Vehicles to be checked include: 1812, 1813, 1851, 1890 & 1891.

The third day of the month:

Vehicles to be checked include: 1800, 1801, & 1803.

The report shall be filled out completely and thoroughly. It shall be signed by the Captain and the Engineer.

**RESPONSIBILITY:** The Captain shall lead, participate and be responsible for signing the monthly truck report.

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## Repair, Care, and Maintenance of Vehicles and Apparatus

**PURPOSE:** To ensure the department vehicles and apparatus fleet are in a ready state for response and fire operations. This policy is to cover reporting, repairing, and some annual maintenance issues.

**POLICY:** When personnel discover an abnormality or malfunction with a department vehicle or apparatus it shall be dealt with or reported in the following manner.

- An attempt shall be made to correct the problem if feasible and safe to do so.
- Using an **AFD Work Order** the issue shall reported to the Battalion Chief on duty who will in turn notify the B/C in charge of vehicle maintenance.

### **THIS WORK ORDER SHALL BE FILLED OUT COMPLETELY!**

- An account of all service and repairs will be entered into the Maintenance Log Book by the Battalion Chiefs.

**RESPONSIBILITY:** The Company Officers will be responsible for correctly addressing problems and following through the reporting and repair process.

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## Power Washing Schedule

**PURPOSE:** To make sure that the motor and undercarriage get a thorough and periodic cleaning.

**POLICY:** At a minimum the motors and undercarriages of the below listed vehicles are to be power washed according to the following schedule:

- 1<sup>st</sup> Monday of April and October – 1802 & 1810
- 2<sup>nd</sup> Monday of April and October – 1811 & 1831
- 3<sup>rd</sup> Monday of April and October – 1812 & 1813
- 4<sup>th</sup> Monday of April and October – 1800 & 1801

Marine 1 shall be power washed in the month of October at the discretion of the Maintenance Chief.

## Truck Detailing and Waxing Schedule

**PURPOSE:** To minimize the corrosion and oxidation that can be caused by infrequent or inadequate protection.

**POLICY:** At a minimum the vehicles and apparatus listed below are to be detailed inside and out and a coat of wax applied according to the following schedule:

- 1<sup>st</sup> Monday of May and November – 1802 & 1810
- 2<sup>nd</sup> Monday of May and November – 1811 & 1831
- 3<sup>rd</sup> Monday of May and November – 1812 & 1813
- 4<sup>th</sup> Monday of May and November – 1800 & 1801

Marine 1 shall be waxed and detailed in the month of May at the discretion of the Maintenance Chief.

**RESPONSIBILITY:** The Station Captain shall be responsible for overseeing that these efforts are completed.

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## Personal Protective Equipment

**PURPOSE:** To establish a guideline to indicate the proper use of firefighter protective clothing to ensure the safety of the fire department personnel.

**POLICY:** Personal protective clothing will consist of the following items when personnel are engaged in structural firefighting, fire suppression, or auto extrication.

- Helmet with a shield or NFPA approved goggle
- Nomex hood
- Bunker coat with liner
- Bunker pants with liner
- Boots
- Gloves

Exceptions:

- The Incident Commander may use his discretion in order to regulate the use of protective clothing where exceptions seem necessary (extreme weather, time duration, etc.)
- When performing duties, after the hazards are eliminated or the fire has been suppressed, Command may allow personnel to remove bunker gear. Gloves and helmets shall be worn when handling firefighting equipment.
- Safety vests shall be worn anytime there are traffic hazards

**Note:** Inspection shall include looking for:

- Dirt
  - Wipe off, brush off, hose off, or scrub off and then wash in the department washer if needed.
- Contamination – blood, hazardous materials, and/or hydrocarbons
  - Wipe off, brush off, hose off, or scrub off and then wash in the department washer if needed. Handle appropriately.

- Tears, Holes, or Excessive Wear
  - The PPE clothing shall be taken out of service and repaired
- Wetness from external elements, such as overspray, rain, or internal from perspiration.
  - The PPE shall be dried before it is stored.

**RESPONSIBILITY:** It the responsibility of each firefighter to inspect his/her gear. The gear should be inspected after every fire and once a month at a minimum. All deficiencies shall be noted and reported to the Chief in charge of PPE. Once a year, the Chief in charge of PPE shall inspect the gear and note the condition.

### **SELF-CONTAINED BREATHING APPARATUS**

**POLICY:** All personnel will be issued their own ultra elite mask mounted regulator (MMR) face piece. Personnel will be responsible for their SCBA face piece just as they are their turn-out gear.

- At 0700 all personnel must check their own face piece with their assigned SCBA for that shift.
- Personnel will don mask, check mask seal, turn on SCBA to insure the transmitter and receiver for the heads-up display are operating properly.
- Check by-pass valve and PASS device for proper operation.
- Turn off cylinder valve and relieve pressure from system.
- Turn off PASS device and return SCBA to proper location.
- The firefighter assigned to the apparatus will use his/her mask to check the proper operation of the extra SCBA on the unit.
- Stand-By Units:

1812, 1831 will have four 4500 PSI, MMR SCBA without face pieces.

- **SCBA's ARE TO REMAIN AT FULL CAPACITY AT ALL TIMES.**
- After each use, complete SCBA will be thoroughly cleaned and sanitized. For MMR units **DO NOT IMMERSER SECOND STAGE REGULATOR IN WATER.**
- If SCBA is not functioning properly remove the unit from service, tag unit with originating location and short description of the problem. Take to the SCBA technician at Station 1.
- SCBA harnesses and cylinders no longer have a matching numbering system. We now have several more air bottles than harnesses so it does not matter which bottle number is in which harness.
- The SCBA stored on the wall at Station 1 is to be checked daily.

<b>Standard Operating Guideline</b>	<b>A</b> lton <b>F</b> ire <b>D</b> epartment	<b>Date:</b>
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## Wellness – Fitness Initiative

**PURPOSE:** The purpose of this program is to establish guidelines for the prevention of injury and disease by providing fitness education techniques, prevention-oriented health care, and job specific rehabilitation services. It will provide a variety of programs that will strengthen personnel so their mental, physical, and emotional capabilities are resilient enough to withstand the stress and strains of life and the workplace. The delivery of this Program will cover all aspects of health and wellness, including, but not limited to:

- Assessment, finding the starting point
- Physiology and Flexibility
- Cardiovascular Fitness (Aerobic Capacity)
- Muscular Fitness
- Injury Prevention (Lifting, Ergonomics)
- Nutrition
- Body Composition and Weight Control
- Substance Control
- Managing Stress
- Maintaining Wellness through Lifestyle Management

An effort will be made to provide programs of instruction and employee assistance in each of the above-listed areas on an ongoing basis. This shall be accomplished by a variety of methods (i.e. in-house video, seminars). The AFD Wellness Coordinator(s), upon request, will generate individual training programs for employees

**POLICY:** There are many demands and expectations placed on fire rescue members. Being physically fit is an important part of our employees' performance; however, we consider this initiative to go beyond muscular strength, to deal with health and wellness in a comprehensive manner so that these important goals will be accomplished:

- ❖ Individual employees will be provided with the education and tools which, when applied to their specific situation may enhance their well-being and physical fitness.
- ❖ By following the recommendations outlined in this initiative, the employee's capability to demonstrate the appropriate physical response to a customer's need for assistance may be enhanced.

## Physiology & Flexibility

Flexibility is the capacity to move a body part through its full range of motion. The stresses placed on the body during physical activity require adequate flexibility. If muscles are unable to lengthen to their maximum extent, individuals are more susceptible to sprains, strains and other injuries

Flexibility is important to everyone, but particularly for Fire / Rescue workers whose job involves strenuous physical activity in restricted areas, slippery or otherwise unsafe conditions, lifting awkward and heavy loads, requirements for rapid movement, etc. Greater flexibility reduces the likelihood of back injury in firefighters, the second major cause of permanent retirement.

Stretching exercises should be performed daily in order to improve flexibility. The majority of fitness experts agree that stretching for flexibility is most effective after a warm-up. This is because a warm muscle can easily be stretched, and gains in flexibility increase with effective stretching. A flexibility exercise session also provides an excellent cool-down activity after a cardiovascular or muscular workout.

Ideally, your flexibility workout should include stretches for all major muscle groups and joints. However, to maximize the training effect or to save time, you may wish to focus on areas that you know to be particularly tight, either through personal experience or participation in a flexibility assessment. (See Department Peer Fitness Trainer(s))

## CARDIOVASCULAR FITNESS (AEROBIC CAPACITY)

According to the annual IAFF Death and Injury Surveys, the leading occupationally related diseases causing premature departures from the fire service were heart disease and lung disease. Aerobic fitness may improve an individual's resistance to these two categories.

Aerobic fitness is fundamental to the health, safety and performance of all Fire / Rescue personnel. A program of regular aerobic exercise can help improve cardiovascular fitness and maintain normal body composition, weight, blood pressure, cholesterol, and blood sugar. In fact, an analysis demonstrated that inactive persons have a 90% higher risk of heart attack than physically active persons.

Your goal is to keep your cardiovascular fitness above the minimum needed to perform. Only a regular cardiovascular workout program can accomplish this, but four criteria must be met:

- Frequency: Minimum of three (3) times a week
- Intensity: Within a set of limits, not too easy, not too hard
- Time: Minimum of 30 minutes
- Type: Jogging, walking, cycling, rowing, swimming, etc.

To improve your current level of cardiovascular fitness, you simply need to increase the frequency, intensity and time of your selected type of workout. Always remember to warm up before any exercise and allow the body to cool down when finished. The type of activity you choose is not important, as long as you reach your target heart rate and maintain that rate for the duration of the activity.

## MUSCULAR FITNESS

Muscular fitness describes a person's ability to produce movement and force. It encompasses three properties of muscle tissue:

- Strength – the maximum amount of force a muscle can generate during a single contraction.
- Power – the rapid generation of force, or the ability to move loads quickly.
- Endurance – the ability of a muscle to perform repeated contractions for a prolonged period of time.

Besides improving performance, strong muscles act as the body's shock absorbers. They surround and protect vulnerable joints, leading to lower injury rates. They also contribute to health, appearance, and self esteem.

The physical demands of Fire Rescue work require a high degree of muscular strength. Pulling hoses, dragging or carrying victims, chopping through doors and roofs, pulling ceilings, throwing ladders, vehicle extrication – all of these activities require strong muscles.

Exercise requirements for building muscular fitness are separate and distinct from those for flexibility and aerobic conditioning. To implement personal training programs, the following questions for each member must be addressed:

- How much resistance (load) must be utilized?
- How many different exercises should be performed?
- In what order should the exercises be performed?
- Which types of equipment are most effective?
- How many repetitions and sets are best?
- How much rest between exercises? Sets?
- Do diet supplements speed up strength training?
- What dangers are associated with steroid use?
- Should you use gloves or belts?
- How should strength training be integrated with cardiovascular and flexibility workouts?

The answers to these questions may be provided to each member by possible upcoming training, and personal consultations with our Peer Fitness Trainers.

## DUTY TIME WORKOUTS

In order to encourage Fire Department personnel to successfully maintain and meet the Department's guidelines, they will be able to use duty time to utilize the Fire Department workout facilities under the following conditions:

- ❖ Personnel working out on-duty shall be contingent on his/her supervisor's discretion as to manpower and workload needs.
- ❖ It is recommended that all employees complete a personal workout record which can be reviewed by the Peer Fitness Team to monitor their progress and make recommendations for adjustments that will benefit the member's overall workout objective.
- ❖ During exercise periods, the department uniform, the department-approved T-shirt or the department-approved sweatshirt with navy colored shorts or navy colored sweatpants shall be worn. The T-shirt and/or navy colored sweatpants can be worn under bunkers. During these periods, white running shoes may be worn.

## OFF-DUTY TIME WORKOUTS

- ❖ Off-duty personnel are allowed and encouraged to come to the firehouse to work out.
- ❖ Fire department personnel only may use the station facilities.
- ❖ All off-duty personnel will inform the Station Captain as to their presence in the firehouse for workouts as to not interfere with department activities.
- ❖ Off-duty personnel that are working out shall park their vehicle in the parking lot

## NUTRITION

Aside from the limits imposed by heredity and the physical performance improvements associated with training, no factor plays a bigger role in exercise performance than nutrition. Some benefits of a well-balanced diet include:

- Feeling better day to day
- More energy to exercise harder and for longer duration
- Quicker recovery after workouts and after difficult incidents
- Improved resistance to disease

Diet is implicated in one-third of all cancer deaths and a large proportion of heart attacks. In fact, nutrition is now known to be a factor in almost 70% of all deaths in the United States. Diet also contributes to a wide variety of other health problems including high blood pressure, high blood cholesterol, osteoporosis, gallstones and dental disease. In short, what you eat is as important as how much you eat.

**Balanced Diet** – Most experts agree that a well-balanced diet can meet all the required nutritional needs. Still, the exact amounts needed from each category can be controversial. The percentage of carbohydrates, proteins, and fats widely accepted as the recommended range for total daily caloric intake is as follows:

- Carbohydrates – 50% to 70%
- Proteins – 15% to 30%
- Fats – no more than 30%

**Fluid Replacement** – Current research has shown that working firefighters can lose more than 2.6 liters of body fluid per hour. Loss of body water from sweating beyond 2% of body weight will significantly impair endurance capacity, through elevation of body temperature and decreased cardiac output. Dehydration can amplify the sense of exertion and accelerates the rate of fatigue. In addition, dehydration predisposes an individual to arrhythmias, myocardial infarction, and loss of consciousness, stroke, and sudden death. It is critical to address proper hydration during the firefighter's shift and during rehabilitation. Drinking about one liter of fluid per hour helps prevent these health effects and makes it easier to continue performing.

## **BODY COMPOSITION AND WEIGHT CONTROL**

Body composition is defined as the ratio of the body's lean and fat tissue. In other words, body composition measures the percentage of a person's weight that is composed of fat.

The excessive accumulation of body fat is a major factor in the development of cardiovascular disease and a predictor of many other diseases such as diabetes and certain forms of cancer. Excess weight places an enormous strain on joints and muscles, eventually leading to musculoskeletal injuries, especially the lower back and knees. In short, high levels of body fat lead to a host of problems which tend to decrease the length and quality of life. In males, an ideal level of body fat is generally considered to be 10-15%. In females, it is slight higher at 17-23%.

On average, firefighters tend to gain about 20 pounds of extra fat over their career. This excess weight contributes to early death from heart attack, back injuries, and unnecessary strains and sprains. Each extra pound of fat translates into a progressive reduction in both cardiovascular fitness and performance of critical tasks. Thus, maintaining a healthy weight should be a lifetime goal for every emergency worker.

Excess calories are stored in fat cells. As these cells hold more and more fat, they swell in size. When fat cells reach a critically large size, they divide into more fat cells. Raising the metabolic rate is the best way to burn off calories. Research shows that the best method of weight control is a combination of proper nutrition, or diet, and exercise. Aerobic exercise for at least 20-30 minutes, 3-5 times per week, helps to reduce body fat by increasing your metabolic rate.

## SUBSTANCE ABUSE

It has been estimated that up to 20% of the adult population in this country suffers from alcohol abuse or other drug use. About one of every four people smoke tobacco, ignoring overwhelming evidence of its associated disastrous health effects. Cigarette smoking is the leading health risk in the country, killing hundreds of thousands of people each year from heart disease, lung cancer, and an array of other problems. All of these problems are completely preventable! Substance abuse is an epidemic in this country, affecting the health and well-being of millions. Alcohol is a factor in eight of the ten leading causes of deaths. Use of illegal drugs, such as heroin and cocaine, results in severe mental and physical problems, huge social costs, and untold suffering for those caught in the web of addiction.

However, the problem is not limited to tobacco and other drugs. As defined by the U.S. Fire Administration, substance abuse is the use of any substance for nonmedical reasons to affect the body, mind, or behavior. Using this definition, many other substances are abused in our society, including caffeine, prescription medications, and even household solvents. In fact, almost any substance, including food, can be abused, leading to adverse health effects and other negative consequences.

Fire / Rescue personnel may be even more susceptible than the average person to alcohol, tobacco and drug abuse. The International Association of Firefighters reports that the fire service has approximately twice the national average of people addicted to drugs and alcohol. More firefighters also smoke or use smokeless tobacco than the national average, even though they already have an elevated risk for lung diseases and cancer.

It should be noted that substance abuse, like other wellness topics, is highly personal, subjective, and sometimes controversial. What is considered a problem by one person may be viewed by another as acceptable behavior. Criteria sometimes used to define whether use of a substance constitutes "abuse" include:

- Impact on health and wellness (both on the user and on others)
- Legality
- Personal religious and moral beliefs
- Dependency, either physical or psychological

Physical dependence occurs when a user cannot quit without suffering withdrawal symptoms. Psychological dependence, which can be more difficult to treat, refers to the user's intense craving or compulsion to use the substance.

**Tobacco Use Cessation** – This Program takes a firm stand on tobacco use. The use of tobacco is damaging to one's health and medical data clearly shows that tobacco use is not compatible with a healthy fire service.

- It is the policy of the Department of Public Safety to discourage smoking and the use of smokeless tobacco products by all members.
- Employees will not use any form of tobacco when conducting business with the public.
- The use of tobacco or any smoking product is contrary to the philosophy of this Program. There are several stop smoking programs available to Public Safety Department employees.

## **MANAGING STRESS**

Stress is the body's nonspecific response to any demand placed on it, both pleasant and unpleasant. It has become one of the most serious health issues of the twentieth century. It is a problem not just for individuals in terms of mental and physical disability, but for employers and governments who have started to assess the financial damage created by not having adequate health and wellness programs provided to their employees. Too much stress can be harmful to your health and well-being. It can lead to physical malfunction, disease, impaired job performance, and a broad range of psychological and social problems. Negative effects, which are virtually the same no matter what causes the stress reaction, include: increased blood pressure, increased metabolism and blood sugar levels, and the increase in blood cholesterol and triglyceride levels. We know that stress is associated with many types of illnesses, including heart disease, gastrointestinal problems, backaches, and infections. In fact, up to 80% of all non-traumatic deaths may really be due to stress, according to the Surgeon General.

**Behavioral Health** – The behavioral health component of this Wellness-Fitness Initiative Program provides important tools to assist all personnel in achieving a high level of job performance and ability to cope effectively with the emotional, physical, and mental stress of work and personal life. These tools consist of the Employee Assistance Program (EAP), Critical Incident Stress Management (CISM), the Fire Department Chaplain, and educational awareness.

- ❖ EAP – Employee Assistance Program services help employees and their immediate family members solve personal and family challenges in a confidential manner.
- ❖ CISM – A Critical Incident Stress Management Team should be available on a 24-hour basis to conduct defusing and debriefings for personnel who have been exposed to “incidents” of extraordinary emotion, of which overwhelm their ability to cope with occurrences.
- ❖ Educational Awareness – The Wellness Team distributes educational material to personnel and their families. The Wellness Coordinator and Peer Fitness Trainers can assist in weight control, smoking cessation and fitness, etc.

**Maintaining Wellness through Lifestyle Management** – Wellness must be viewed as a long-term commitment that can only be implemented by adopting daily patterns that promote fitness and health. This does not mean that you have to live your life by a set of inflexible rules or always be deprived of the things you want. But for most individuals, it involves some changes in attitudes that we have learned over the course of a lifetime.

<b>Standard Operating Guideline</b>	<b>Alton Fire Department</b>	<b>Date:</b>
	<b>Management &amp; Administration</b>	<b>Approved By:</b>

## Critical Incident Stress Debriefing (CISD)

**PURPOSE:** A *critical incident* is an event outside the range of usual human experience, which has the potential to easily overcome a person's normal ability to cope with stress (critical incident stress (CIS)). It may produce a negative psychological response in a person who was involved in or witnessed such an incident. CIS affects 87% of all law enforcement, firefighters, and EMS workers during their career.

The Alton Fire Department is committed to the welfare of the members of its department and their families. Therefore, any work-related incident, which elicits the signs and symptoms of critical incident stress, shall be eligible for this program, either as an individual or through group session with other firefighters who have experienced the same incident.

The signs and symptoms of CIS can include any or all of the following: physical, mental, emotional, and/or behavioral. Individual firefighters can access CIS management as individuals or as a group. Ranking officers can request CIS for their subordinates. The Chief of the department can direct individuals or groups of firefighters to attend a CIS debriefing (CISD) if he/she feels it is in the best interest of the individuals.

### **POLICY:**

1. The Chief of the Alton Fire Department shall oversee program implementation for the Critical Incident Stress Management Program.
  - The initial expenses associated with a work-related CISD shall be provided at no expense to the firefighter(s)
2. The Critical Incident Stress Management Program shall be administered by Belleville Memorial Employee Assistance Program **(618) 257-5470** or BJC Employee Assistance Program **(888) 505-6444** or **(314) 653-5908**.
3. A Critical Incident Stress Debriefing (CISD) is a group or individual meeting with a trained counselor to discuss a traumatic event in a non-threatening and structured manner.
  - A CISD session shall be offered to any and all individuals involved in a critical incident. Employees whose job becomes affected by stress factors relating to a critical incident may be required to attend a CISD session.

- CISD shall be performed within 24-72 hrs. of the occurrence of the critical incident.
- CISD shall be performed in a comfortable location as determined by one of the programs listed above.
- A follow-up debriefing shall be performed from 24-48 hours. following the initial debriefing. Additional contact will be maintained for 90 days after the follow up debriefing.

4. All participants shall keep information that is shared in the CISD as confidential. Under no circumstances will information be discussed with those outside the group unless directed by the counselor conducting the session.

5. The AAMC Employee Assistance Program shall maintain a permanent record of the CISD.

**Note:** CISD is just one facet of the City of Alton/AFD **Employee Assistance Program**. EAP counseling services cover a wide range of work/life services available in person, by telephone and on the web. Some of the issues or problems EAP can assist you with include:

Mental Health	Wellness & Lifestyle Consultation
Marital Issues	Legal Consultation
Parenting Issues	Financial Consultation
Relationship Issues	College Planning & Referrals
Alcohol & Substance Abuse	Job Related Issues
Loss & Grief	Maturity & Aging
Stress Management	

For Assistance:

Call (314) 729-4030

Or toll free (888) 505-6444

Or log onto the website [www.bjceap.org](http://www.bjceap.org)

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## Safety Committee

### Purpose:

The safety mission of the Alton Fire Department is to provide a workplace free from recognized hazards to the most reasonable degree possible.

### Policy:

- All personnel are encouraged to recognize and report unsafe conditions and/or acts to their supervisor for immediate correction when possible and reporting up the chain of command as necessary.
- A Safety Suggestion Box has been placed at each station and can be used by firefighters to make suggestions for improved safety at the Alton Fire Department.
- Safety rules are written throughout the Standard Operating Guidelines, and it is not practical to list all safety rules in one SOG. Briefly, the City of Alton, through the Fire Chief, is responsible for providing a workplace free from recognized hazards. Firefighters (employees) are required to follow all written and verbal safety instructions.
- Firefighters shall report defective equipment to their immediate supervisor who shall insure that defective equipment is repaired/replaced as necessary, as quickly as possible.
- Equipment purchased for the purpose of fire suppression, rescue, or hazardous materials operations shall be operated in accordance with manufacturers' recommendations.
- Horseplay that may create a safety hazard will not be tolerated. The Battalion Chiefs are responsible for all activities on their shift and are expected to have a zero tolerance for unnecessary unsafe acts. The City's disciplinary guidelines shall be used as necessary to enforce all safety rules.
- Recommendations can also be made to any supervisor, including the Chief. The AFD also has a representative on the City's Safety Committee who can process safety suggestions.
- Housekeeping in fire stations shall eliminate the storage of unnecessary combustible materials and maintain walkways that are clear of potential tripping and slipping hazards.

- All chemicals shall be stored in properly marked containers and MSDS maintained at each station for any chemical hazard.
- Portable fire extinguishers are strategically located throughout fire stations and on all vehicles.
- The Committee shall meet bi-annually and be chaired by the Fire Chief or his/her designee

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## Media Relations

**PURPOSE:** The Alton Fire Department recognizes the need for open, direct communications between the department and the public. A positive relationship between the department and the news media allows dissemination of objective information without infringing upon the guaranteed rights and privileges of individuals. Good relations with the media should be fostered by all members of this department. This is best accomplished by creating an atmosphere of cooperation and professionalism.

**POLICY:** It shall be the policy of the Alton Fire Department to cooperate with representatives of the news media in a professional manner. All employees shall make a reasonable effort to avoid delaying, hampering, or interfering with any member of the news media lawfully gathering information or reporting an event, subject to the conditions of this directive.

### Authority to Release Information

- A. Only those members of the department identified by this directive may release information to the media. These individuals are responsible for complying with the guidelines and procedures established by this directive.
- B. When those individuals identified by this directive are asked for information beyond their range of knowledge, they should apprise media representative of this fact and refer to the correct source for an answer before responding to such inquiries.
- C. Unless designated by the Fire Chief, the Chief, Deputy Chief or the Battalion Chief on duty will be the only department personnel to address the media's inquiries.

### Media Information

#### The media may have access to the following information:

1. At a major incident, upon request, or as soon as practical, the Public Information Officer (PIO) or Incident commander will provide news media representatives with information. Information provided to the media should relate only to facts of the incident
2. The identity of victims will be released only after the family has been notified and after the name(s) have been verified by the Incident Commander

3. All media requests regarding sensitive matters, such as pending legal proceedings, internal investigations, grievance hearings or other personnel matters will be addressed by the Fire Chief or his/her designee.

**The media shall not have access to the following information:**

1. Information that may affect the process or result of any investigation or legal proceeding.
2. Personal opinions about victims or injured persons.
3. Names of juveniles involved in crimes such as arson.
4. A detailed description of suspects or evidence which could hinder or prejudice the investigation.
5. Specific cause of death until announced by the State Medical Examiner or his/her designee.
6. Home address or telephone number of any Alton Fire Department employee.

**Media Representatives at Scene**

- News media representatives shall have the proper identification (credentials) before being allowed access. News persons may photograph or report anything they observe when legally present at an emergency scene. Where publication of such coverage would interfere with an official investigation or place, a victim, suspect or others in jeopardy, the withholding of publication is dependent upon a cooperative press, not upon censorship by the department. Upon such circumstances, the PIO should advise the media representative of the possible consequences of publication; however, Alton Fire Department personnel may not interfere with news persons' activities as long as that performance remains within the confines of that law.
- For the purpose of this directive, media representatives shall include reporters, photographers, camera operators and other media personnel.
- When mobile television or radio transmitting units arrive at the scene, operators shall be directed to go on foot to the PIO to receive assistance in determining the most strategic location to place the vehicles.
- Situation briefings will be provided at the media command post on a timely basis. Such briefings will be conducted by the PIO or Incident Commander.
- For general Fire Department information, news media representatives should contact the Alton Fire Department during normal business hours at 618-463-3565.
- All requests for information from media representatives at the scene of emergencies, investigations, or other operations shall be directed to the incident commander or the designated PIO, who will provide essential and factual information within the guidelines established by this directive.
- The incident commander may delay providing information to media representatives when an emergency exists or until such time that the pertinent information is available to him. Media representatives should be advised why a delay is necessary and provided the appropriate information as soon as possible.

- **Release of Information – Adults (18 years of age or older)**

**The following information pertaining to adults may be released:**

1. Factual information which will not impair an on going or impending investigation.
2. Name, address, and age of a victim after positive identification and notification of next of kin.
3. Additional information which may assist in an investigation, such as alerts for individuals

**Release of Information – Juveniles (Less than 18 years old)**

The name, address, or telephone number of any juvenile under 18 years of age may **not** be released.

**News Releases Involving Multi-Agencies**

In matters involving mutual efforts of the Alton Fire Department and other agencies, the release of information shall be coordinated through all those agencies or departments involved and released by a spokesperson designated by the department or agency in charge.

**Please Note: At no time will personnel take pictures or video of an incident while on duty and post them to the internet for display through social media (Facebook, Twitter, You Tube, & etc.) without the permission of the Fire Chief or the Deputy Fire Chief.**

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## Company Inspections

**Purpose:** By conducting a yearly Fire Safety Inspection of the businesses, the personnel of the Alton Fire Department are able to note and inform business owners of glaring fire hazards and safety issues. As a bonus, we gain valuable building familiarization knowledge that may help us for future events.

Additionally, The Alton Fire Department also will conduct pre-event safety inspections for public events; i.e. Carnivals, Expo, or amphitheater shows to ensure safety for our citizens and visitors.

### Policy:

- Company In-service inspections will begin on or before April 1<sup>st</sup> each year, depending on weather conditions. Inspections will continue until the assigned inspections are completed.
- Please read and follow the instructions in your assigned inspection book.
- The Company Officer sets his/her own inspection schedule; however, each Captain is required to do a minimum number of inspections per month (set by the Fire Chief). You may and are encouraged to complete more.
- Each Captain will be assigned his/her own inspection book. He/she does inspections out of their own book, except when working overtime.
- Engineers who move up to Captain must do three inspections out of the book that is assigned to the Captains slot moved up to. The Engineer must check the book and complete the balance of the monthly inspections but not to exceed three in one day.
- For every assigned inspection location, there will be an inspection report completed. If the location is vacant or demolished, the report will denote the same.
- All completed inspection materials should be placed in the basket by the inspection office.
- All churches on the inspection list should be contacted within the first week of inspections and an appointment made to complete the inspection.
- **If serious health or life safety issues are noted during the inspection, notify the Fire Chief or Deputy Fire chief immediately.**

<b>Standard Operating Procedures</b>	<b>Alton Fire Department</b>	<b>Date:</b>
	<b>Prevention &amp; Special Programs</b>	<b>Approved By:</b>

## Fire Origin & Cause Investigation

**PURPOSE:** To insure the efficient investigation of those fires deemed to be suspicious in origin and to enhance the probability of successful prosecution of those determined to be arson.

**POLICY:** There is hereby established an Alton Fire and Police Arson Team. This unit, hereafter referred to as the "team", shall be under the joint direction of the Fire Chief and the Police Chief.

### DEFINITION

"Arson" defined: Any willful or malicious burning or attempts to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

### Team Composition

The team shall consist of a maximum of eight (8) members.

**NOTE:** One (1) member from each department shall respond to a call-out of the team unless additional personnel are specifically requested.

### Command

Police members of the team shall be under the direct command of the commanding officer of the Investigation Division.

Fire Department members of the team shall be under the overall command of the Battalion Chief on duty or, in his absence, the Officer in Charge of the scene.

The team, when in the field, shall be commanded by the senior Police member of the team, due to the police department being mandated to prepare criminal cases for presentation in court.

### Qualification for Membership

All members shall have successfully completed all three modules for a minimum of 120 hours of certified Fire/Arson Investigation courses.

Fire Department members shall be O.S.F.M. certified "Fire Investigators".

Police Department members shall have expertise in criminalities, especially in the preservation of evidence and photography.

### Determination of "Suspicious Fire"

It shall be the responsibility of the Fire Department Officer in Charge of the scene to determine if the fire is of suspicious origin.

### Criteria for call-out of the Team

The Arson Team may be activated if one or more of the following conditions exist:

- Fire Department Officer in Charge determines the fire is of suspicious origin.
- Fire results in a fatality. If the fire results in a fatality, two fire department members shall be called. If possible, one member should hold command rank.
- Property damage exceeds \$1,000 and the structure is occupied or has been vacant less than two (2) years. Motor vehicles are included in this section. (Officer in Charge should use discretion in the case of automobiles)
- The arson is an effort to conceal another crime.

The decision to activate the team shall be the responsibility of the fire department Officer in Charge of the Scene or the ranking police officer on scene.

The Fire Chief, Deputy Chief, or the Police Chief shall have the authority to activate the Team at their discretion, regardless of other criteria.

### Call-Out Procedure

Upon request by the Officer in Charge at the fire scene, control station shall notify the appropriate Fire Department team member.

A call-out list similar to the overtime list will be maintained in both fire stations. This list shall be used to determine who should be notified.

An attempt to contact off-duty personnel should be made before assigning qualified on-duty personnel to the investigation.

In the event that no fire department member is available, the responsibility to conduct the investigation falls to the Battalion Chief on duty.

**It is the ultimate responsibility of the Fire Department Officer in charge of the scene to make sure the OSFM investigator is notified, anytime the team is activated.**

Police Department members shall be called out by the Police Department in accordance with their policies and procedures.

#### Office of the State Fire Marshal Arson Investigator

The O.S.F.M. Arson Investigator shall be called to respond and assist whenever the team is activated. In most circumstances, he/she will assist in an advisory capacity and provide whatever expertise and resources might be available.

However, under the following circumstances, the O.S.F.M. shall assume the primary responsibility for cause and origin determination:

- Fire results in death or serious injury to either a civilian or emergency responder.
- Estimated loss exceeds \$150,000.
- Fire involves either state or federal property.

When the O.S.F.M. Investigator assumes the primary role in cause determination, he/she will be assisted by fire department team members.

Overall responsibility for any criminal prosecution will remain the responsibility of the Alton Police Department.

#### Responsibilities at the Scene

- Investigation will not begin until both the police and fire investigators are on the scene. If the situation meets criteria outlined above, the investigation shall not begin until the O.S.F.M. investigator is on the scene.
- Investigators shall meet with fire department incident commander for briefing prior to entering the structure or approaching vehicle. If possible, the incident commander will insure that all firefighters involved in suppression effort remain on-scene until released by investigators.
- If structure is involved, police department member (or O.S.F.M. investigator if appropriate) will photograph exterior from all sides (360°) prior to entry.
- Standard fire investigation techniques will be followed: work from the exterior, unburned area to the point of origin.

- Fire travel, extension, point of origin, and patterns shall be determined by the fire department member (includes O.S.F.M. when appropriate).
- Sketching and diagrams shall be the responsibility of the fire department members.
- Scene search will be conducted by all team members.
- Identification of evidence at the scene shall be the responsibility of all team members.
- Handling and packaging of evidence shall be the responsibility of the police department members or O.S.F.M. Investigator.
- Transporting evidence to a laboratory is the responsibility of the police department members or O.S.F.M. Investigator.
- Crime scene photography shall be the responsibility of the police department members. This responsibility will be assumed by the O.S.F.M. investigator when the situation meets the criteria outlined in #7 above. Copies of all photographs taken by O.S.F.M. shall be provided to the police investigator within 24 hours of the incident. Police members shall insure that the photographs are properly prepared for trial.
- Any requests for heavy equipment to assist at the scene shall be made to the director of public works.
- It is the responsibility of team members to keep all *unnecessary* individuals out of the scene until investigation is completed.

### Reports

All fire investigation written reports shall be the responsibility of the O.S.F.M. Arson Investigator if activated. In the absence of O.S.F.M. Arson Investigator, a Fire Department Origin & Cause Investigator shall write the report.

Fire department reports must be completed and turned in to the Fire Chief's office no later than three (3) days after the initial call-out. The fire chief's office shall forward a copy of the incident report and the investigation report to the Chief of Detectives at the Alton Police Department.

If criteria listed above are met, and the O.S.F.M. is primarily responsible for the cause and origin investigation, the fire department member shall **NOT** complete a report. The O.S.F.M. shall provide a copy of their report to both the Alton Police Department and the Alton Fire Department within seven (7) days of the incident.

### Follow-up Investigation

All follow-up and final disposition of the case shall be the responsibility of the Alton Police Department detective assigned to the case.

In-Service Training

In order to foster a better working relationship between police department and fire department members, joint in-service training is highly recommended for all members of the team. At a minimum, at least one combined training session per year shall be required.

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## Alton Fire Department Explorer Program

### MEMBERSHIP REQUIREMENTS:

- 15 to 21 years of age or 14 in 9<sup>th</sup> grade, new applicants must be under 18 years old
- Resident of Madison County
- Must have reliable transportation to all Explorer events
- Must be enrolled in a scholastic institution and maintain a 2.0 GPA, report cards are required every quarter. Graduated and GED recipients must continue their education towards the fire service.

Explorers will be accepted into the program at the discretion of the Lead Advisor.

Explorers are representatives of Alton Fire Department and will adhere to these SOPs and the SOGs of the Fire Department.

### LEAD ADVISOR:

Lead Advisor has the immediate responsibility of the Explorer Post. He/She shall be appointed by the Fire Chief and remains in this position at the discretion of the Fire Chief and coordinates activities of the Explorer Post.

#### Requirements:

- Must be a member of the Alton Fire Department
- Must be at least 21 years of age
- Must be approved by the area Learning for Life Council

The Lead Advisor is the ultimate authority within the chain of command of the post. He/She is responsible for all activities of the post and is responsible for giving direction to all Explorers and Advisors.

### ADVISOR:

The Lead Advisor will appoint all Advisors. Advisors are responsible for assisting the Lead Advisor with the overall operations of the post. He/She will act as adult supervision of the post. The Advisor shall have the same qualifications as the Lead Advisor.

**GENERAL RULES:**

All Advisors are representatives of Explorer Post and the Alton Fire Department. It is their responsibility to ensure all rules and regulations of the post and the Fire Department are followed.

All Advisors will maintain a "two deep rule" during any Explorer event, which means a minimum of two advisor supervision at all events.

**NEW MEMBER PROBATION:**

All new members will complete a minimum of three (3) months probation prior to obtaining full membership. This probation may be extended at the discretion of the Lead Advisor during the probationary period.

New members:

- Will not participate in field ride time (FRT)
- Must complete the minimum training: CPR (health care provider), Blood Borne Pathogens Awareness, and FRT orientation
- Must not take any absences from Explorer events unless approved by the Lead Advisor

**New probationary members may be dismissed from the program without reason during their probationary period by the Lead Advisor.**

Uniform for probationary members is as follows:

- Navy blue pants
- Black uniform style belt
- Black boots /or tennis shoes

New members are responsible for purchasing probationary uniform and have one month to comply.

Unexcused absences of probationary members will result in counsel to discuss discipline up to and including dismissal.

Excessive excused absences will result in a two week extension to the probationary period for every one event missed.

Any new member who misses three events during their probationary period, even excused, will be considered for dismissal.

**MEETINGS, TRAINING, AND SPECIAL EVENTS:**

This post will typically conduct two meetings per month. Date and time of additional training and special events will be given at least two weeks prior.

Meetings will be held on every other Tuesday from 1830 to 2030 at a location to be determined by the Lead Advisor.

All members are required to attend 100% of the meetings and training. Explorers who miss meetings will miss out on important training and information; this will adversely affect the Explorer's opportunity for education and advancement and may result in disciplinary action up to and including dismissal from the program.

**Excused Absences**

Any member who knows in advance that he/she will be absent from a meeting or event will make a request in writing and submit it to his squad leader to be sent up the chain of command for approval and will be filed with the attendance record.

Any probationary member must receive approval from the Lead Advisor.

Any member who is sick or has a family emergency will contact his/her squad leader or Explorer officer at least two hours prior to the meeting or event and this information will be sent up the chain of command ASAP.

**Notebooks**

All members are required to have a notebook and a pen and pencil at all meetings and events. The first page or inside cover should have the Explorer's name, address, phone number and email address. It is recommended each Explorer have a three ring binder to keep his/her copy of these SOPs and any other written information provided by the post.

**Training**

During training all safety rules will be adhered to. Proper safety equipment will be worn when performing tasks.

Hydration is of the utmost importance; always have plenty of drinking water with you.

**Special Events**

During special events, be prepared to wear whichever uniform is called for at the discretion of the lead advisor.

Special events do not count toward your FRT hours.

**STANDARDS OF CONDUCT:**

All members of the post will maintain proper conduct at all times, not only while performing post activities, but also during day to day life. As an Alton Fire Department Fire Explorer, you are a representative of the Explorers and the Fire Department and are expected to be respectful and courteous to everyone at all times. Any behavior that may give a bad impression of the program or the Fire Department will result in immediate dismissal. The following activities are not permitted:

- No profanity
- No tobacco products
- No drugs or alcohol
- No lying or cheating
- No fighting
- No spreading rumors or gossip

No member will engage in conduct unbecoming a Fire Explorer that may adversely affect the reputation of the Explorer Post or the Fire Department.

All members, whether in uniform or not, will maintain professional appearance and conduct at all times.

Members will address advisors and Explorer officers or uniformed members of the Alton Fire Department by their rank and last name or by sir or ma'am.

None uniform hats are not to be worn inside a building. That includes fire stations while doing FRT.

Any member who fails to abide by these rules and regulations shall be subject to disciplinary actions and/or dismissal from the post.

**Reprimands**

Anyone who violates these rules and regulations will be warned and reprimanded. Counseling will be used to make the person aware of the mistake and how to correct it. Severe violations or multiple counseling will result in written reprimand.

**Membership into this organization is a privilege and not a right.** Any member who fails to maintain the highest level of conduct for the good of the post may be terminated without warning.

**EXPLORER OFFICERS:**

The Explorer Post officers will consist of: Battalion Chief and Captain. The Lead Advisor will appoint all positions. When a position opens, resumes and letters of interest will be accepted for consideration.

**Battalion Chief**

This person will be the highest ranking Explorer in the post. The following are the requirements of the Battalion Chief position:

- Must have been a member of the post for a minimum of one year
- Must have held the rank of Captain for at least six months
- Must be at least 16 years of age
- Must pass the SOP test with a minimum score of 90%

The Battalion Chief's responsibilities are to ensure the smooth operation of the post. He/she will uphold the rules and regulations and will report directly to the Advisor or Lead Advisor.

**Captain**

This person will be the second highest ranking officer in the post. The following are the requirements for the Captain's position:

- Must have been a member of the post for a minimum of six months
- Must be at least 15 years of age
- Must pass the SOP test with a minimum score of 90%

The Captain's responsibility is the daily operations of the Post. His/her primary responsibility is that all members have proper gear and it is worn correctly and safely. He/she will assist with any training issues. The Captain reports to the Battalion Chief and may be required to step up to the temporary position of Battalion Chief in his/her absence.

**UNIFORM AND APPEARANCE:**

Class B uniforms will be provided and paid for by the Explorer candidate, including the purchase of boots/shoes and belts. Each Explorer will be responsible for the care and laundering of his/her uniform. Worn or damaged uniforms will need to be replaced on an as needed basis.

The Explorer Battalion Chief will have all members fall in to their squads at the beginning of all events and meetings for uniform inspection and will report any deficiencies in writing to the advisor in charge.

**Class B Uniform**

The Explorer Class B uniform will consist of:

- Navy blue work pants
- Black uniform belt with plain silver buckle
- Polished black boots /or tennis shoes
- Red Explorer T-shirt (no badges are authorized)

**Appearance**

Explorers are required to maintain their uniform. When uniforms are worn they will be worn in their entirety.

Each Explorer will maintain good hygiene and be presentable at all times.

**Males-** will maintain a haircut above the ears and off the collar, no sideburns or facial hair is allowed. Any hairstyle that draws undue attention is unacceptable. Male Explorers will be clean shaven for all meetings, events and FRT, no exceptions.

**Females-** will maintain a neat haircut. Bangs should be trimmed not to interfere with the eyesight. The length of hair must be above the collar at all times, this can be accomplished by using a restraint. No excessive makeup is permitted.

Neither male nor female Explorers are permitted to wear jewelry when in uniform.

**FIELD RIDE TIME (FRT):**

Explorers must complete their six (6) month probation period prior to being considered eligible for FRT.

Prior to FRT, all Explorers must complete the minimum training consisting of:

- CPR- Health Care Provider
- Blood Borne pathogens/AIDS awareness
- Familiarization with AFD Rules and Regulations
- FRT orientation with Lead Advisor
- 12 hours of Station Time
- 8 hours Ride Time with B/C (not same shift as Station Time)

**Scheduling Field Ride Time**

- See Ride-Along SOP
- Minimum three (3) hour blocks
- Ride only between the hours of 0730 and 2130, Monday-Saturday
- Ride only at assigned station and shift
- Twelve (12) hours maximum ride time per month

Explorers should plan to arrive 15 minutes prior to beginning of ride time. Explorer will immediately make contact with Battalion Chief. Explorer will introduce himself to the Battalion Chief and all crew members. The Battalion Chief will give the Explorer a truck assignment for the day.

Explorer will report to the station in full Class B uniform with reflective safety vest to be worn on **ALL CALLS**.

Explorer will bring all bunker gear and dress out for all fires, alarms and MVCs.

Explorers will always identify officers by their rank and last name. Never use first names.

Explorers may only be supervised by career firefighters. New hire probationary firefighters are not permitted to supervise Explorers.

Any problems that occur during FRT should be reported to an Explorer Advisor on shift immediately.

Once the Explorer arrives, he/she may not leave during the scheduled ride time. If the Explorer must leave, the rest of the scheduled ride time shall be terminated for the day.

**PERMISSIBLE ACTIVITIES:**

The following are permissible activities by the Explorer during Field Ride Time.

Explorers are permitted to assist or perform skills in which he/she has been trained, including basic fire ground operations out of harm's way, only under the supervision of a non-probationary firefighter.

Explorers have no medical authority regardless of training.

Explorers may assist with setting up of equipment.

Explorers shall assist in cleaning of equipment provided they are wearing correct PPE.

Explorers are permitted to ride on apparatus as long as they are seated and wearing a seatbelt at all times. Violation of seatbelt rule will result in immediate dismissal from the program.

The following rules are established not only by the Advisors and the Fire Department, but also by Learning for Life and its insurance company.

- Explorers must remain in the cold zone of a Haz-Mat incident
- Explorers must don proper equipment related to the incident
- Explorers can assist on the attack of a brush fire
- Explorers will wear reflective vest while working on roadways
- Explorers will wear helmet on construction sites
- Explorers must be supervised by a career firefighter when performing any activities

FTA- Field Training Advisor will be considered a non-probationary firefighter who is supervising the Explorer as explained above. The FTA will be assigned by the company officer for each field ride time.

Although the Explorers are permitted to assist on the above incidents, the Battalion Chief should evaluate the incident as to whether the Explorer should participate or not.

Explorers may participate in public education activities.

Explorers can assist with truck checks but may not sign check offs.

**PROHIBITED ACTIVITIES:**

The following activities that are prohibited are not only established by the Advisors and the Fire Department, but also by Learning for Life and its insurance company. It is important that these rules are adhered to.

Unacceptable activities for the Explorers are as follows:

- May not enter a warm or hot zone of a hazardous materials incident
- May not enter a structure fire during the fire attack or for any search operation
- May not be used as manpower
- May not climb an aerial ladder except in training
- May not climb a ground ladder that extends past 24 feet
- May not perform ventilation procedures on a burning structure
- May not use hydraulic tools
- May not use chain saws, K-12s, cutting torches or cutting tools
- May not drive any vehicle at any time
- May not perform any medical skill that requires a license
- May not handle needles including glucometers

It should be kept in mind that there are many tasks that an Explorer can be assigned to on an incident where he/she will still gain valuable experience.

Explorers should ensure that all cell phones are silenced and that personal calls should be kept to emergencies only. NOTE: The Alton Fire Department will not be responsible for the damage of any phone or electronic device on your person or in the firehouse.

Explorers will refrain from using the telephone in excess. Explorers are subject to the same rules and regulations as career firefighters. When answering the telephone, the following should apply:

Alton Fire Department, Station 1  
Fire Explorer Jones speaking  
How may I help you?

In the event that a scene becomes unsecured, the Explorer will be instructed to return to or remain in the vehicle.

Explorers may not write fire or medical reports.

Explorers are not permitted to sign as a witness for a patient refusal.

Explorers may not give medical advice.

**DISCIPLINE:**

The Lead Advisor must approve all disciplinary actions.

Explorer officers can issue written warnings to any Explorer that is in violation of the post's SOPs. If an Explorer officer issues a written warning, an Advisor must approve the violation. If a second written warning is issued to the same Explorer for the same violation, then the Lead Advisor must approve the violation.

If an Explorer receives three written reprimands, he/she may be terminated from the Explorer program. Violations that will result in a written reprimand may include, but are not limited to:

- Unexcused absences
- Problems that may arise during FRT
- Failure to follow the SOPs

Types of Discipline an Advisor may use:

- Typed Essay
- Presentation to Post
- Physical training (push-ups, sit-ups, running, etc.)
- Suspension of attendance (examples FRT, events, meetings)
- Termination

Any behavior that may give a bad impression of the program or the Fire Department may result in immediate dismissal. The following activities are not permitted:

- No profanity
- No tobacco products
- No drugs or alcohol
- No lying or cheating
- No fighting
- No spreading rumors or gossip

An Alton Fire Department Explorer should report to their Lead Advisor if:

- They feel as though they have been treated unfairly
- They feel as though they have been harassed in any way

An Alton Fire Department Explorer should report to their immediate supervisor if:

- They have become injured
- They feel that they have had an exposure risk.

# Alton Fire Department

## Ride-Along Program Release and Waiver

I, \_\_\_\_\_ for and in consideration of the City of Alton allowing me to participate in a Alton Fire Department Ride-Along Program which entitles me to be present in Alton Fire Department vehicles during the actual working hours of Fire Department personnel while responding to emergency scenes and to be present in the fire station and observe the activities of the Fire Department, do hereby agree as follows:

1. I acknowledge and understand that by participating in this program, I am exposing myself to all risks normally associated with firefighting and rescue activity, and I expressly assume such risks.
2. I understand that while participating in this program, I will be assigned to one or more fire officers and agree that I will, at all times, follow the instructions and obey commands issued by those fire officers or by superior officers.
3. I further understand that I am responsible for conducting myself in the following manner: a. I shall at all times be clean and appropriately dressed. Where questions arise pertaining to suitability of attire, the final decision will be made by the Battalion Chief or assigned unit officer. b. I shall not carry or possess weapons of any kind while participating in the ride along program.
4. I recognize that there are particular risks associated with the Ride-Along Program and Fire Department activities and, in order to participate in this program, on my behalf and behalf of my heirs, executors, and assigns, I do hereby waive liability and release and forever discharge the City of Alton and its agents, officers, and employees from all manner of actions or cause of action, suits, debts, claims, for damages or injuries whatsoever, in law or equity, which I might have against the City of Alton, its agents, officers, employees, and assigns by reason of any cause or thing whatsoever. This release and waiver includes, but is not limited to, waiver of all claims, suits and causes of action based upon negligence or tortuous act or conduct by the City of Alton, its agents, officers, or employees. I realize that by virtue of this provision, I am waiving specific rights of recovery for injuries or damages which I may suffer and other rights which I may have knowingly done so by execution of this release and waiver.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Parent or guardian if ride along is under 18

Witness \_\_\_\_\_ Date \_\_\_\_\_

# Ride-Along Program

## Application

1. Anyone participating in the Alton Fire Department (AFD) Ride-Along Program will adhere to the guidelines of the program, as stated in Release and Waiver and department guidelines..
2. The Ride-Along Program release and waiver of liability must be executed prior to participation.
3. The Ride-Along participant agrees to a criminal background check by AFD.

### Ride Along Information

(PLEASE PRINT LEGIBLY)

Name \_\_\_\_\_ Sex  M  F

Street Address \_\_\_\_\_

City, ST, ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

DOB \_\_\_\_\_ SSN \_\_\_\_\_

State/DL# \_\_\_\_\_

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

\_\_\_\_\_  
Parent or guardian signature if ride along is under 18

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## Ride-Along Policy

**PURPOSE:** To establish the necessary criteria and procedures for authorizing civilians to ride in Alton Fire Department vehicles. Only persons with written authorization will be allowed to participate in the ride-along program. This allows interested citizens and student interns to ride as observers with fire department personnel for legitimate civic or educational reasons. The program also allows the participating party to see firsthand the role of a firefighter and/or medic and the importance of the profession to the community.

### PROCEDURAL GUIDELINE:

#### A. Eligible Participants:

1. All persons wishing to participate in the ride-along program must be pre-approved by the Fire Chief or Deputy Fire Chief.
2. Participants must be 16 years of age or older.

#### B. Approval and Assignment Process:

1. All requests for participation in the ride-along program must be referred to the Fire Department Administration office as far in advance as possible, preferably 14 days.
2. All persons desiring to participate in the program must complete the Ride-Along Application and Ride-Along Waiver/Release form. The forms shall be submitted to the Fire Department Administration office.

3. The participant will be instructed when and where to report. The assigned Officer shall be notified of the ride-along. The Officer shall be responsible for the placement of the participant.
4. Every effort should be made to avoid delay, and the participant should begin the ride-along as near as possible to the scheduled time.

### **C. Participants Restrictions:**

1. Applicants shall be limited to a maximum 12-hours or portion thereof in any (3) three-month period. Participants who desire to ride for a longer duration or more than once in a three-month period must make a specific request to the Fire Chief. These requests will be carefully screened as to the reason before waiving this limitation.
2. Ride-along participants for EMS or Fire Incidents shall be considered an observer only, and shall be under the direct supervision of the Officer, or designee, during the ride-along. Participants shall be instructed to remain in the fire apparatus at all times except when authorized to leave by the Officer. Alton Fire Department Explorers may assist the fire crew only to the extent set forth in the AFD Explorer SOP.
3. Participants shall wear seat belts, in accordance with department policy.
4. The assigned Officer, or designee, shall take reasonable care to prevent the participant from becoming physically involved in or assisting in the following types of incidents:
  - Crime scenes
  - Violent patients
  - Patients with known infectious diseases
  - Fire ground operations
  - Situations involving or likely to involve the display or use of firearms
  - Other activities or situations that are likely to increase the participant's risk exposure.
5. If the Officer, or designee, receives a potentially hazardous call or realizes that they may become immediately involved in a potentially hazardous situation, the observer should be instructed to remain in the apparatus. It is acceptable to leave the individual at the fire station.
6. At no time shall a participant become involved in assisting during an event of physical violence from another person. The participant has the right to use fire department communication devices to contact Fire Dispatch for the purpose of requesting assistance.
7. No ride-along participant shall be allowed to carry any weapons during the ride-along, regardless of any weapons permits or licenses they may possess.

8. At no time will a rider be permitted to take pictures, use a video camera or any other audio-visual recording device while on the scene of an incident. Requests for a media ride-along will be dealt with separately through the Administrative office.

**D. Dress Requirements:**

Participants shall be appropriately dressed when reporting for the ride-along assignment. The Officer shall deny participation to any person who is inappropriately dressed or who reports for the ride-along in a condition that would compromise the safety or best interest of the department, the assigned shift, or the participant.

1. Shoes: Closed toe with a good non-slip sole.
2. Pants: Long pants which sit at waist.
3. Undergarments should not be visible when in a normal standing position. (No jeans)
4. Shirt: Solid color dress or polo-style. (No t-shirts)
5. AFD Explorers may wear department approved t-shirt.
6. Participants from school or hospital programs may wear their class uniform if approved by the Operations Chief. Scrubs are permitted for hospital personnel.
7. Jacket: Dark solid color recommended.
8. Small designer logo is permitted on clothing.
9. Minimal jewelry: No nose or eyebrow piercings shall be worn during the ride-along.
10. Hair: Long hair shall be pulled back and tied so as not to interfere with activities.

**E. Participant Duties:**

All ride-along participants will be required to perform the following work assignments.

1. Assist with carrying equipment to and from incidents.
2. Assist with minor cleaning and/or re-stocking of apparatus after incidents.
3. Assist crew members as needed under direction of the officer assigned to.

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## Lock Box (Knox) Procedures

**PURPOSE:** The purpose of a Lock Box is to provide the Alton Fire Department with rapid, non-destructive access to certain occupancies. The AFD requires Knox Boxes on structures that are not staffed 24/7 and have an automatic alarm, sprinkler, or standpipe system and/or multi-family residential occupancies with interior exit access or any other conditions identified by the Authority having Jurisdiction.

### **POLICY:**

#### Alarm Sounding:

The officer in charge will notify dispatch to contact the building owner. The occupant's key from the lock box shall be used to open the building and complete search of the building shall take place. The alarm system may be silenced at this time but not reset. Any cause for the alarm activation shall be noted.

Upon arrival of the building occupant: the officer in charge shall obtain and record the name of the person, the occupant shall then reset the alarm, and the cause for the activation shall be discussed. The building shall then be turned over to the occupant. The occupant's lock box key shall be placed back into the lock box; the occupant should witness this operation. *NOTE:* if the lock box is connected to the alarm system, the key should be returned before resetting the alarm.

In the event of a subsequent alarm(s) and after the building has been searched, the Officer in charge may reset the alarm, lock the building, return the occupant's key to the lock box, and have an AFD member witness the lock box being re-locked. If there is no emergency and the unit is needed to respond to another incident the officer in charge will notify dispatch that the building is secure, and the unit is leaving the scene. Ask dispatch to make contact with the building owner and request that the building owner call the fire department for information regarding the alarm activation.

EMS call:

The officer in charge will remove the occupant's key from the Knox box, make entry to the residence, provide patient care and return occupants keys to Knox box before calling in service.

**RESPONSIBILITY:** All officers should have a working knowledge of Knox Box installations in their call area through area familiarization, inspections, and preplanning.

The officer in charge of the scene will be personally responsible for insuring that all keys removed from a Knox Box for an alarm are returned to the box before clearing the scene.

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## Hose Care & Storage

**PURPOSE:** To ensure the fire hose at the Alton Fire Department is in a ready state for use as needed.

**POLICY:** After each use, hose should be thoroughly cleaned with water and a broom. It should be inspected for damage that may have resulted from the use.

After washing, hose should be either hung in hose tower or placed in hose drying cabinet. After approximately 1 week, the hose should be checked by the same crew that hung it or placed it in cabinet. When dry, it should be removed, rolled with female coupling on the outside and placed neatly back on the hose rack. It is the responsibility of the crew that washed it to roll it.

Even though hose is treated with mildew-resistant chemicals, wet hose should not be re-bedded on the apparatus. If it is wet, clean and dry it before placing it back in the hose rack.

This does not apply to the large diameter supply lines (5"). They should be washed and wiped down and then re-bedded on the apparatus.

## Hose Re-Bedding

**POLICY:** All supply hose shall be completely removed from the beds and re-bedded with the bends in different places according to the following schedule:

2014	February	2 <sup>nd</sup> Shift	2015	February	4th Shift
2014	June	3 <sup>rd</sup> Shift	2015	June	1st Shift
2016	February	2nd Shift	2017	February	4th Shift
2016	June	3rd Shift	2017	June	1st Shift

Personnel performing scheduled hose re-bedding shall perform routine preventative maintenance on the hose beds. Such maintenance includes, but is not limited to, rust scraping, touch-up painting, replacement of or tightening nuts, bolts, screws, nails, etc., and wood varnished or shellacked.

Stand-by trucks shall be re-bedded on the same schedule as front line units. However, on stand-by trucks, re-bed the attack lines also.

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## Hose Testing

**PURPOSE:** To establish policy and guidelines relating to testing of fire hose. The procedures are set forth to assure the safety of fire hose use and safety of those personnel conducting the test.

**POLICY:** All hose on the Alton Fire Department will be tested annually (September and October) according to the following schedule:

- Shift #1 – 1810 & 1811
- Shift #2 – 1812 & 1831
- Shift #3 – 1813 & Marine 1
- Shift #4 – Rack Hose

All hose will be service tested according to the following procedures:

Before performing the actual service test, the hose should be examined for jacket defects, coupling damage, and worn or defective gaskets. Defects should be corrected if possible before continuing the service test.

- 1) Connect hose sections together (max. 300') and tighten securely.
- 2) Connect to pumper discharge.
- 3) Attach a nozzle to the end of last section in line.
- 4) Fill each hose line with water with a pump pressure of 50 PSI. Open the nozzles as the lines are filling up and bleed off all air in the lines. Close the nozzles after air has been purged.
- 5) Make a chalk mark on the hose jackets against each coupling.
- 6) Increase the pump pressure to the following:
  - a. 250 PSI for 1 ¾" and 2½" lines.
  - b. 200 PSI for 5" supply line.

- 7) Maintain the test pressure for five minutes. After five minutes, slowly reduce pressure, close valves, and disengage the pump. Open the nozzles and drain the lines.
- 8) Check the marks on the hose. If a coupling has moved during the test, mark the hose defective and set aside for re-coupling. Tag all hose that has leaked or failed in any other way.

After testing all hose, inform the Battalion Chief of any hose that failed and make sure it is taken out of service.

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## Line of Duty Death Notification

**PURPOSE:** The purpose of this guideline is to set forth responsibility and procedures in the event of line-of-duty death or death of an active member or retiree of the Alton Fire Department

**POLICY:**

### RESPONSIBILITIES OF NOTIFICATION

#### A. Line of Duty Death

1. Upon the death of a member in the line of duty, the Officer in Charge shall notify the Fire Chief or in his absence, the Deputy Chief as well as a department Chaplain if available.
2. The Chief, Deputy Chief and a designated representative, the Department Chaplain if available, shall notify the next of kin as soon as possible. No radio traffic should be aired concerning the death.
3. The Chief or a designated representative should officially notify the Mayor and other appropriate officials.
4. If possible and the scene allows, the Officer in Charge should relieve the immediate coworkers (those in immediate proximity or those responsible for attempted rescue and/or removal of the deceased) from the scene to return to station.
5. Defusing by the Chaplain or qualified person (CISD Team) to be done as soon as possible on the same shift. This to be followed by general information of how notification is being done, and what is to be expected in the next few hours.
6. Public Information Officer should be notified or a person designated to handle any public

news as soon as possible so that factual information is disseminated promptly. A detail should be placed at family residence to prevent media interference with the family and should remain posted as long as necessary.

7. Within 72 hours of the death there should be a debriefing, Critical Incident Stress.

8. The Chief shall designate an Officer-in-Charge who shall be responsible for the department's involvement in the funeral procedures.

9. It is suggested that upon receipt of a notice of a member killed in the line of duty and following the proper notification of the next of kin, that the station flags be lowered to half mast and to fly half mast for seven days after the funeral. (In some jurisdictions the city/county flags will also fly at half mast.)

Standard Operating Guideline	<b>A</b> lton <b>F</b> ire <b>D</b> epartment	<b>D</b> ate:
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## Funeral Service Guidelines

**PURPOSE:** This guideline is intended to assist families of our fallen/deceased firefighter brothers/sisters in providing consistency in paying final respects and honors.

### SCOPE

This guideline will define different levels of honor with options and variations that are available. Before any plans can be made, the family must be consulted and agree on the participation of the Alton Fire Department. It is the surviving family's wishes that are **paramount** in funeral planning.

### POLICY:

When assistance in planning departmental participation in a funeral is needed, the first agency called should be the Illinois Fire Chiefs' Association Funeral Committee. The Committee will send representatives to Alton to assist in the services. They may be contacted 24 hours a day at (800) 662-0732.

If necessary, assistance is also available from the Associated Firefighters of Illinois Honor Guard. Contact the AFFI Honor Guard State Commander. However, the Fire Chiefs' Association Funeral Committee should be called first and further determinations made with their assistance.

### D. TYPES OF SERVICES (OPTIONS)

**Level One:** Death in the line of duty from a job related traumatic injury. This may include an inactive member whose death is directly related to an injury sustained during active duty.

**Level Two:** Death of an active member, either job related non-traumatic injury or non-job related.

**Level Three:** Death of an inactive member.

	Level One	Level Two	Level Three
American Flag*	X	x	x
Badge Shrouds	X		
Bagpipers	X		
Bell Service	X		
Bugler	X		
Color Guard	X		
Crossed Ladders	X		
Eulogy	X	x	
Fire Engine Caisson	X		
Fire Service Flag	X	x	
Hearse		x	x
Honor Guard	X	x	
Honor Detail	X	x	
Pall Bearers	Active	Honorary	Honorary
Station Bunting	X		
Vehicle Bunting	X		
Walk Through	X	X	
* Used only if the deceased was a military veteran.			

## DEFINITIONS

**Line of Duty** : The death must be the result of a traumatic injury suffered by an on duty, active member of the Alton Fire Department.

**Job Related Traumatic Injury** : A blow to the body by an outside force, i.e., crushing injuries suffered in a building collapse, apparatus accident or fall. Burns, smoke inhalation and such climatic injuries as heatstroke or frostbite are considered traumatic injuries.

**Job Related Non-Traumatic injury** : Stress, heart attacks, stroke, diseases and mental illness (suicide).

**Non-Job Related Death** : Natural and traumatic deaths that occur while not on duty.

**Active Member** : A current, working member of the Alton Fire Department.

**Inactive Member** : A retired or disabled member of the Alton Fire Department

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## DRIVING FIRE APPARATUS

**PURPOSE:** This policy applies to the operation of all departmental vehicles in both emergency and non-emergency driving situations and is designed to ensure that all department vehicles are operated with concern for the safety of department members and the general public.

Vehicle operators have in their care, custody, and control major assets of the department (the vehicle, equipment on the vehicle, and department members). Apparatus operators have a high standard of care to provide to the general motoring public and must make every attempt to ensure the safety of others.

Safe arrival at the emergency scene shall be, and must always remain, the first priority of all apparatus driver/operators.

All department Apparatus Operators shall become familiar with the following policies.

### **POLICY: Emergency Driving**

- When driving apparatus to an emergency; safety should be paramount in the mind of the driver.
- When approaching an intersection with red lights and siren, take your foot off of the gas and put it on the brake.
- **Travel through an intersection should be done with extreme caution at no more than 5 - 20 m.p.h. depending on conditions.**
- At no time during an emergency response should speeds exceed 35 m.p.h. on residential streets and 55 m.p.h. on highways.
- Drivers should reduce speed if any of the following conditions exist:
  - · Limited visibility.
  - · Slippery roads.
  - · Heavy traffic.
  - · Poor road pavement.
- Drivers shall pay particular attention to school zones. Speed should be reduced during limited hours.

- Drivers shall not pass a stopped school bus with red lights flashing until the bus driver indicates that the apparatus may pass.
- The driver shall ensure that all other vehicles have come to a complete stop before proceeding through.
- **All personnel shall wear seat belts whenever the apparatus is in motion**

-Reckless driving will not be tolerated on the Alton Fire Department.

-When parked on a hill, wheels shall be chocked.

### **Non-Emergency Driving**

When driving apparatus at any time other than an emergency response, all traffic laws will be obeyed.

### **RESPONSIBILITIES: ENGINEER/DRIVER/OPERATOR**

- Ensure that all members have boarded and are seated.
- Ensure that the bay door is fully open before moving the apparatus.
- Ensure that all compartment doors are closed before moving the apparatus.
- Ensure that he/she knows where they are going and the best route of travel.
- Ensure that they are driving defensively and with caution.
- Ensuring that they are driving with due regard for the safety of all persons using the roadways.

### **RESPONSIBILITIES: APPARATUS CAPTAIN**

- Monitor the apparatus's speed, advising the driver if it is too fast.
- Ensure that the driver is fulfilling his/her responsibilities as listed above.
- Assist the driver with watching for traffic at intersections.
- Assist the driver with travel directions.

Note: Primarily, it shall be the Captain's responsibility to sound the air horn as to let the Engineer concentrate on safe travel.

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## BACKING UP FIRE APPARATUS

**PURPOSE:** To establish a set of standardized procedures that provide for safely backing department apparatus.

Since backing accidents account for the vast majority of fire apparatus accidents, it is important that we employ every reasonable procedure to ensure that apparatus is backed safely. This practice will lead to greater personnel safety and preservation of property and apparatus.

### **POLICY:**

Prior to Backing Up:

- When placing apparatus, plan ahead to avoid backing if possible.
- Driver / Operator must do a 360 degree walk around before backing the apparatus if a Guide(s) is not available. **(Definition of a Guide- Any personnel on the apparatus not driving)**

During Backing:

- All personnel not driving will step out of the truck and be a guide.
- Guide(s) are to be posted on the corners of the apparatus
- Engineer's side window will be rolled down to improve hearing and vision during backing.
- If only one guide, they will be visible from driver's side rear view mirror.
- Driver must stop immediately if the Guide(s) is not visible in the mirrors or on the front right corner of the apparatus.
- Guides must not allow anyone to stand in the path of the vehicle, behind or in front, during the backing procedure.
- Where appropriate, the Guide should be supplied with a handheld radio to communicate directly with the operator.
- If equipped, rearview cameras are an assist to backing, but do not negate the need for a Guide.

Guide Positioning:

- Guide from the driver's side mirror when backing. Additional Guides shall place themselves at the right rear and right front of the apparatus.
- Leave adequate room between the apparatus and you.
- Give plenty of warning; allow for reaction time.
- Consider your own safety; don't be at risk. Wear proper PPE
- (Reflective vest or coat, helmet, flashlight at night).

Backing or pulling through an apparatus into the Alton Fire Stations;

Station # 1

Before backing the apparatus into the bay the firefighter shall exit the vehicle and adhere to the guide positioning protocol.

Station # 2

Before pulling the apparatus into the bay the firefighter shall exit the vehicle and position themselves inside the engine bay as to watch the apparatus safely enter.

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## Hose Bedding Procedure:

### ENGINES COMPANIES:

#### PRE-CONNECTED LOADS

The two transverse beds (Mattydale's) will be loaded with 1¾ in the following manner:

Flat load, first 50' loaded then leave a loop approx. 14" long on both sides. Last 100' loaded, with a loop on the top on the side that does not have the nozzle at the edge. Nozzles should be placed so that when facing the beds, the nozzle is visible on the right side bed.

The longitudinal bed on the driver's side shall be loaded with 200' of 1¾" hose in a shoulder carry load.

The longitudinal bed on the officer's side shall be loaded with 150' of 2½" hose in a straight flat load.

#### SUPPLY LOADS

Supply loads for each apparatus shall be flat loads, according to the diagram on the following pages.

### LADDER COMPANIES:

#### PRE-CONNECTED LOADS

The three transverse beds (matydales) will be loaded as follows:

- 150' of 2 ½" flat load with an adjustable fog nozzle.
- 200' of 1 ¾" flat load with two (2) pull loops.
- 150' of 1 ¾" flat load with one loop (as described above).

A 100' length of 1 ¾" hose shall be bedded in the well on the officer's side for a "trash" line (Front bumper on Ladder 1).

**SUPPLY LOADS**

Supply loads for each apparatus shall be flat loads, according to the diagram on the following pages.

NOTE: Any questions concerning hose bedding refer to the following diagrams.

**DIAGRAM FOR REAR HOSE BEDS**

**1813**

200'	150'	1,000'	300' 2 ½"
1¾" Shoulder Carry	2½" Flat Load  Adjust. Fog Nozzle	5"	Flat Load

**1810**

500' 2½" Reverse Lay	1000'	5"	Air Cascade
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**NOTE: ALL COUPLINGS LAID IN A MANNER THAT WILL ALLOW THEM TO PAY OUT WITHOUT HAVING TO FLIP OVER.**

1812

5" 1000'	2 ½ " 500'
----------	------------

1831

	1000' 5"
--	-------------

**NOTE: ALL COUPLINGS LAID IN A MANNER THAT WILL ALLOW THEM TO PAY OUT WITHOUT HAVING TO FLIP OVER.**

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## 1831 OPERATIONAL SOP

- Apparatus Placement
  - Consider uphill approach
  - Confirm Fire Truck Level (FTL)
  - Check area for set-up and operation to work from rear of if possible
    - Give consideration to obstructions i.e. cars, trees, utilities, manholes, sewer drains, sidewalks, curbs, etc.
- Apparatus Set-up
  - In Cab
    - Neutral
    - Parking Brake
    - Aerial master
    - Aerial PTO
    - Generator
    - Engage pump
    - Drive
  - Out of cab (rear of truck)
  - Chock front wheels
    - Rear control panel
      - Place diverter switch in stabilizer mode
      - Confirm with green light and audible alarm
      - Activate high idle (if pump engaged high idle will not work)
      - Extend all outriggers to maximum length if possible
      - Place diverter switch in neutral position
      - Confirm with green light off and alarm off
      - Place ground pads under outrigger jacks
      - Place diverter switch to stabilizer mode
      - Confirm with green light on and audible alarm
      - Put left side jacks down to make ground contact
      - Put right side jacks down to make ground contact
      - Adjust all jacks up/down until:
        - Bulge out of rear tires (leave rear on ground if possible)
        - Four green lights on
        - Audible alarm stops
        - Leave front tires in contact with ground if possible
        - Adjust jack height for safety pins, if possible

- Check rear bubble level is in green zone
  - Check left-rear bubble level is in green zone
  - Pin jacks with yellow handles facing rear
  - Put diverter switch back to neutral
- Aerial Operations
  - Put diverter switch to aerial operations
  - Close both outrigger control doors
  - Close rear control panel door
  - Go to turntable control pedestal
    - Open lid
    - Pull up red power button
      - red light in button will illuminate
      - Hydraulic pressure gauge will read approx. 2300 psi.
        - (if no red light when button pulled up, check diverter switch on rear of truck for aerial position.)
    - Turn on both switches on communications box
    - Prior to movement of ladder:
      - All personnel will be clear of pinch points
      - Determine desired nozzle mode- Rescue or Water tower
      - When possible follow standard aerial ladder operations in following order:
        - 1. Raise
        - 2. Rotate
        - 3. Extend
        - 4. Lower
- Ladder climbing operations
  - Personnel will wear ladder belt
  - At no time will personnel ascend or descend ladder when ladder is in motion.
  - Personnel will not ascend ladder until fly section is past 60'
  - Turn table operator will depress red power button to ensure no ladder movement while personnel ascend or descend ladder.
- Water Tower Operations
  - Personnel will secure ladder belt
  - Ascend ladder and fold down foot plates
  - Personnel will stand on foot plates and lock in (note: confirm locking in to fly section)
  - With personnel locked in turntable operator may activate red power switch and move ladder.
  - Creeper control operation
    - Turntable operator must press "Creeper Master Switch" forward and hold to allow for ladder control at the tip.
  - Nozzle control operation
    - Nozzle pattern may be adjusted by using controls on turntable or ladder tip
- Rescue operations
  - Ladder In bed

- Water tower must be put in “Rescue” mode
- Flip switch on turntable control to rescue
- Wait five seconds
- OK to move ladder
  - When possible follow standard aerial ladder operations in following order:
    - 1. Raise
    - 2. Rotate
    - 3. Extend
    - 4. Lower
- Ladder Out of Bed
  - Change from “water tower” mode to “rescue” or vice versa
  - Fly section must be retracted completely
  - Rescue/Water tower switch must be moved to desired mode and wait 5 seconds.
  - OK to move ladder
- Apparatus Take-down
  - When retracting ladder the fly section will stop at a safety point
  - Open drain valve if water was used
  - Nozzle must be pointing straight out in the water tower mode
  - Nozzle must be stowed in fog pattern in case of accidental discharge
  - Foot plates must be folded up
  - Before proceeding personnel must descend ladder
  - Turn table operator must hold forward the retraction override switch while pulling backwards on the “retract” lever until ladder retraction is complete
  - Align ladder with bed
    - Confirm with illuminated blue bed light on turn table
    - Visually check both sides of ladder for no obstructions i.e.:
      - Engineers side monitor
        - Nozzle must face rearward in down position
      - Captain side monitor
        - Nozzle must face forward in down position
  - Lower to bed
  - Turn off both switches on communications box
  - Depress red button to turn off power to ladder
  - Simultaneously pull back on three control levers
  - Close lid
  - Proceed to rear of apparatus and reverse set-up procedure for completion of take-down

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## Accountability

**PURPOSE:** To establish a coordinated system of personnel accountability and to enable the Incident Commander to identify, locate and account for the function of companies operating on an incident.

**POLICY:** It is the intent of this policy to ensure safety and prevent injury and loss of life of personnel during emergency operations. Each firefighter and officer must ensure that this program works. It will be everyone's responsibility to maintain this system.

### Definitions:

- 1. Passport Accountability System:** A procedure that utilizes Helmet Shield, Passports, name tags, and status boards to track the assignment of Commanders, Companies, Teams and individuals at an emergency incident.
- 2. Accountability Officer:** A person designated by the incident commander to conduct monitoring a recording of all personnel on the scene. He/she collects the Personnel Accountability System identification tags and track them at the command post during operations.
- 3. Accountability Status Board:** A board which Personnel Accountability System identification tags can be attached and tracked during operations.
- 4. Personnel Accountability System Identification Tag:** A 3/8" X 2" White Velcro-backed plastic tag with member's last name, four letter MABAS fire department designator.
- 5. Passport:** 2" X 4" boards made of Velcro and plastic used to identify and account for members and teams. Members affix Name tags to Passports.
  - Primary passport: WHITE, flexible Passport preprinted with company ID numbers kept in a specified location on the fire apparatus. It is used to document the movement of a team within an emergency incident perimeter.

- Back-up Passport: RED, flexible Passport preprinted with company ID numbers kept in a specified location on the fire apparatus. It is left as an emergency back-up or replacement if the primary is lost. It should also be used when an incident has escalated to Level III accountability.
- Reserve Passport: GREEN, flexible passport preprinted with Company ID numbers kept in Command 1 to be used as a temporary replacement.

**6. Level I Accountability:** Personnel accountability system used during fire and rescue responses. PAS ID tags are on passport boards of the apparatus they are assigned. During Level I accountability the passport boards stay on the apparatus they were assigned

**7. Level II Accountability:** When command has been established on a working incident. The WHITE passport boards shall be collected and placed on the status board to track companies working at the incident.

**8. Level III Accountability:** When a special or large-scale incident is at hand and a single point of entry cannot be maintained the second PAS ID (RED Passport Board) must be used. The secondary PAS ID can be given to the Sector Officer for entry to a special hazard area.

#### Procedure:

1. When personnel arrive for duty in an engine house he/she must first place both of his/her PAS ID tags on the two Passport Boards of the apparatus he/she is assigned. If a firefighter is temporarily re-assigned to another apparatus during a shift he/she must move the tags accordingly.
2. Command 1 will have a supply temporary replacement tags to be used if needed. If a tag is lost, be sure to notify your company officer to receive a temporary tag right away.
3. During Level I accountability the PAS ID's will remain on the apparatus.
4. Once the Incident Commander determines the need to implement Level II accountability the WHITE passport board from responding apparatus will be collected and placed on the status board for tracking personnel at the scene. An Accountability Officer may be designated to assist the IC with tag collection and tracking. The tags will be placed on the accountability status board by sector or assignment.
5. Once level III accountability has been implemented the RED passport board will be collected and the tags placed on the sector tag they are assigned to along with the Sector Chief's tag. The Sector Chiefs will collect the second tag from the

RED passport board of each firefighter in their sector and attach them to their sector tag. All firefighters responding to the scene as second alarm will have one tag collected by the Accountability Officer. The second alarm firefighters must give their second tag to the Sector Chief they have been assigned to. The firefighters responding from off duty call out must check in at the IC and leave one tag with the Accountability Officer. Once the callout personnel have been assigned a task by the IC the firefighter(s) will report to the designated Sector Officer and give him the second tag.

6. Once the accountability system has been implemented the IC will notify APD dispatch and request a 20 minute notification for a Personnel Accountability Report (PAR) and shall have the Accountability Officer conduct the PAR every 20 minutes accordingly. The Accountability Officer will cross-reference each sector with the accountability board. If a discrepancy is found, it must be corrected immediately.

7. At no time during an incident will crew personnel assignments change unless it is approved by the IC and tracked on the accountability board.

8. When a firefighter is reassigned to another sector, sent to rehab, or relieved of duty he/she must pick up his/her tag from the Sector Officer. Once the firefighter reaches the new assignment he/she must tag in with the Officer in charge of that task or area. If the firefighter is leaving the scene he/she must check out with the Accountability Officer.

The following are additional examples of when an accountability check should be performed for all emergency personnel on the scene. These are to be used only as a guideline as each incident may dictate different needs.

- After an emergency evacuation
- When a working fire is marked under control
- After a major change in the incident
- At the end of any incident on which tags were collected

The following are some examples of when the accountability system should be implemented. These are to be used only as a guideline as each incident may dictate different needs.

- Mass Casualty Incident
- Hazardous Materials Incident
- Search and Rescue Operations
- Technical Rescue
- Working Structure Fire

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## LOCKOUT TAGOUT

**PURPOSE:** This procedure establishes the minimum requirements for the lockout of energy isolating devices whenever maintenance or servicing is done on machines or equipment.

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 where the unexpected energizing or start-up of the machine or equipment or release of stored energy could cause injury.

**POLICY:** In the event an Officer in charge determines that a mechanical system, e.g. water, electrical, or apparatus, needs to be shut down for maintenance repair, a lock out, do-not-use tag will be attached to the main control valve, circuit breaker, or ignition switch of the equipment being taken out of service. The tag shall be marked as to the reason such equipment is shutdown, the time and date, and be signed by the Officer making the decision to shutdown the equipment.

Lock out/tag out equipment is located in Command 1

NO EQUIPMENT WHICH IS CONNECTED TO: WATER, ELECTRICITY, OR IS PART OF ANY MOVING MACHINERY WILL BE REPAIRED UNTIL A LOCK OUT, DO-NOT-USE TAG IS ATTACHED TO ITS MAIN METHOD OF CONTROL.

Note: Alton Fire Department Personnel shall not attempt to pull an outdoor electric meter.

<b>S</b> andard <b>O</b> perating <b>G</b> uideline	<b>A</b> lton <b>F</b> ire <b>D</b> epartment	<b>D</b> ate:
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## Hearing and Eye Protection

**PURPOSE:** To provide protection in daily routine.

To provide protection during testing procedures.

**POLICY:** Hearing protectors are provided at each engine house that may be used by personnel in house or at a pre-determined test site. Eye protection is provided in the form of goggles, eye glasses or face shields. Each member shall be issued personal eye protection glasses.

<b>S</b> <b>O</b> <b>P</b>	<b>A</b> lton <b>F</b> ire <b>D</b> eartment	<b>D</b> ate:
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## Communications

<u>Entity</u>	<u>MABAS</u>	<u>On-Foot Designation</u>
Fire Chief	(1800)	1800
Deputy Chief	(1801)	1801
Battalion Chief	(1802)	1802 or Command
Fire Company	(1810)	When on foot the members shall use their truck # plus A,B,C, or D depending on their seat on the truck: <b>Example:</b> 1810 A (Captain's Seat) 1810 B ( FF behind Captain's Seat) 1810 C ( FF behind Engineer's Seat) 1810 D (Engineer)
Fire Company	(1811)	
Fire Company	(1812)	
Fire Company	(1813)	
Fire Company	(1830)	
Rescue Squad	(1851)	
Station 1	=	333 E. 20th St.
Station 2	=	3212 College Ave.

The radio is to be used only for official business. At all times, personnel will use the radio in a professional manner. Hold the microphone approximately 2" from mouth and speak in a calm, clear, and concise manner.

When receiving an alarm, all personnel shall report to their apparatus and don their turnout gear. After receiving an alarm:

1. All responding fire companies state, "responding" in numerical order. Example: "1810 responding".
2. Station 1 will be the primary control station as long as personnel are still there. If all personnel leave Station 1, Station 2 will assume radio control.
3. After an alarm, someone from the control station shall immediately move to the radio and monitor traffic. It is the responsibility of the officer in charge at control station to

insure that the appropriate units have responded to the alarm. If, after a reasonable amount of time, the appropriate fire companies have not all called "responding", control station will call them over the radio and confirm their response.

4. After an alarm, both stations will monitor the radio until all units have returned to service (See SOP for Radio Watch Procedures).
5. Upon arrival at the scene, each unit shall report "on the scene" and give an initial report of conditions found and if appropriate, actions being instituted. Example: "1811" on the scene, smoke showing" or "1810" on the scene, nothing visible" (See SOP for Situation/Status Report).
6. During an alarm response, all other radio traffic is to be avoided. Only traffic that is directly related to the response is permissible.
7. As soon as a company becomes available for service, they will call "In Service" over the radio and insure that all other in-service units acknowledge. Example: "All Alton Fire Units, 1811 is "In Service".
8. Whenever initiating non-emergency traffic over the radio, the words "All Alton Fire Units" should precede the message.

Radio traffic should be kept to a minimum, as much as possible.

If at all possible, avoid using any victim or patient's name over the radio.

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## AFD Radio Channels

**PURPOSE:** To ensure that each radio channel is used for its proper purpose.

### POLICY:

Channel 1	Fire Channel	Receiving alarms, fire ground communications
Channel 2	Mad. Co. Fire	Primary dispatch channel for neighboring Depts.
Channel 3	Merci 3	Declare Mass Casualty. Pt. reports to Hosp.
Channel 4	APD	Communications with the Alton Police
Channel 5	MABAS Red	Common Statewide Frequency
Channel 6	MABAS White	Common Statewide Frequency
Channel 7	MABAS Blue	Common Statewide Frequency
Channel 8	NIFERN	Main Mutual Aid Channel
Channel 9	IREACH	multi-jurisdictional and multi-discipline communications for emergency situations Communications with ARCH
Channel 10	W.R. Dispatch	Communications with Wood River
Channel 11	W.R. Fire Ground	Communications with Wood River
Channel 12	West Alton FG	Communications with West Alton Fire Ground
Channel 13	QEM	Communications with Quarry, Elsay, Mississippi
Channel 14	Public Works	Communications with Public Works
Channel 15	Marine Channel	Emergency Ch. 16, Water emergencies
Channel 16	AFD	Talk around Channel

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## Radio-Watch

**PURPOSE:** To establish a procedure that ensures continuity for the task of Radio Watch at the Alton Fire Department.

**POLICY:** When assigned "Radio Watch Duty" and not a responding unit on the alarm run, all personnel shall adhere to the following procedure.

Each shift the Station Captain shall establish a radio watch system that will provide radio watch coverage for the entire 24 hour shift.

The firefighter shall then listen and write down the following information on a piece of paper.

- Time of the alarm
- Location of the alarm
- Nature of the call
- What unit responded?

The firefighter shall then proceed to the alarm desk set and remain close as to be able to disseminate information as needed, promptly and accurately until all units are in service.

The assigned firefighter shall also be responsible for knowing what trucks are currently in or out of service

In an event that the assigned firefighter is on the run, the least senior person in the lowest rank shall be responsible for the above procedure.

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## Radio Operations Rules

**PURPOSE:** The manner in which radio operations are handled is often a measure of the efficiency of an organization and the attitude of its individuals. Application of the general do's and don'ts outlined here lead to professional performance.

### **POLICY:**

- All radio transmissions over the Fire frequency will be in plain English; a minimal use of (10) codes is permissible.
- Listen before transmitting to make certain the channel is clear, and organize your thoughts before transmitting. The over-eager operator is a source of wasted time and confusion.
- Keep all transmissions brief and to the point. Avoid long-winded descriptions and unnecessary repetition. Accuracy, brevity, and speed are all important, however; they should be considered in that order.
- Speak distinctly and pronounce words carefully. Speak at a slow speed using your conversational tone of voice with natural emphasis and rhythm. A message should be spoken by phrases, not one word at a time.
- When necessary, for reference, use official titles and authorized apparatus designations in all transmissions. Do not use nicknames.
- During all radio operations, remain cordial and calm. Words or voice inflections, which reflect an individual's irritation, disgust or sarcasm, are not to be used.
- Remember, your conduct on the radio reflects on your entire company.

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## Situation / Status Report / Size-Up

**PURPOSE:** To provide all personnel and responding units with a uniform situational update.

**PROCEDURE:** The first arriving line officer or unit will be assigned a command designation. If a higher ranking chief responds after command has been established, the Chief of higher rank may take over command and announce such to the dispatch center.

The first arriving unit or chief should advise the Communications Center with a report which should include, but is not limited to, the following:

- "Nothing showing."
- "Nothing showing. Investigating." This could be used on large structures where fire could easily be concealed within the building or where all sides of the building are not visible.
- "Light smoke showing." Give floor and/or any other location within the building such as section or wing.
- "Heavy smoke showing." Give floor and/or any other location within the building such as section or wing.
- "Fire showing." Give floor and/or any other information within the building such as section or wing.
- "Fully involved."

### Initial Radio Report: Structural

A brief initial report allows other arriving units to be better prepared to take action on arrival. It also allows other unit commanders and chief officers to consider the tactics that may be required for this specific situation.

- Unit designation.
- Brief description of the incident situation (building size, occupancy).

- A brief description of the incident situation.
  - Small/Medium/Large Residential or Commercial Building
  - Percentage involved.
- Actions being performed by crew, i.e. pulling a line.
- Declaration of basic strategy
- Any obvious safety concerns.
- Assumption, identification, and location of IC.
- Request of additional resources or release of resources, if necessary.
- Assignment of other responding resources, as required.

#### **Structural Example:**

1811 to Command: 1811 is on the scene of a 2 story residential house with fire venting out of a first floor window on Side D. 1810 is taking a shoulder carry through the front door.

#### **Size-up**

Once an initial radio report has been given;

- It is imperative that a complete 360 degree view of the building be taken whenever possible.

#### **A Few Factors to Note:**

- Identification of walk-out basements or changes in building size may be identified. These features may drastically change your tactical approach to the incident.
- Every door or window you see gives you escape options as well as helping with building landmark identifications.
- Building occupancy
- Building construction type
- Fire behavior observations
- Smoke
- Color, velocity, texture of smoke
- How long into the fire
- Risk Assessment

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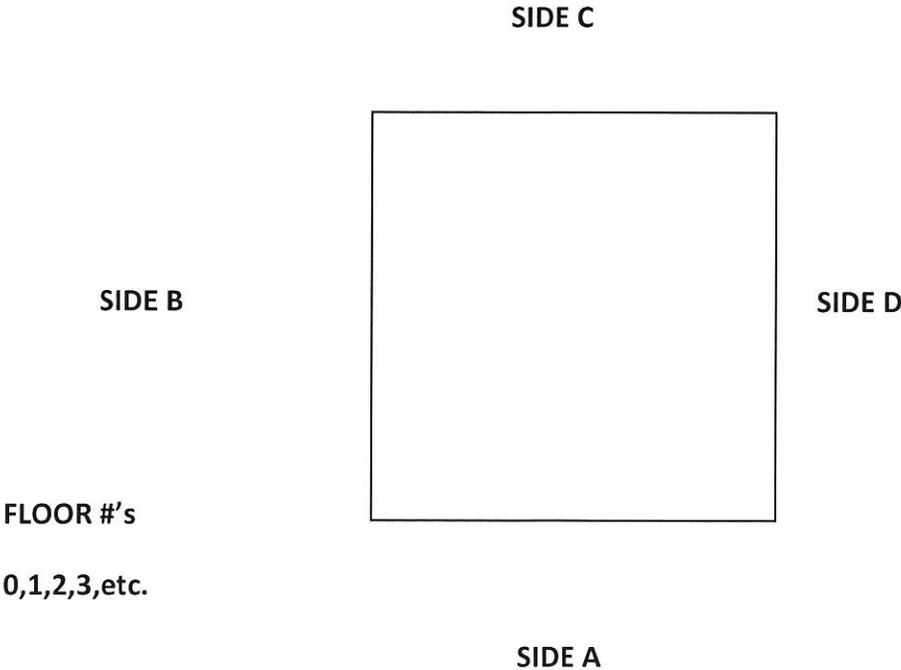
## Quadrant System

**PURPOSE:** The quadrant system assigns a specific letter to each side of the structure and exposure. This system shall be used on all emergencies and all members shall be thoroughly knowledgeable with this system and its use. It should be used keeping in mind that this standard’s purpose is to simplify coordination of efforts on the fire-ground, which is one sound basis for a successful emergency scene operation.

**POLICY:** The Officer in Charge shall take up a position on the street address side of the building, designated as Side A of the structure. This position is to ensure ease of access to the Officer in Charge and allow subordinate officers and/or personnel to easily direct others to him. The left side will be side B, the rear of the building will be side C and the right side will be side D.

Numbers shall be used to denote the floor specified.

Example: The fire is venting out of a window on Side B, 1<sup>st</sup> floor.



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## Request for Mutual Aid

**Purpose:** The Alton Fire Department is an active member of **MABAS 35**, as such, may receive a request for mutual aid from this organization. The following guideline may assist the Duty Chief in the decision making process.

**Policy:** Should our trucks leave the city on a designated MABAS response, our units shall respond as the following 4-digit designations:

<b>1800</b> Fire Chief	<b>1812</b> Engine Company
<b>1801</b> Deputy Fire Chief	<b>1813</b> Engine Company
<b>1802</b> Battalion Chief	<b>1831</b> Ladder Company
<b>1810</b> Engine Company	<b>1850</b> Rescue Squad
<b>1811</b> Engine Company	

The Alton Fire Department will always make a reasonable effort to assist neighboring fire departments when requested. In general, when a request for mutual-aid is received from a neighboring department, the Battalion Chief on duty shall make the determination as to what units and personnel, if any, shall respond. Primary consideration shall be given to insuring that services to the citizens of Alton are not seriously compromised.

The following are general guidelines to assist the Battalion Chief in the decision making process:

<u>Alarm Type</u>	<u>Suggested Response</u>
Structure Fire .....	(1) Fire Company
Vehicle Extrication .....	(1) Fire Company
Trench Rescue .....	(1) Fire Company, Rescue Squad Trench Trailer, Command Unit
Rope Rescue .....	(1) Fire Company, Rescue Squad, Command Unit
Confined Space Rescue .....	(1) Fire Company, Rescue Squad, Command Unit
Water Emergency .....	Marine-1 with crew of four (4)
Cold Water/Ice Rescue (Land based) ...	(1) Fire Company, Rescue Squad, Command Unit

At no time will it be permissible to send more than one Fire Company, a Rescue Unit, and a Command Officer outside the city limits without express permission from either the Fire Chief or Deputy Chief. Any time that an Alton Fire Department unit is dispatched outside the city for mutual-aid, an e-mail notification of the incident shall be made to the Fire Chief and Deputy Chief prior to the end of shift.

[firechief@alton-il.com](mailto:firechief@alton-il.com)  
[deputychief@alton-il.com](mailto:deputychief@alton-il.com)

All personnel when responding on mutual aid should be prepared to present their accountability tags immediately upon arrival at the scene.

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## Emergency Call-Out Procedures

Whenever it becomes necessary to call out extra personnel to handle an emergency situation, the following procedures shall be followed:

1. Call-outs are **mandatory**; they are not subject to refusal by the individual being called out. It is the duty of all personnel to respond **immediately**, as ordered, whenever called out. (Exceptions below)
2. If at any time there is an alarm that goes beyond a Box Alarm, the entire sister shift of the on-duty shift will be called to respond. If after notifying the sister shift the number of responders is insufficient, follow by calling firefighters from the shift that worked the previous day, then the oncoming shift.
3. The notification will come in the form of an automated phone call system. Once a call has been received, a response shall be mandated
4. Anyone on scheduled time off is eligible for call out. This includes those on vacation.
5. You must report for duty within 30 minutes of being contacted. If you unable to report in 30 minutes you must inform the person calling. Report to your fire station and pick up turnout gear, then respond to wherever you were ordered to report. If no other directions are given, report to Station 1 and inform Command 1 you are standing by for orders.
6. When reporting to the emergency scene, all personnel shall report to the Incident Commander on scene.
7. Off duty personnel who arrive at a scene without being called out by a control station shall not be put to work unless the Incident Commander deems it necessary.
8. Wear uniform when called out.

Exceptions:

Personnel who are seriously ill or injured are not expected to respond.

Personnel who are on injury leave should not be contacted.

Personnel who are intoxicated shall advise control station that they are under the influence of alcohol and unable to respond.

Personnel alone with children they cannot leave unattended

**NOTE: If you are having difficulties contacting personnel according to this S.O.P.. Call whoever you can get a hold of.**

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## Watercraft Operations (Marine One)

**PURPOSE:** This procedure is intended to provide guidelines for safe operational use of the Alton Fire Department watercraft, hereafter referred to as Marine One.

### **POLICY:**

#### **BOAT LAUNCH CHECK- LIST**

When assigned to “Marine-One”, all personnel will adhere to the following procedure for launching:

- Turn handle to lower and raise. Pull up on rapid launch handle for “Rapid Launch”
- Unplug shore power.
- Turn on the batteries: port – starboard – house. (The interlock battery is left off: use when one of the other batteries is low).
- Turn on the fire department and marine radio. The marine radio should be on “scan”.  
The Alton
- Belle and the Marina monitor channel “16”. The Mel Price Lock & Dam monitors channel “14”.
- Put up the marine radio antenna.
- Untie the dock lines and leave them on the dock.
- If operating at night, the two switches on the dash for “navigation lights” and “12 volt breaker” must be turned on.
- Fire pump: make sure the fuel is connected. Prime bulb if needed.

#### **GENERAL GUIDELINES WHILE OPERATING BOAT**

When assigned to “Marine-One”, all personnel will follow these guidelines:

- **There must always be a minimum of four (4) persons assigned to the boat when responding to an emergency. This will include a qualified boat operator and should include a rescue swimmer when possible.**
- Once underway, radio control station, state that you are “underway” with the number of personnel on board. Also, advise your destination so that both stations can track progress.

Control station shall contact Marine-One every 15 minutes (daytime) or every 10 minutes (night) for progress report and accountability. Control station should also call the Melvin Price Lock & Dam and notify them of our response.

- Upon arrival, report according to radio S.O.P.'s.
- All personnel MUST wear A.F.D. life vest at all times!
- No personnel should ride on the bow of the boat while underway. Personnel may get on bow when approaching another boat or dock, but should be secured with a safety belt. At night, it may be necessary to place a person on the bow with a spotlight. This will be at the officer's discretion and the bow person must ALWAYS be secured.
- Any person brought on board the vessel must wear a life vest unless it will interfere with proper medical treatment.
- During Night Operations, consideration should be given to bring the Thermal Imaging Camera.
- Remain in the main channel unless it is necessary to affect a rescue or extinguish a fire. If you must leave the main channel, proceed with great caution and at **idle speed only**.

#### **FIRE PUMP OPERATIONS**

- Put the key into the fire pump ignition
- Move the choke lever to the left (usually needed the first start only)
- Move the idle lever slightly to the left
- Squeeze the primer bulb (located to the left of the pump)

NOTE: When using to flow water, idle lever needs to be opened only about 3/4.

#### **To prime the piping to flow water**

- Close the exhaust
- Watch the gauge, once the pressure starts to build
- Slowly open the water discharge, once the water flows
- Open the exhaust

NOTE: Gloves should be worn while touching the exhaust handle

## Towing a boat

The towing of another watercraft is prohibited unless justifiably necessary, i.e. floating in the channel, destined to hit the dam. We are in the business of life safety, not boat recovery.

Do not attempt to pull other watercraft off of a sand bar.

No attempt shall be made to tow a craft taking on water.

- If possible to safely do so, tie a rope and buoy to mark the location

If you must tow another craft:

- Complete a 360 degree viewing of the vessel (assess for damage)
- Use great caution
  - In the words of the Coast Guard. If you put a line on it, you own it
- Do not use Life Safety rope
- Only one person wearing a floatation vest is allowed to be on the craft (steering purposes). All others to board Marine 1 and don vests.
- A knife or axe should be kept at the ready in the event a tow line needs to be cut.
- When approaching the Marina, no more than idle speed and shorten the tow for better control or use a Long Side Tow maneuver.

## LOCKING PROCEDURES

Control Station should call the Mel Price Lock & Dam via telephone and request that they prepare a lock for Marine-One to proceed downstream for an emergency.

Once the boat is underway, the officer in charge should radio the Lock & Dam. Example: "Marine-One to Melvin Price Lock & Dam on channel 14". "We are requesting a lock for emergency lock-through downstream". The lockmaster will answer and advise whether you should proceed to the main lock (big) or the auxiliary lock (small).

There will be a green light at the lock signifying that it is safe to enter. Once inside the lock, the gate will close. It is not necessary to tie up when going downstream, but we must tie off when returning back upstream. Tie off to one of the floating silver colored timber heads that are recessed into the wall. When the procedure is complete, a horn will sound indicating you are clear to go.

***NOTE: THE LOCKMASTER IS THE BOSS – DO NOTHING WITHOUT HIS/HER PERMISSION!***

## **RETURNING BOAT TO SLIP**

When returning Marine-One to the dock slip, the following procedures should be followed:

- Fill both fuel tanks at the Marina and fill oil tanks with oil from the dock box at the slip.
- Secure all four dock lines to the boat leaving slack for the lift.
- Place both boat keys and pump key back on the hook.
- Turn off all 12-volt switches.
- Make sure all 110-volt switches are turned on.
- Secure all equipment.
- Turn off all batteries.
- Make sure the battery charger is plugged in to the 12-volt receptacle.
- Put marine radio antenna down.
- Center boat in slip with bow forward.
- Turn lift switch on and turn the handle to the “raise/lower” position.
- The lifts will blow air out of the rear of the floats when full. Turn the handle to the “hold” position and turn switch “off”.
- Plug in shore power cord and screw collar down.
- Police the dock area and make sure everything is clean and ready for the next run.

## **MAINTENANCE**

A crew will be assigned a weekly maintenance check on Thursday to insure readiness. A designated “Boat Operator” should lead the weekly boat check if possible.

## **RESPONSIBILITY:**

Safety is everyone’s responsibility. The Senior Officer is ultimately in charge of the overall scene operations. However, he/she should bow to the boat operator’s judgment in matters regarding navigation, boat operation, and the facility of a rescue effort.

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## Bomb Threats / Tactical Violence / WMD

**PURPOSE:** This guideline is intended to provide a very basic framework of action in the event a bomb is reported or other tactical violence is threatened (terrorism). Terrorism incidents may include, but are not limited to, Biological, Nuclear, Incendiary, Chemical and Etiological Incidents (Weapons of Mass Destruction or WMD). It must be noted that criminal incidents are primarily police matters, and the Fire Department is present in an advisory role and if the need for fire suppression or a Hazardous Materials response should become necessary

**POLICY:** All companies responding to bomb scare and/or tactical violence (WMD) incidents shall respond non-emergency to minimize attention given to the incident, unless directed differently by law enforcement personnel or if known injuries are present. All companies arriving at the given location shall stage a minimum of 500 feet from the reported building or area

### Communications:

Because the possibility exists that a bomb may be detonated by remote control, radio signals, mobile and portable radios shall not be used within 500 feet of the reported building or area. Communications shall be made with the use of runners relating information from the incident commander to the companies in the staging area. Communications to the dispatch center shall be made by cell phone or by mobile/portable radios located greater than 500 feet from the reported building or area.

## Operations:

- Life Safety is normally the First Priority. In the case of Tactical Violence (WMD), that priority may be best accomplished by isolating and investigating the situation first.
- Utilize ICS framework for reducing hazards and managing the resources. Establish a Unified command system as soon as possible.
- Identification and utilization of all resources available to assist AFD in tactical violence and terrorism incidents (WMD) shall be accomplished:
  - ❖ Law Enforcement - APD, ISP, FBI and ATF
  - ❖ Madison County - Mobile Command Post & Emergency Management
  - ❖ Military - National Guard
  - ❖ Madison County Health Department (public health emergency)
  - ❖ Madison County M.A.B.A.S. Hazardous Materials Team
- Maintain the scene as a Crime Scene, preserve evidence and document observations
- Maintain awareness for malicious causes at Mass Casualty Incidents as multiple patients with common symptoms may be the first sign of a possible threat
- Be aware of secondary devices meant to harm responders
- Minimize exposure to responders by the maximum use of PPE, controlled/limited entry/exit for tasks and staging of resources at a safe distance
- Establish, at least, a basic decontamination zone at any suspected incident
- Perform a continual size-up and protect personnel accordingly

## Bomb Threats

First arriving engine companies shall prepare to connect to hydrants and lay out, should the need arise. The incident commander shall meet with all parties involved with the incident. The decision to evacuate shall be made by the company owners, authorized representatives, or the company or by the City of Alton Police Department; not by the City of Alton Fire Department. Should detonation occur with fire, concentration should be made to contain the fire and the rescue of trapped persons.

### Safety:

All members are to be in full protective clothing including SCBAs until otherwise informed by the On-scene Commander. At no time, shall Fire Department personnel be engaged in searching for bombs, incendiary devices, or similar devices. AFD personnel may be used to accompany qualified individuals who are searching for items that are "out of place" or unusual. If a potential or suspicious device is spotted or discovered, there should be no attempt to move that device by AFD personnel. Should a bomb detonate, additional caution should be used. A second bomb may detonate, designed to cause injury to emergency response personnel.

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## Access a Stalled Elevator

**PURPOSE:** The purpose of this guideline is to provide a standardized approach to service calls concerning the Alton Fire Department's activation for stalled elevator problems, and to outline minimum actions to be considered at each incident.

Make contact with occupants of the elevator and inform them that:

1. They are safe.
2. Steps are being taken to evacuate them.
3. Stay clear of the doors.
4. Refrain from smoking.

Obtain the following information:

1. Number of persons in the car.
2. If any occupants are injured or ill.
3. If the lights are on.
4. Do they know what floor the car is near.

Keep occupants informed and reassured. Do not move the car.

Before attempting access to the car, ascertain that the mainline disconnect switch is "On" and that the emergency stop switch is in the "Run" position, not the "Stop" position.

If the elevator is equipped with firefighters' service operation, try activating the Phase I lobby key switch to recall the elevator car to the main floor.

If the elevator is stalled due to loss of power, check for auxiliary power availability to recall the elevator to the main floor.

To access a car at or near a landing:

- Turn off power to the elevator- **lock out and tag**.
- Open doors by hand.
- Enter the car and set emergency stop switch to "Off".
- Assist passengers out.

To access car within 3 feet of landing:

- Turn off power to elevator- **lock out and tag**.
- Unlock hoist way door nearest stalled car with elevator key, open hoist way and car doors by hand.
- Enter the car and set emergency stop switch to "Off".
- Precautions should be taken to guard any hoist way opening below the elevator car floor when the car is above the landing.
- Assist passengers out with a ladder.

To access car more than 3 feet from a landing:

Removal through top emergency exit:

- Turn off power to elevator- lock out and tag.
- Open hoist way door nearest the stalled elevator car top.
- Lower a ladder through doors to car top.
- Place a second ladder through emergency access panel in car top.
- Rescue personnel enter car and set emergency stop switch to "Stop".
- With rescuers at each level, assist passengers out of the car.

Do not attempt to restore power to stalled elevator after the rescue. Advise building personnel what power switches are off and what doors were opened.

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## Safety & Risk Management

**PURPOSE:** The Alton Fire Department is committed to providing the safest possible work environment for our members. It is important that all members operating at incidents and/or training scenarios operate in a safe manner. Each must practice as a “safe person” for their own safety, as well as to minimize risk to others.

**POLICY:** Operating at emergency incidents and /or training scenarios poses an inherent risk of injury – or worse, death. With that thought in mind, all members are expected to operate under the following risk management profiles.

1. We will risk a lot, in a calculated manner, to save SAVABLE lives.
2. We will risk a little, in a calculated manner, to save SAVABLE property.
3. We WILL NOT RISK OUR LIVES AT ALL for lives or property that are already lost.

This risk management profile will be applied to all incidents and/or training scenarios and will be continuously re-assessed throughout the operation. When considering the survival profile of victims, members must consider fire conditions and other conditions affecting survival.

Example, A fire in a rear bedroom of a house, with smoke throughout the house may allow a survivable environment if a search and rescue effort is initiated quickly. We MAY extend risk, in a calculated manner, under these conditions.

A significant fire in a residence with dense smoke under pressure to floor level throughout the house, there is a low probability of survival. A very cautious, calculated rescue and fire control operation would be warranted.

A fully involved building, this would project almost a zero survivability profile, members should avoid an offensive firefight.

Victims buried by a trench collapse or under water for 10 minutes or more, would be unlikely to survive therefore an extremely cautious and a well planned, safe, recovery operation is required.

Rescuers should consider notification time, dispatch processing time, response time, and time on the scene as part of the survivability calculation.

Actions in a calculated manner require:

- Incident command established.
- Proper personal protective equipment used.
- Accountability system established.
- Safety procedures in place.
- Continuous risk assessment by all.

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## Safety Officer

### PURPOSE:

To define the parameters under which the safety officer will operate and to establish the authority of a safety officer.

### DEFINITIONS:

**Safety Officer** - An individual assigned at an incident scene by the Incident Commander to perform the duties and responsibilities specified in NFPA 1521.

**Emergency Incident** - Activities of the fire department related to rescue, fire suppression, EMS, and special operations.

**Imminent Hazard**- An act or condition that is judged to present a danger to persons or property that is so urgent and severe that it requires immediate corrective or preventive action.

### POLICY:

In the event of a working structure fire, extensive extrication, or technical rescue the Incident Commander shall ask dispatch to notify the Fire Chief /Deputy Fire Chief of the emergency. If available, the Fire Chief /Deputy Fire Chief shall respond to the scene and assume the role of Safety Officer or take Command if necessary.

It shall be the responsibility of the Incident Commander to appoint a Scene Safety Officer as soon as practical at an emergency incident.

At an emergency incident, where activities are judged by the Safety Officer to be unsafe and to involve an imminent hazard, the Safety Officer shall have the authority to alter, suspend or terminate the activities. The Safety Officer shall immediately inform the incident commander of any actions taken to correct imminent hazards at an emergency scene and will suggest an alternative course of action.

At an emergency incident where a Safety Officer identifies unsafe conditions, operations or hazards that do not present an imminent danger, the safety officer shall take appropriate action through the incident commander to mitigate or eliminate the unsafe condition, operation or hazard.

Wherever NON imminent hazards are identified, the safety officer shall develop corrective actions within the administrative process of the fire department. The Safety Officer will bring notice of such hazards to whoever in the fire department has the ability to cause correction. In the absence of the Chief, the Safety Officer has the authority to correct the hazard.

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## R.I.T. (Rapid Intervention Team) Unit

Depending on what conditions are presenting, the Officer in charge may assign the position of R.I.T. to whatever unit has the availability to do so.

The primary role of the R. I. T. is to locate the down firefighter, evaluate the situation, provide air supply, and radio for additional manpower or equipment to help in the removal of the firefighter. For initial entry, the R.I.T. shall be equipped with the following items:

- Have a good hand light;
- Have a radio; and,
- R.I.T. Air Pack in Black Bag

From Command 1, a salvage cover shall be deployed on the ground to mark the staging area. Then assemble the following list of equipment in the staging area by the R.I.T. personnel. This list is a minimum list and in no way limits the R.I.T. from using any equipment available. Tools to be laid out:

- 4 to 1 bag;
- Little Giant ladder;
- Chain saw (start and warm up);
- RIT Air Pack in black bag
- Thermal Imaging Camera (if available);
- Forcible entry tools, i.e.: axe, halogen
- Rope bag for a tag line.

The R.I.T. will stand by in the staging area in full P.P.E. and S.C.B.A. In the event of a call of “MAYDAY” indicating a lost or down firefighter, the IC will activate the R.I.T. A second alarm shall be called, the Deputy Chief and Chief notified, and an additional Battalion Chief called to the scene. If there is an ambulance on the scene, call for an additional ambulance; if not; call for two ambulances to stand by at the scene.

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## EMERGENCY EVACUATION

**PURPOSE:** To provide a clear understanding of how and when an order for an emergency evacuation should be given for the safety of our firefighters. A universally understood retreat signal is imperative for safe and effective fire ground operations. For Alton Fire department the Retreat Signal will consist of both radio announcements and sounding of apparatus air horns and sirens.

**POLICY:** In the event that a structure should appear to be in danger of imminent collapse, or for some other reason as determined by the officer in charge of an incident, a signal to evacuate the structure **immediately** must be given. This signal must be known and understood by all personnel. When heard, evacuation must be immediate and rapid! Do not try to remove hose or other equipment unless it is necessary to hasten your retreat.

The signal should be a combination of the following:

1. A verbal order over the radio, repeated several times, to evacuate the structure immediately due to a possible collapse.
2. All apparatus operators shall sound their air horns for 10 seconds in length followed by 10 seconds of silence. This is to be repeated until all personnel are out of danger.
3. A personnel accountability report (PAR) will then be taken by company officers and reported to command.

Remember, if you hear the evacuation order, drop what you are doing and get out the quickest available route. Once out of the structure, immediately report to the Officer in Charge.

**RESPONSIBILITY:** It is a principal Command responsibility to continually evaluate and determine if the building is tenable for interior operations. This on going evaluation of structural/fire conditions requires the input of officers advising their respective sectors and of sectors advising Command of the conditions in their local area of operation.

Structures of other than fire resistive/heavy timber construction are not designed to withstand the effects of fire, and can be expected to fail after approximately twenty (20) minutes of heavy fire involvement. If after ten/fifteen (10-15) minutes of interior operations heavy fire conditions still exist, Command should initiate a careful evaluation of structural conditions and should be fully prepared to withdraw interior crews and resort to a defensive position.

**If there is any doubt, error on the side of safety**

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## Mayday Operations

**PURPOSE:** To provide all fire department personnel with guidelines for a member and/or team to declare an emergency over the radio that all firefighters will recognize as a true emergency and react accordingly.

There may be a time in a firefighter's career when the unexpected can and will occur. This could be the result of being lost, trapped, injured, equipment failure or any other unexpected event which will require the assistance of the rapid intervention team. The firefighter must call for help immediately after a problem has been recognized. Many times firefighters wait too long to call for help, therefore, decreasing their chance of survival. Call for help early. You can always cancel the help if you correct the problem before they arrive.

Firefighters shall use the term "**Mayday**" if assistance is needed from the rapid intervention team. This term shall be used solely for these instances. All firefighters should train giving a mayday message so it will become second nature if ever utilized in real-life.

### **POLICY:**

Mayday Parameters:

Before a firefighter can call a mayday they need to know when they should. The following is a list of some of the reasons to issue a mayday.

- If you become lost or disoriented inside a structure
- If you become trapped, stuck, or entangled
- If you are running low on air
- If you become injured or exhausted and are unable to exit
- If you become separated from your crew
- If you lose contact with the hose, search line
- If you are caught in a collapse
- If you fall from something or through something (floor, roof, etc.)
- If your partner experiences any of these and cannot call a mayday then you should call one for them
- If you become cut off from exits by fire
- If you have an equipment failure(PPE)

## Procedure:

### Procedure for missing, trapped, or firefighter in distress

- Declare “Mayday, Mayday, Mayday” over the radio.
- The Mayday transmission may be given by the firefighter(s) themselves or by anyone that suspects that there are missing or trapped firefighter(s).
- Once acknowledged by Command, the MAYDAY shall be followed by a report to include (if known) crew or personnel identification, location, conditions, air, and needs.

If it helps, the acronym LUNAR may be used by firefighters transmitting a MAYDAY.

**L** – Location = “Bravo side, rear”

**U** – Unit = “1810”

**N** – Name = “Firefighter Smith”

**A** – Assignment = “Primary Search”

**R** – Resources needed = “Fallen through the floor, in the basement”

**\*Manually activate PASS device to full alert mode.**

### Example:

*“MAYDAY, MAYDAY, MAYDAY, Firefighter Smith to Command.”*

“Command”

*“This is 1810, Firefighter Smith. I have fallen through the bedroom floor to the basement in the B/C corner of the house. My leg may be broken and I have 800 lbs. of air remaining. Requesting immediate assistance.”*

“Command to confirm by repeating Mayday.”

- The lost/trapped firefighter can also help themselves by making tapping noises with tools, turning on flashlights, attempting to find walls, doors, and windows. If the situation changes he/she should advise the IC immediately so the RIT can be updated.

### INCIDENT COMMANDER (IC)

The IC should then stop all fire ground radio traffic and advise all units there is a mayday. This should prompt all other personnel to stay off the radio unless absolutely necessary.

After the emergency traffic notification is received and acknowledged, the IC will notify all companies of the MAYDAY. The IC will then activate the RIT and assign any other appropriate crews to the rescue operations.

Crews not assigned to the Rescue Operations by Command will continue their assigned functions and must resist the temptation to freelance.

**“MAYDAY” Command Tactical Considerations**

- \_ Conduct PAR/Roll Call on all crews
- \_ Declare Emergency Traffic
- \_ Identify MAYDAY company/person (name, company, problem, and location)
- \_ Deploy RIT/RIC Team
- \_ Consider moving Fire Operations to another radio channel.
- \_ Request additional alarm(s)/resources including ambulances and paramedics
- \_ The IC will maintain Fire Ground Operations
- \_ Assign Safety Officer to Rescue Group
- \_ Reinforce firefighting positions. Consider deploying additional hand lines
- \_ Maintain radio and crew discipline
- \_ Consider opening all doors and windows
- \_ Ventilate and maintain tenable environment; provide lighting as required
- \_ Consider expanding command structure
- \_ Establish Treatment/Transportation Groups (request additional ambulances and paramedic
- \_ Coordinate and control search and rescue efforts
- \_ Assess need for Technical Rescue Teams
- \_ Maintain structural stability of building

**Cancellation of a MAYDAY**

A MAYDAY situation may be cancelled when the firefighter has been rescued or the situation has been resolved. Communication must be made to all units of the MAYDAY cancellation. A PAR/Roll Call must be done immediately.

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## Thermal Imaging Camera (T.I.C.)

### PURPOSE:

To establish guidelines to assist on-scene personnel with the ability to identify the strategic and tactical approach for the deployment of the Thermal Imaging Camera (TIC) and the effective use of the tool as an aid in fire, search and rescue, and many other uses.

### POLICY:

The benefits of thermal imaging technology impact just about every aspect of firefighting. Thermal imaging is not, however, a technology designed to replace current firefighting tactics. Rather, the TIC is a tool that allows firefighters to be more effective and make better decisions. It allows the user to *see* through dense smoke and darkness by detecting and displaying the relative temperatures of objects, IT DOES NOT DISPLAY or AMPLIFY LIGHT. Some of the many uses for the TIC include:

- Search and Rescue
- Scene Assessment
- Locating the main body of fire
- Checking for fire extension and locating hot spots
- Identifying potential flashover situations
- Determining ventilation and entry points
- Hazmat scene assessment
- Duct fires to determine the location of the fire
- Overheated motors or fluorescent light ballasts
- When dealing with a container, such as a 55 gallon drum, the TIC can show the amount of liquid in the drum by detecting the frost line
- When responding at night to a person in the water, although it will not penetrate the water, it will detect any part of a person above water
- Detecting hot spots on large roof areas

## Primary Application

The TIC can be best utilized in a structure fire by the Captain or Acting Officer looking over the shoulders of their crew to scan the surroundings for victims, extreme heat buildup, and the seat of the fire. Hot spots detected by the TIC may be surface heat considerably higher in temperature than the surroundings area, which may appear to be fire behind a wall or panel.

Use a side to side and up and down motion during operation.

- a. The cameras are stored in the apparatus chargers on their specific apparatus. The cameras, including carrying straps and accessories must be completely dry before returning them to the charger or the case so moisture is not trapped inside.
- b. In order to deploy the camera, remove it from the charger and firmly grasp the pistol grip handle. The shoulder strap should be utilized in order to lessen the chance of the unit being dropped.
- c. To turn the unit on, push the large GREEN button on the left side of the unit. It will take approximately 15 seconds for the unit to warm up; self check and become operational.
- d. Once the camera is active, an image will be visible on the screen. Cool areas appear dark while heat sources appear white.

Sudden white out of a scene may signal rapid increase in room temperature with flashover imminent or occurred. The image sensor will detect reflections from glass, mirrors, and polished or painted surfaces. The actual source of the image may be directly opposite that point.

It shall be the responsibility of the Captain or Acting Officer to use the TIC and to ensure that it is properly returned to the charger unit following use.

## Maintenance

- Batteries should be rotated weekly and charge as necessary.
- Screws on the camera should be checked periodically for tightness.

**After the camera is used on an incident it should be thoroughly cleaned and dried before it is returned to its airtight case or vehicle charger and the batteries fully charged if not being placed in the vehicle charger.**

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## Incident Staffing - Responses

The following will be the initial response to each of these specific types of alarms:

Structure Fire	Ladder Co., (2) Engines Co., Command
Smell of smoke	Ladder Co., (2) Engines Co., Command
Alarm sounding	Ladder Co., (2) Engines Co., Command
Vehicle Fire	(1) Engine Company, Command
Grass and Brush	(1) Engine Company, Command
Smell of Natural Gas	(1) Ladder Company, Command
Auto Accident (10-50)	(1) Engine Company, Command
Trash / Dumpster	(1) Engine Company
Vehicle Leaking Gas/Fuel Spill	(1) Ladder Company, Command
Power Line or Transformer	(1) Ladder Company, Command
E. M. S. Call	(1) A. L. S. Unit

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**TECHNICAL RESCUES**

Trench Collapse	Ladder Co., (2) Engine Co., Command
Confined Space	Ladder Co., (2) Engine Co., Command
High Angle	Ladder Co., (2) Engine Co., Command
Structural Collapse	Ladder Co., (2) Engine Co., Command
Water Emergency	Marine 1.....4 members (consisting of at least 1 Boat Operator & 1 Rescue Swimmer)
Ice / Cold Water Emergency	Ladder Co., (2) Engine Co., Command

**These responses are for a “Technical Rescue” within city limits.**

**For outside the city see Mutual Aid S.O.G.**

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**The following alarms will be “On the Quiet” responses unless otherwise directed by the Officer in charge.**

Bomb Threat	Ladder Company, Command
CO Alarm (no EMS needed)	Ladder Company, Command
Stalled Elevators	Ladder Company, Command
Lift Assists	A. L. S. Unit

**Should a call come in of a different nature, the Battalion Chief on duty shall designate the appropriate response.**

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## Alarm Sounding

### First Unit on Scene

The first unit to arrive on scene shall report according to radio S.O.P.'s. If there are visible signs of smoke or fire, this shall be treated as a "structure fire". If there are no apparent signs of fire, the crew will investigate the alarm. The officer and firefighter in full PPE and SCBA should go directly to the alarm panel to determine the location of the problem and then investigate.

### Other Arriving Units

If the first unit on the scene reports "nothing visible" and is investigating, all other arriving units should report "on the scene" and the officer in charge of the scene shall inform them if their assistance is required. Unless otherwise directed by the officer in charge of the scene, these crews should stand by their units in full PPE and SCBA for further instructions.

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## Structure Fires – First In Unit

The “first in” unit on the scene of a structure fire will be the “attack unit”. This unit should attempt to position itself so that the front of the structure remains open for use by an aerial if needed. The officer in charge of this unit will radio a report to all other units according to the S.O.P. for radio procedures. The officer will then size-up the structure and determine the appropriate course of action.

If there are no visible signs of smoke or fire, wearing full PPE & SCBA the officer and firefighter(s) will investigate the situation with a pressurized water extinguisher. If signs of fire are present, the officer will decide on either an offensive course of action or a defensive course of action.

If the decision is made to make an interior attack, the officer and firefighter(s), wearing full PPE will be responsible for initial forcible entry and fire extinguishment utilizing an attack line of at least 1 ¾” When making an interior fire attack, the firefighter should control the nozzle under the direction of a Company Officer unless the Company Officer in charge deems it necessary to be the nozzle man. While working within the structure, the crew will stay together. No firefighter should be in an involved structure alone.

If the decision is made to make an exterior attack, the prime consideration will be to protect possible exposures.

Operational Strategies in order of importance are: **S.L.I.C.E.R.S.**

### SEQUENTIAL ACTIONS

- Size-up (advise all units if necessary)
- Locate the Fire
- Identify and Control the Flow Path
- Cool the Space from the Safest Location
- Extinguish the Fire

### ACTIONS OF OPPORTUNITY

- Rescue
- Salvage

The engineer on the attack UNIT should make sure that all hose is out of the bed when the line is pulled. He should then stay at the pump panel until the officer gives the order to “charge” the line. The engineer shall not leave the pump panel until this first attack line is charged. After charging the first line, the engineer should prepare to hook up an intake line from the supply unit. Until a supply line is established and providing additional water, no other lines should be charged from the attack apparatus unless ordered by the I.C. The engineer should remain at the pump panel and continually monitor gauges, fire scene, and radio. When tank water level reaches ¼ tank, advise the hose team.

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## Structure Fires Second-In Unit

**POLICY:** The second unit on the scene shall be the “supply unit”. It is this unit's responsibility to see that the attack unit is supplied with water as soon as possible.

The decision to make a forward, reverse or split hose lay should be made by either the Attack Unit Captain or Command and communicated via radio to the incoming supply apparatus.

When offensive fire attack is chosen, initial on scene duties of the supply apparatus crew include, but are not limited to:

- Connecting the supply line to attack unit
- Charging hydrant (identified by verbal command over the radio or three short blasts from the attack unit air horn)
- Additional forcible entry
- Ventilation
- Ladder placement (ground or aerial)

When defensive fire attack is chosen, initial on scene duties of the supply apparatus crew include, but are not limited to:

- Connecting the supply line to attack unit
- Charging hydrant (identified by verbal command over the radio or three short blasts from the attack unit air horn)
- Join in fire attack as directed by the Incident Commander.

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## East/West District Line

**PURPOSE:** The district lines created in this SOG segregate the City of Alton into (2) two response districts. The theory is to equalize the work load for the Alton firefighters when a company is out of service.

### **POLICY:**

Begin Pearl Street at E. Broadway. Along Pearl to Park. Along Park to East Dr.. Along East Dr. to Rock Springs Dr. North along Rock Springs Drive to College Avenue. Follow an imaginary line from Rock Springs & College to Salu & Lincoln (Lincoln splits 2000 – 2100 blocks on Salu). Along Lincoln to Oakwood. Along Oakwood to Golf Rd. Golf Rd. to north City Limits.

Station #2 takes all dividing Streets except the Berm Highway and Park

### **Points of Ambiguity:**

#### **West (1810) side takes:**

E Broadway 1500 blk. ↓

Pearl St 800 – 1400 blk.

Brown St. 1200 blk. ↓

College Ave. 1200 blk. ↓

Salu St. 2000 blk. ↓

Oakwood 1800 blk. ↓

H.A.P. 1900 blk. ↓

#### **East (1811) side takes:**

E Broadway 1600 blk. ↑

Pearl St 400 – 700 blk.

Brown St. 1900 blk. ↑

College Ave. 2100 blk. ↑

Rock Springs Park

Salu St. 2100 blk. ↑

Oakwood 1900 blk. ↑

H.A.P. 2000 blk. ↑

Golf Course Property

Train Station Property

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## Roof Operations

### PURPOSE:

To establish guidelines that will enable company officers or anyone involved in roof ventilation operations to determine if it is appropriate to ascend to the roof and if so, to operate safely. Early ventilation of a building, whether vertical, horizontal, or a combination of each, is important to the success of fire control operations and the safety of fire fighters and victims. Safe roof operations are paramount. The extent of the fire and any signs of weakness must be considered before committing personnel above the fire. Constant re-evaluation of roof safety must be maintained throughout roof operations. Time and fire conditions will be constantly working to weaken the roof.

### POLICY:

The first arriving company and the Incident Commander should evaluate roof conditions prior to committing to vertical ventilation. Aerial apparatus should be strategically placed to allow for safe access to and from the roof. (Information regarding the spotting of aerial apparatus can be found in the Aerial Operations SOG.) Crews must enter the roof from an established safe area and must have a secondary means of escape. The first personnel reaching the roof must quickly evaluate conditions to assure the roof is structurally sound before attempting to work on it. Once on the roof, personnel must evaluate their route and progress as they proceed.

**Bow String Roofs – During fire operations, no fire fighters shall operate on a bow string roof.**

**Residential Tile Roofs – During fire operations, no firefighters shall operate on residential tile roofs.** Due to the lightweight truss construction and massive weight of roof tiles, it is unsafe to operate on these roofs.

**Commercial Tile Roofs – During fire operations, no firefighters shall operate on commercial tile roofs.**

**As a general rule, if an aerial is used to set a firefighter on the roof, it should be done on the peak for better footing. Always sound the roof before stepping out of the bucket.**

## Roof Division Operations:

The Officer, or Firefighter, in charge of the roof operations must:

- Ensure a second means of egress toward the nearest unburned area of the structure.
- Recommended equipment for vertical ventilation includes, but is not limited to, the following:
  - Chainsaw
  - 10' pike pole
  - Flathead axe
  - Roof ladder for severely pitched roofs
- Determine a safe working surface. The first firefighter off the ladder must aggressively sound the roof prior to stepping on it. Any sign of weakness (spongy, soft, glowing pipes, melting tar...) should eliminate anyone from accessing the roof.
- Keep the number of firefighters on the roof to the minimum necessary to complete the ventilation task. Extra personnel and the additional weight may compromise the situation should the operation turn bad.
- Coordinate roof ventilation with interior crews.
- Complete adequate size ventilation hole(s) and achieve effective ventilation. An adequate size ventilation hole must be cut and opened if ventilation is to be successful. A ventilation hole of at least 4' x 4' 4' for a residential fire, and 4' x 8', or larger, for a commercial fire is a good rule of thumb to consider.
- Continually monitor roof structure and fire conditions.
- Continually monitor the radio traffic. Deteriorating conditions inside may indicate a need to vacate the roof.
- Provide progress reports to Command. The roof officer should advise Command when ventilation holes are completed.
- Ensure that once roof operations are finished, everyone exits the roof promptly.
- In some cases, more than one hole will be required. As one hole is opened, the sawyer should cut additional holes in the next adjacent areas. Crews must move from the first hole toward safer areas with each consecutive ventilation hole.
- All roof operations personnel shall wear full protective clothing and equipment when operating above a fire. SCBA with face pieces connected will be worn at all times while operating above a fire.

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## Vehicle Accidents

**PURPOSE:** This is to establish the guidelines for the personnel of the Alton Fire Department to handle automobile accidents with or without extrication.

### **SAFETY:**

- 1) First priority is the safety of rescue personnel. Members on scene of incident must wear personnel protective equipment (turnout coat, pants, boots, gloves, and helmet).
- 2) Second priority is the safety of bystanders.
- 3) Third priority is the safety of patient.

### **POLICY:**

Full protective turn-out gear required.

If there is any sign of smoke or flame, Engine Co. crew will immediately pull an attack line of at least 1¾" to extinguish the fire.

If persons are trapped and extrication is required, an attack line of at least 1¾" shall be pulled, charged, and manned to stand-by in case of fire. (Usually the engineer's task, but the officer will assign based on the situation)

### Primary Responsibilities:

- Fire control (if necessary)
- Disconnect battery as soon as possible
- Stabilization of Vehicle(s) and Extrication
- Patient Care
- Environmental Concerns
- Initial size up of incident.
  - Number of vehicles involved.
  - Types of vehicles (trucks, cars, vans, bus, etc.)
  - Hazards approaching and around vehicles (Wires down, leaning poles, leaking fluids, smoke, etc.).
- Apparatus should be positioned to shield fire dept. personnel from approaching traffic, also to best approach affected vehicles for extrication.
- Determine scene safety and complete initial size up (enough resources, additional Fire Company, haz-mat, etc).

- Stabilization of vehicle or vehicles shall be performed before any rescue personnel enter or work on vehicle.
- Protective face shields or goggles must be worn in addition to PPE if extrication is needed.
- Access must be gained to battery compartment.
  - An extinguisher (preferably CO2) or hose line shall be in place before attempting to disconnect battery.
  - Negative terminal is disconnected first then the positive terminal.
- Patient assessment (# of patients, # of ambulances, etc)

At the discretion of the officer in charge of the scene, a unit may be assigned to stand-by until all vehicles have been cleared from the scene

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## “Railroad Emergencies”

**PURPOSE:** The purpose of this guideline is to give the arriving officer a pre-planned syllabus to reference during a railroad emergency.

**POLICY:** Upon arrival, the first arriving apparatus shall give an initial report on conditions.

Some issues to report on include:

- Are there any survivors (passenger or freight)?
- On or off the tracks (Upright or not)?
- Is the train on fire?
- Any hazardous leaks
- Exposures

A full size-up should be performed and any additional requests for assistance should be made. An operational perimeter should be set-up as well as a Command Post.

The Incident Command System shall be utilized. First arriving apparatus or officer will assume command of the scene upon arrival at the incident site.

### Upon Arrival

- Have the Dispatcher notify the Railroad entities of the exact location and nature of the incident.
- Coordinate with the train conductor, engineer and/or any available railroad personnel at the scene.
- Request that all trains be stopped or diverted.
- Request a railroad representative respond.
- Request Police assistance as may be needed to handle the emergency.
- Consider placing lighted red emergency flares on the tracks (in the center, between the rails)  $\frac{3}{4}$  mile in each direction of the incident. This will notify on-coming trains to stop. Command shall designate a person with a radio to stand by as a flagman with the flares until you are notified that on-coming trains have been stopped or diverted.
- Request other assistance and additional equipment as needed to handle the emergency.
- Obtain a copy of the shipping papers from the conductor or engineer to determine the nature of cargo in the involved railcars.

**Note: All intersections with crossing arms have a large control box in the vicinity of the junction. Obtain Critical Call Center number and 4-digit DOT written on the control box. Notify Call Center A.S.A.P.**

### **Safety**

- Responding personnel shall wear full protective clothing and self-contained breathing apparatus.
- Some situations involving cargo fires (when the cargo is a hazardous material) may dictate evacuation of the immediate and/or surrounding area.

### **Engine Fires**

- Coordinate with the conductor and/or engineer for shut-offs or other expertise.
- Use CO2 on electrical fires.
- Diesel Engines utilize considerable quantities of diesel fuel on board. Handle these fires as you would a combustible liquids fire.
- Consider available water supply.

### **Tank Car Fires and Leaks**

- Identify the product, if possible.
- Be guided by the nature of the product. If technical assistance is needed consult the DOT hazardous material guideline book.
- Contact CHEMTREC, Madison County Hazardous-Materials Team
- When hazardous materials are involved, A DEFENSIVE MODE RATHER THAN AN OFFENSIVE MODE MAY BE CALLED FOR.
- Evacuation may be necessary.
- Consider the use of master streams in place of hand lines
- Consider availability of water supply.

### **Passenger Train Considerations:**

When responding to an incident that involves a passenger train, it is important that the incident command system be utilized from the start of the operation – even through the assessment and analysis of the dispatch information as the call is received.

It is important to determine the exact location of the crash as the derailment may have blocked crossing and roads that provide access to the scene.

The Incident Commander may be able to get information as to whether the train is occupied and an estimate of the potential number of victims from the 911 dispatcher. Unfortunately in many instances the exact number of passengers is known only to the conductor of the train who verifies number of people aboard by collecting the tickets once the passengers have boarded.

In any case, once it has been determined that there are passengers aboard and they are injured, the IC should decide if the following notifications are warranted:

- 1) The activation of the Region 4A Mass Casualty Plan (numbers of victims to be given when a determination is made but as quickly as possible)
- 2) Activation of appropriate MABAS alarm.
- 3) Activation of ladder trucks/towers to gain access to the vehicles.
- 4) Activation of a MABAS special alarm for Alton and St Clair County Technical Rescue Teams to assist with disentanglement.
- 5) Activation of the Madison County EMA for additional resources if needed
- 6) Activation of the MABAS 35 Incident Management Team
- 7) If the locomotive or the rail cars are on fire, the IC should consider the number of apparatus that may be needed for fire suppression
- 8) Traffic and access control from Alton Police Department, Madison County and Illinois State Police.

## **Direction and Control**

Direction and control of the fire ground operations is the responsibility of the Incident Commander.

With a situation of this magnitude, the IC may consider establishing a unified command with key response agencies that are working at the scene. This may include Alton Fire, Area Ambulance Service, Alton Police Department, and representatives from the Railroad. In successive operational periods Madison County Coroner's Office may be added (if warranted)

The IC must be sure that the engine and the rail cars have been rendered safe to approach. The diesel engine of the locomotive must be shut down (either by the train crew or by activating the fuel-shut off switch on the side of each locomotive) and power to the cars must be disabled. Consider each car to have power until the absence of power is verified either by the IC or the Safety Officer.

The IC should consider establishing a division on each side of the train if appropriate and if access can be gained on each side of the train. This will allow responders to work independently without having to make their way through the train cars. If a fire is involved the IC may designate a fire group to handle the extinguishment and work in cooperation with the rescue divisions

The IC should also consider assigning personnel to the following positions to assist in the management of the resources at the response:

- 1) A public information officer to handle media requests and manage the on-scene media (may be obtained through Madison County EMA)
- 2) A Liaison Officer to work with the railroad
- 3) A Safety Officer for obvious reasons
- 4) A Logistics Section Chief to manage resource requests (may be obtained through Madison County EMA)
- 5) A Planning Section Chief to work on incident action plans for the upcoming operational periods (may be obtained through Madison County EMA)

The IC should consider the need for an incident command post and may request the Madison County command trailer through Madison County 911. This trailer may be used for command and rehabilitation if needed.

Train wrecks may be very complicated responses that take several hours if not days. The IC should consider this and should work with the MABAS 35 IMT to designate an operational period where replacements can be called in to take over the response after 6, 8, 10, etc number of hours and maintain constant operation

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## “Aircraft Emergencies”

### **PURPOSE:**

The purpose of this procedure is to establish guidelines for the response of fire department personnel and equipment to aircraft emergency situations and to establish guidelines for the handling of aircraft emergencies. The fire department shall follow these guidelines to insure the safety of personnel.

### **OFF-AIRPORT OPERATIONS**

Upon arrival, the first arriving apparatus shall give an initial report on conditions. Some issues to report include:

- Are there any survivors
- Is the aircraft on fire?
- Any hazardous leaks
- Exposures

A full size-up should be performed and any additional requests for assistance should be made. An operational perimeter should be set-up as well as a Command Post.

The Incident Command System shall be utilized. First arriving apparatus or officer will assume command of the scene upon arrival at the landing site.

### **TACTICAL PROCEDURES**

#### **If NO FIRE is present:**

1. Use foam on spilled fuel and aircraft to minimize ignition potential. If foam is not available, flush spilled fuel away from cabin or cockpit and keep fog streams in operation while effecting rescue of occupants. (Remember to keep in mind where the spilled fuel may be running.)

2. Take precautions against possible fuel ignition. Set up a safety perimeter around the incident site and try and determine if there are any hazardous materials on board the aircraft.

**If FIRE is present:**

1. If foam is not available, use large volumes of water. Protect the aircraft fuselage from direct flame impingement since fire can burn through fuselage within 60 seconds.
2. Approach from windward, if possible.
3. Protect exposures.
4. Set up a safety perimeter around the incident site and try and determine if there are any hazardous materials on board the aircraft.
5. Provide interior ventilation as quickly as possible. Most victims who die inside survivable aircraft crashes die of smoke inhalation. Use PPV fans or fog hose streams to ventilate. Pressurize from unburned area and provide ventilation exit in fire area. Ventilation should be started at the same time as the attack lines are put into operation, if possible.
6. Request that the Police Department secure the scene and assist in the control of the ambulatory passengers. Have the police provide a holding area for them until sectors can be assigned.
7. Initiate both fire and medical sectors as soon as possible. An MCI plan with the County should be requested if necessary. Consider establishing a branch level Command system to address fire and medical operations separately
8. Large amounts of flammable liquids on fire require large amounts of foam extinguishment agents. (Contact Wood River Fire Dept. or Conoco Phillips Refinery)
9. Keep all flammable liquids covered with a foam blanket to prevent ignition.
10. Jagged metal parts of the aircraft can cut through protective clothing and hose lines.
11. If saws are used for extrication or ventilation, arcing and sparking will need to be suppressed with water/foam from hand lines. Be aware that aircraft have numerous high-pressure hydraulic lines that can cause serious injury if cut or broken.
12. Always have a safety back-up crew with a charged and staffed hose line in place to protect all personnel who will be working inside the spilled flammable liquid areas.

13. Have police secure a route in and out of the incident site to permit easy movement of emergency equipment, particularly for ambulances going to the hospital.
14. Do not allow any overhaul operations to take place until all investigative agencies are through, unless needed to suppress fire.
15. Be aware that larger aircraft have oxygen cylinders on board that can explode, become missiles, and/or accelerate the spread of fire.
16. Never assume that there are no survivors of the aircraft crash. Get primary and secondary all clears.
17. Notify the FAA via the Air Traffic Control Tower.
  - St. Louis Regional Air Traffic Control Tower                      618-259-2350
  - Lambert International Air Traffic Control Tower                      314-426-8000

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## Vehicle Lockout

**PURPOSE:** To establish a guide line for responding to a Lock-Out or Lock-In Situations.

**POLICY:** We will respond to un-lock a vehicle when the following conditions exist.

- An infant, ill, or unconscious person is locked inside and unable to exit by their own means.
- A distressed pet is locked inside during extreme heat/cold.
- The rightful owner has left the engine running and could create a fire or health hazard such as being parked inside a garage or, basement, etc.
- Prescription medication(s) are locked inside vehicle.

Verification of lawful ownership should be obtained before any action is taken by Alton Fire Department Personnel. This can be obtained from the Alton Fire Department dispatcher with the vehicle's license plate or VIN number(s).

Any request for lock-out/lock-in Assistance not meeting any of those requirements should be denied or referred to a Command Officer

As a general rule, the Fire Department will attempt to assist whenever practical.

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## Vehicle Fires

**PURPOSE:** This procedure is intended to provide guidelines for the extinguishment of vehicle fires. This procedure applies to automobiles, light duty trucks, medium trucks, tractor-trailers, campers, buses, trains, construction equipment, motorcycles and other on and off road vehicles. This policy does not apply to vehicles involved in hazardous materials accidents or to vehicle fires inside of structures

### **POLICY:**

Captain and firefighter shall don full PPE/SCBA.

The arriving Fire Company shall radio a report according to radio S.O.P.'s.

Apparatus shall be placed at a prudent and safe (approximately 75' from the vehicle) distance, preferably uphill and upwind.

Try to make contact with the owner/occupant of the vehicle to find out the contents inside the vehicle as well as if it operates on alternative fuels or electricity.

If there is any visible sign of smoke or fire the officer in charge should pull an attack line of at least 1 ¾ " in diameter to extinguish the fire.

As soon as possible, the battery should be disconnected if it is still intact.

**NOTE:** A booster line is permissible if the fire is very minor in nature. A fire of any significance shall require an attack line of at least 1 ¾ " in diameter.

**Responsibility:** The Company Officer shall be responsible for the on-scene operations when not superseded by a Command Officer. With safety being paramount, listed below are a few basic tenets.

Firefighters shall avoid the front and rear bumpers of vehicles, as they have been known to explode and travel great distances.

Firefighters should stay clear of wheel wells. (Hydraulic shock failure)

Firefighters should be aware of possible drive shaft explosions.

Hydraulic lines and reservoirs often explode when heated. Flaming hot oil may cause severe burns.

Hydraulic cylinders are now commonly used in vehicles. They are used for assisting and holding up tailgate and hood assemblies. These cylinders when heated can violently explode sending shrapnel great distances. Extreme caution should be used when the vehicle involved could potentially have these cylinders installed.

Vehicle batteries are also cause for concern. When heated, the caps may blow off. In some cases, the batteries may split open.

Vehicles equipped with airbags, air curtains, seat belt tensioners and other safety restraint system devices should be approached with caution.

Many new vehicle fuel tanks are constructed of plastic. They are susceptible to melting from the vehicle fire causing a further larger flash fire from the escaping fuel.

The hybrid and alternative fuel vehicles present a new challenge for firefighters. Identification of this type of vehicle is critical to safe fire ground operations. The high voltage batteries should be disconnected as soon as possible if they are accessible. Vehicles powered by natural gas or propane create problems from the compressed gases and their containers. Isolate these fuels when safe to do so. Evacuation of the area may be necessary if the fire cannot be controlled in a reasonable amount of time.

Adequate law enforcement personnel must be present to control traffic hazards. Firefighters present that are not critical to the operation shall stay out of the roadway in a safe location. Firefighter not in SCBA shall don reflective safety vests when operating or assisting near the roadways.

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## High-Rise Operations

### PURPOSE:

To provide a standardized approach to high-rise firefighting operations. High-Rise fires present unique challenges to fire fighters accustomed to operating at ground level, primarily those of access, rescue, fire control, exposure protection ventilation and personal safety.

### SAFETY NOTE:

Safety is a primary concern because of poor egress/escape, unforgiving fire behavior, excessive heat, smoke, panic of occupants, and fatigue of fire fighters. Providing ventilation for attacking crews, without extending the fire to upper floors, is also very difficult and labor intensive.

Considerations must be given immediately to mutual aid and/or call outs for a working structure fire in a high-rise structure, especially when evacuation is needed.

### EVACUATION:

The evacuation routes available to occupants of a high-rise building are normally limited to two stairways. The stairways are also the prime access route for firefighting forces to make an attack.

Occupants in the immediate fire area should first be evacuated as quickly as possible to three floors below the fire floor or other safe environment. Further evacuation should be based on risk to the occupants, since premature evacuation often hinders fire control efforts and adds to the general confusion at the scene. The determination of risk and the decision to evacuate should be made by personnel on the floor and coordinated by Command.

**TACTICAL OBJECTIVES:**

1. Secure and maintain a viable exit stairwell
2. Rescue any immediately threatened occupants
3. Stop the production of life threatening heat and smoke by extinguishing the fire
4. Manage the spread of existing heat and smoke throughout the building by pressurizing the stairwells, and by controlling the building H.V.A.C..
5. Start property conservation early and address loss control in all objectives.

**IMMEDIATE PRIORITIES:**

1. Requesting additional resources if there is evidence of a working fire.
2. Establishing Command. Assess the lobby conditions. Locating the fire panel/control room, verifying actual fire and fire location(s).
3. Providing, or verifying a continuous water supply.
4. Supporting the fire suppression system (if present)
5. Identifying the fire floor
6. Providing for the life safety of persons in immediate danger
7. Obtaining keys from interior lockbox. Distributing keys and stair phones where applicable.
8. Recalling and assuming control of the elevators.
9. Providing for search and extinguishment on the fire floor.
10. Providing for fire fighter safety, survival, accountability, and welfare.

**ELEVATORS:**

To expedite time of arrival to the fire floor and to avoid the occupants descending the stairs, crews may use elevators whenever safe and possible. Erratic elevator operation, however, has been the cause of numerous fire fighter deaths, therefore , the following conditions must be met before use.

- Only elevators having A.N.S.I. II “fire feature” may be used for fire department use. (Phase II provides for **key activation** and use of the recalled elevators)
- The shaft must be clear of fire, smoke, and water.
- Only one crew (with the operator) and equipment at a time will use the car to avoid overload, and to prevent emergency maneuvers in the car.
- Crew and operator must be fully dressed with S.C.B.A. face pieces in position for quick donning before ascent.
- A radio, forcible entry tools, step ladder, water extinguisher, and spare bottle should remain in the car with the operator.
- Know where the stairwells are prior to entering the elevator.

Crews beginning the ascent should attempt to stop the car at a lower floor to verify that the “fire feature” is working. While stopped at that floor, note the relationship of the elevator to the closest exit stairs in the event the car becomes erratic or the door opens into flame on the fire floor.

**CHECK THE SHAFT FOR FIRE, SMOKE, OR WATER EVERY TIME YOU OPEN THE DOOR**

**STAIRWELLS:**

A first priority for On-Scene Command is the identification of the attack and evacuation stairwells and a size-up of smoke conditions in each. If the stairs exit into the lobby, the size-up can be made by the On-Scene Commander. If the stairs exit to the exterior the On-Scene Commander must send runners with keys to assess each stair condition.

A primary objective of the first arriving units is to maintain a smoke-free exit way both for occupants leaving the building and for fire fighters staging and preparing to extend hose. A large volume fan should be placed at the opening to all stairs to pressurize the stairwell and to provide an upward current of air. This will help to hold the smoke out of the stairs and will allow the occupants to descend into a cleaner environment with every step. In buildings where the stairs continue to the basement level(s), the fans should be placed at that location to keep the noise out of the lobby. Gas fans placed in stairs without a roof opening should be replaced as soon as possible with electric fans to prevent an accumulation of carbon monoxide in the shaft.

A company with radio, keys, and spare bottles should be sent to the roof door as soon as possible as Roof Sector. Their task is to open the stair door or hatch at the roof and provide an outlet for smoke.

**STAGING FLOOR:**

Early establishment of a **staging area two floors below the fire floor** is essential to reduce the time needed to place crews in fire attack positions. Fire personnel and equipment (i.e., SCBA, hose, tools, etc.) should be deployed after the fire floor has been identified and an action plan has been outlined by command.

**INITIAL FIRE ATTACK:**

The attack line and the back-up line should be connected to a gated wye on the floor below the fire floor. The initial attack line will be charged before entering the floor. A back-up hose line should be in place before opening the door to advance the attack line, both to protect the attack crew and the firefighters in the stairwell. A rapid intervention team should be staged in the stairwell with quick access to the fire floor, but not in the way of charged hose lines. Fire personnel should assume a position below the level of the fire floor door as it is opened or forced. Fire personnel should clear the stairwell above the fire floor of occupants or redirect occupants prior to initiating a fire attack.

Crews preparing to enter the fire floor should be aware of the floor layout, including the locations of elevators, stairs, and floor subdivisions or zones. Be aware that fire can spread overhead in the voided space above the dropped ceiling. An additional line may be required to cool and protect this area.

Crews extinguishing a high-rise fire should employ a straight stream or narrow angle fog when possible. This is both to reduce the amount of local steam production and to provide the maximum reach and volume for hose streams.

Providing ventilation on the fire floor is extremely difficult. Every effort must be made not to break the glass with hose streams until knockdown is achieved or wind conditions are known, as the sudden addition of wind driven oxygen may accelerate the fire beyond the limits of the attack line. Building exhaust systems, if present, may be employed to some advantage and the windows may be broken from above or below in a coordinated manner after wind direction and intensity are verified or after fire control.

The severity of the heat in a serious fire may limit the time a firefighter can be on the fire floor to ten minutes or less. Command should provide for rotation of crews from the staging area to the attack line. Command must provide for the immediate and continuous relief of these initial crews until fire control is achieved.

#### **FLOOR ABOVE FIRE:**

The objectives of the crews operating on the floor above are:

- Evacuate the floor
- Assess and control vertical extension of the fire
- Provide ventilation for the floor below when possible

The officers on the fire floor and the floor above the fire must continuously assess the progress of the fire. If multiple lines are in place, and the control on the fire floor is marginal, a defensive position must be put in place on the next floor up in anticipation of fire extending to that level.

Ventilation on the floor above the fire can be performed if no significant wind is present and the officer on the attack line and command call for ventilation. Be prepared for tempered and even double-pane, insulated glass to be difficult to break with lightweight tools such as a pike pole. Recessed windows and decorative screens will make this task even more difficult.

If strong winds are encountered at the upper level, crews must first locate the lee side of the building. **If the lee side proves to be at the unburned end of the floor, it is inadvisable to vent until fire control is achieved, as smoke and heat will flow to the reduced pressure at the opening; quite possibly right over or through the attack team(s).** If ventilation is not possible and there is excessive heat on the fire floor, withdraw the firefighters.

**FIREFIGHTER SAFETY:**

Safety is a primary concern because of poor egress and escape routes for occupants and firefighters. The suppression efforts will be delayed because of the travel time to the fire floor, staging of equipment and manpower, etc. This suppression delay may produce excessive heat and smoke, panic of occupants, and fatigue of firefighters. Fire personnel should follow these basic safety procedures:

- Any crew or individual operating in the building shall have full protective gear, radio, forcible entry, and/or keys, and where possible, spare air cylinders
- Maintain full PASSPORT accountability, PASS alert, and radio protocols
- Do not operate alone. A minimum for any task, except the elevator person, is two firefighters with a radio
- Do not operate on an involved floor without a charged hose line
- Do not allow doors to lock behind you.
- Be alert to backdrafts; high-rises are tightly sealed buildings
- Be cautious of open shafts or windows.
- Monitor your air supply closely

**COMMAND STRATEGIES:**

The first arriving engine or ladder units are likely to be the most familiar with the specific characteristics of the involved building, and when they are the first to arrive, they should retain Command until the first Battalion Chief arrives. If possible, company level Command can be mobile. The logical place for the initial arriving Company Officer to establish Command in a high-rise is in the lobby. Most of the information needed by Command is available in the lobby/fire Control Room (verification of actual fire and fire location/s, number, and conditions of occupants exiting into lobby, location of elevators, status of fire pumps, stair pressurization, emergency generators, air handlers, etc.). By locating the initial company-level Command in the lobby, much unnecessary radio traffic and confusion are eliminated. Command can communicate directly to crews on the fire floor by stair phone if portables prove unsatisfactory.

At the first indication of actual fire or smoke, Command should escalate the response and strongly consider mutual aid. Command must inform the assigned Staging Officer what crews and equipment he/she wants in lobby and how many alarms to maintain in staging.

The first arriving Chief Officer will establish a Command location in the street. This location should provide the best visual advantage, but be clear of any falling glass and debris. The first arriving Chief Officer should relieve the initial incident commander of the Command function and assign that officer to Lobby only.

**Basic Tenets for the Command Officers :**

1. Establish strong Command position and transfer Command.
2. Call for additional resources as needed.
3. Verify smoke/fire conditions and location..
4. Develop a strategic plan to address, rescue, fire control, and property conservation.
5. Provide for safety and accountability of fire fighters.
6. Develop a strong Command organization

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## Carbon Monoxide Emergencies

**PURPOSE:** The purpose of this guideline is to provide a standardized approach to service calls concerning the Alton Fire Department's activation for carbon monoxide problems, and to outline minimum actions to be considered at each incident.

**POLICY:** When a call comes in for Carbon Monoxide detector activation only, with no indication of any illness or medical emergency, the following procedure shall be followed:

One (1) unit with a CO detector shall respond on the QUIET to the residence. When contact is made with the occupants, the officer in charge will immediately determine if anyone in the residence is complaining of symptoms characteristic of CO poisoning. If symptoms are present, dispatch the AFD EMS and an Ambulance immediately. Crew will then don S.C.B.A., make sure the residence is evacuated, investigate with detector, and ventilate if necessary

If residents are asymptomatic, crew will conduct a thorough investigation of the home using the CO monitor. Fire personnel are to make a cursory inspection of the building specifically to examine potential carbon monoxide sources for signs of damage, improper installation, improper use, or tampering. Potential sources may include but are not limited to: any fuel-burning appliance or equipment such as stoves, ranges, fireplaces, portable kerosene heaters, gas heaters, space heaters, furnaces, and hot water heaters. Personnel shall also check for vehicles, lawn mowers, or barbecues used in close proximity or inside of buildings.

According to findings, follow the procedures outlined below

If elevated levels of CO are found, shut off utilities and notify Union Electric. Notify occupants to stay out of house until repairs are made.

Less than 10 P.P.M.	Our instruments did not detect elevated levels at this time. Check your carbon monoxide detector per manufacturer's recommendations. Call the manufacturer for additional information. (number may be on back of unit) Install a replacement detector/sensor module.
35 or More P.P.M.	We have detected <u>potentially dangerous</u> levels of carbon monoxide! We are recommending that you leave your home immediately. It is not safe until repairs are made and a replacement detector/sensor module is installed. Open windows and ventilate the house and notify the Battalion Chief.
100 P.P.M. or Greater	<p>WE HAVE DETECTED A POTENTIALLY LETHAL LEVEL OF CARBON MONOXIDE IN YOUR HOME! Leave your home immediately. It is not safe until repairs are made or the source is found and corrected. Shut off utilities and notify Union Electric to lock them off. Open windows and ventilate the house.</p> <p>Have sources of CO examined and repaired by a licensed contractor. A replacement detector/sensor module should be installed.</p>

**Safety:** All personnel should be familiar with the properties of Carbon Monoxide and review them on a regular basis. Remember, besides being toxic, CO is an explosive gas with an explosive range between 12.5% and 74%. 1% = 10,000 PPM

**35 PPM is in the TLV** (Threshold Limit Value-a worker can be exposed day after day for a working lifetime without adverse health effects)

**1200 PPM is the IDLH** (Immediately Dangerous to Life & Health)

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## Natural Gas Emergencies

**PURPOSE:** To establish a guideline for responding to a natural gas emergency. Natural gas is colorless and odorless. The gas company adds an odorant so personnel can smell the gas in the event of a leak. Natural gas is lighter than air and will rise if escaping pressure. The flammable limits of natural gas are 4% to 14%.

### **POLICY:**

All firefighters must be in full personnel protective equipment including SCBA's.

All responding apparatus will approach the area with caution.

The arriving Engine Company shall radio a report according to radio S.O.P.'s. If possible, the apparatus should be positioned a minimum of 50' from the involved structure. Electricity should never be turned on or off in a structure with a gas leak; have power turned off at a remote area by Ameren CIPS - Electric division if necessary.

In the event of a flood and a gas line is severed below the water line; contact Ameren CIPS – gas division immediately. Give the call taker detailed information and request a duty supervisor. Contact BURT Underwater Recovery Team and request their immediate assistance. Give the call taker detailed information. Investigate the situation by dispatching Marine 1. Standby to direct Ameren CIPS and BURT personnel to the scene as necessary.

**Escaping Gas Outside of a Structure**

- Eliminate ignition sources.
- Restrict access to the area.
- Determine if the leak can be isolated and, if possible, isolate.
- Call Ameren

**Escaping Gas Inside of a Structure**

- Eliminate ignition sources.
- Restrict access to the area.
- Shut off the gas flow at the main gas valve outside the structure or to the affected area of the structure i.e. stove, boiler, water heater, etc.
- Natural ventilation is to be setup.
- A 1 ¾ safety line shall be in place.
- Check structure for gas levels by using a meter after the main valve has been shut down.
- Call Ameren

**Burning Gas Outside of a Structure**

- Protect exposures and recognize the high radiant heat hazards.
- If possible, attempt to secure the natural gas leak by utilizing a main shut off.
- Call Ameren

**Burning Gas Inside of a Structure**

- Shut off the flow of gas at the main shut off valve outside the structure.
- Protect the exposures.
- Extinguish the remaining fire.
- Call Ameren

Once the scene has been secured, the Officer in charge of the scene will notify the residents or occupants of the status of the structure and affected areas.

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## “Propane Emergencies”

**PURPOSE:** To establish a guideline for responding to a propane gas emergency

### General Knowledge:

Propane gas is colorless and odorless. The propane company adds an odorant (ethyl mercaptan) so personnel can smell the propane in the event of a leak. Propane gas is heavier than air and will migrate to lowest points (i.e. basements, crawls spaces).

### On-scene:

All responding apparatus will approach the area with caution. All firefighters must be in full personnel protective equipment including SCBA's. The On-Scene Commander will determine the nature of the leak, set up perimeters (hot, warm, and cold) and request the required services if not already enroute (propane provider, Madison County Haz-Mat, EMS).

During propane tank fires, the potential always exists for an explosion known as boiling liquid expanding vapor explosion (BLEVE). To reduce this risk, Fire fighters should do the following:

- Fight fire from the maximum distance possible, or use unmanned hose holders or monitor nozzles.
- Cool containers by flooding them with large quantities of water until well after fire is out.
- Do not direct water at the source of leak or at safety devices; icing may occur.
- Leave the area immediately if you hear a rising sound from venting safety devices or see discoloration of the tank.
- For massive fires, use unmanned hose holders or monitor nozzles; if this is impossible, leave the area and let the fire burn.
- Be aware that when a BLEVE occurs, sections of the tank can fly in any direction. Just avoiding the ends of the tank should not be considered a safe operating procedure.

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## Downed Power Line or Transformer Emergency

**PURPOSE:** This procedure will establish a standard approach and response to the report of power lines down. Power lines can come in contact with the ground as a result of storm related activity, fire, or vehicles striking power poles. In all cases, the potential for electrical shock/electrocution and secondary fire must be considered.

**POLICY:** The arriving Engine Company shall radio a report according to radio S.O.P.'s. The unit should be positioned so as to be out of danger of electrical contact. The minimum safe distance shall be two utility poles away from the line break. If the officer in charge finds that electrical equipment is involved, he shall notify control station and have Union Electric dispatched immediately. Primary responsibility is to insure the safety of citizens and firefighters. Make sure that no one is allowed to get close enough to come in contact with electrical lines or equipment.

Electricity always seeks its lowest level or ground. It will travel any path it can as it seeks a ground. When power lines are down they will energize the ground around them. For Example: point of ground contact could be 700 volts. This voltage will lessen as it radiates out from this point; for example, 400 volts. If your feet are in areas where there is a voltage difference, you could complete the circuit and be the source to ground. This is called "step potential." This danger could be indicated by a tingling sensation in the feet and serve as a warning to back away from the area.

### Key Points

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. **Downed lines must always be considered energized with potentially lethal current.**

Lines can reset and become "hot" or "energized" again by manual operation of a switch, by automatic reclosing methods (either method from short or long distances away), by induction where a de-energized line can become hot if it's near an energized line, or through back feed conditions.

Power line tends to have "Reel Memory" and may curl back or roll on itself when down. Use caution when spraying water on or around energized electrical equipment. Hose streams conduct current! Never spray directly into the power lines. Use a fog spray at the base of the pole. Your primary responsibility is to protect the surrounding area.

### **RESPONSE TO POWER LINES DOWN**

- Request the utility company to respond.
- Consider all down wires as "energized."
- Place apparatus away from "down lines and power poles."
- Locate both ends of downed wires.
- Secure the area/deny entry.
- Periods of high activity; company officer may choose to leave one (1) crew member on-scene with a radio to wait for utility company.
- In the event of multiple lines/poles down over a large area, call additional resources.
- In the event of a large storm with multiple lines/poles down. Fire Companies may use cones or caution tape and move to the next emergency. The purpose of this is to warn and protect as many bystanders as possible.

### **DOWN POWER LINES AND VEHICLES**

- Request the utility company to respond.
- Do not touch vehicle.
- Have occupants remain inside the vehicle.
- Place apparatus a safe distance away from down lines.
- If occupants must leave the vehicle (fire or other threat to life) instruct them to open the door, not step out!
- They should jump free of the vehicle without touching vehicle and ground at the same time.

### **SUB-STATION, TRANSFORMER, ELECTRICAL VAULT AND MANHOLE FIRE**

- Request utility company to respond.
- Clear the area.
- Be aware of explosion potential.
- Place apparatus in a safe location away from overhead power lines.
- Protect exposures.
- Do not make entry until above electrical equipment has been de-energized.
- PCB hazards: Smoke potentially fatal; avoid and contain pools of oil around transformers.

This unit shall not leave the scene until Union Electric personnel are on the scene unless directed otherwise by the Officer in charge

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## Foam Operations

**PURPOSE:** This procedure will establish a standard guideline and response to the report of fires involving fuels (hydrocarbons & polar solvents).

Firefighters must be knowledgeable and demonstrate competence on the types of foam carried by the Alton Fire Department.

### How Foam Works:

The water and foam mixture is referred to as a “foam-solution”. After air is introduced to the solution via an aerating nozzle, the final product is known as finished foam.

- Smothers the fire and prevents air from mixing with flammable vapors
- Suppresses flammable vapors and prevents their release (helps prevent fire in no-fire or spill situations)
- Separates the flames from the fuel surface
- Cools the fuel and sources of re-ignition (hot metal surfaces). Cooling the fuel is a secondary effect on low flash point flammable liquids, such as gasoline with flash point of -45 degrees. Combustible liquids with higher flash points maybe cooled below their flash points.

### Types of Foam:

Alton Fire Department carries one type of foam:

- Aqueous Film Forming Foam(AFFF)

### Quantity & Location

(9) Five gallon containers of 1 & 3% AFFF in the Marina dock boxes.

(1) Five gallon containers of 1% AFFF in 1810, 1811, 1812, 1813, & 1831

## **Foam Application Systems:**

### **In-Line Eductors**

Alton Fire Department carries a 1 ½" Eductor.

Steps for using In-Line Eductors:

1. When using an automatic nozzle with an eductor, the nozzle must be fully open to prevent excessive back pressure which will prevent foam pickup. When selectable gallonage nozzles are used nozzle flow must be matched to the flow of the eductor.
2. Set metering dial to desired percentage. (Percentage number aligns with pickup tube).
3. Set eductor inlet pressure to 200 PSI (add friction loss getting to the eductor)
4. Place pick up tube in foam container, Make sure tube inlet is not restricted or touching bottom of foam container.
5. Nozzle shutoff must be completely open. Throttling shutoff may cause eductor to shut down.
6. Do not use more than 200 feet of 1½" or 1¾" hose between the proportioner and the nozzle.
7. The nozzle should not be elevated more than five feet above the proportioner.
8. Flush system at least three (3) minutes with clean water after each use. This will assure metering dial and eductor check ball are clear. Rotate metering dial when flushing.

### **Foam Pro-Paks**

Alton Fire Department carries (1) Pro-Pak on Marine 1

1. Steps for using a Foam Pro-pak:
2. Select the nozzle
3. Connect the Hose & Nozzle
4. Fill the tank with the solution
5. Set the foam concentration

6. Control the flow to get the proper foam quality
7. Shut down after use

**POLICY: Foam Operations**

- In-Line eductor placement is required. The eductor must be placed at least one length from the engine discharge outlet. The eductor should be supplied with either 1 ¾" or 2 ½" hose. A Firefighter equipped with a hand held radio should be assigned to monitor operations at the eductor and change foam containers as they become depleted. (Follow the above steps)

Up to (4) lengths of 1 ¾" hose can be stretched between the eductor and the foam nozzle.

- If the eductor is out of service or otherwise unusable, the five gallons of foam concentrate carried on the engine can be emptied into the booster tank providing a 1% mixture of foam solution (5 gallons of foam concentrate to 500 gallons of water)

Remember, when batch mixing always add the foam concentrate to a full tank of water thereby reducing the amount of sudsing. Also do not rely on the water level gauge to indicate when the tank is full as the sudsing may cause inaccurate readings. Fill the tank until water discharges onto the ground, add the foam concentrate.

When using the Foam Pro-pak, connect to a 1 ¾" hose line. Using the Foam Pro-pak is a two person operation. For safety, always back up the team using the Foam Pro-pak with an additional team with a charged 1 ¾" hose line.

**NOTE: In almost any foam firefighting operation the Alton Fire Department has only enough concentrate to begin operations. If the event will require additional resources please contact in this order.**

**Wood River Fire Department                      911    or    618-259-0984**

**Conoco Phillips                                      911    or    618-255-2901**

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## Ventilation

**PURPOSE:** To remove super heated gases and products of combustion while increasing the safety of personnel in the structure

**POLICY:**

- Ventilation will be closely coordinated with suppression activities.
- All ventilation efforts should be initiated as soon as possible and appropriate.
- If horizontal ventilation involving windows is called for, every effort shall be made to open the window, rather than breaking them, as long as this operation does not jeopardize or harm the operation in any way. Top sections of the window should be opened to obtain the maximum effect. Screens, blinds and curtains should also be removed to provide a smooth flow of air.
- If ventilation is completed by breaking the window the entire window shall be cleaned out.

**Positive Pressure Ventilating smoke or gas post fire or without fire.**

- Positive Pressure Ventilation will not be started until the fire attack is underway and is the primary means of ventilation along with window removal.
  - Ensure that entire opening is clear of obstructions
  - Ensure air cone fills as much of the opening as possible
- Begin by closing all exterior doors and windows.
- If possible, set-up fan at an entrance door or window.
- Fan should exhaust with the wind direction, it is not advised to ventilate up wind.

- Set fan at a distance to allow proper coverage of the opening for most doorways this is approx. 3-5 feet 95% of the Airflow should enter the opening if air flow can be felt exiting the same area where the fan is placed move the fan back until no air flow can be felt exiting the area.
- The air flow should be flowing inward at all points

### **Vertical Ventilation**

- When Vertical Ventilation is Required
  - Cuts should provide a minimum of a 4'x 4' hole.
  - During roof operations a minimum of 2 Firefighters in full protective clothing including SCBA should be used.
  - Ground and Roof Ladders should be in Place
  - Saws should be started on the ground and then shut down before climbing to the roof. Saws should not be carried while running.
- If the structure has a trussed roof and there is fire in the attic space, no roof operations should be conducted until the fire is controlled.
- Only horizontal and positive pressure ventilation should be used on mobile homes, never vertical ventilation until structural integrity can be confirmed.

**The Vent Group must constantly evaluate the structural stability of the roof as it relates to changing fire conditions and time.**

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## Standpipe/Sprinkler Operations

**PURPOSE:** The purpose of this procedure is to give the water supply crew a guideline to follow when responding to a structure with a sprinkler or standpipe system.

**POLICY:** When a fire call is received for a structure that is equipped with either a sprinkler connection and/or standpipe connection the following guideline is to be followed:

### WATER SUPPLY

Unless otherwise directed by the IC the water supply engine responding to a structure fire in buildings equipped with sprinkler/standpipe systems should lay a supply line and support the sprinkler/standpipe system. An initial engine pressure of 150 psi shall be established to support the automatic sprinkler/standpipe system. Upon further evaluation of the fire floor, friction loss, hose lay, and size of fire protection system, the engine pressure shall be adjusted to ensure adequate water flow.

Use of additional lines from this engine should be avoided as this engine should be used solely to supply water to the sprinkler/standpipe system.

**Focus shall be placed on spotting a unit at the appropriate hydrant in close proximity to the F.D. connection with operations starting at the hydrant then “manually” laying hose to the F.D. connection.**

### SPRINKLER SYSTEMS

On sprinkler systems adjacent to private hydrants efforts should be made to secure a water source that will not impair sprinkler operations.

Sprinkler systems should be shut down only on orders from the IC.

AFD personnel are not to replace sprinkler heads. As an alternative, use wedges to plug open heads, this allows remainder of system to be functional.

## STANDPIPE SYSTEMS

AFD personnel responding to high-rise occupancies or other buildings equipped with standpipe connections should use hose packs where appropriate. (100' of 1¾" hose with nozzle, 25' 2½" hose and gated wye) may be taken in and connected to standpipes, or attack lines may be taken directly from one of the fire apparatus.

Hose cabinet hose (private) should not be utilized.

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## Salvage Operations

**PURPOSE:** To establish a minimum guideline to be utilized in lessening the effects of a fire on the consumer no matter the scale of the incident.

### **POLICY: SALVAGE**

Salvage includes activities required to stop direct and indirect fire damage in addition to those required to minimize the effects of firefighting operations. This includes losses from water, smoke and firefighting efforts.

Salvage operations must be aimed at aggressively controlling loss by the most expedient means.

- Salvage operations most often involve early smoke removal and covering building contents with salvage covers or plastic. In some cases, the contents of all threatened areas, where appropriate, can be removed to a safe location
- Salvage efforts should begin in areas most severely threatened by damage. In most cases that will be areas directly adjacent to or below the fire area. Additional salvage activities should expand outward until all areas of potential loss are secured.
- If possible remove valuables when requested and give directly to the owner or occupant.

The following items should be considered when addressing salvage:

Type, value, and location of contents

The extent and location of the fire

Recognition of existing and potential damage sources

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## Overhaul Operations

**PURPOSE:** To establish a minimum guideline to be utilized in lessening the effects of a fire on the consumer no matter the scale of the incident.

### **POLICY: OVERHAUL**

The main objective of overhaul operations is to seek out and extinguish all remaining fire and control loss, stabilize the incident scene by providing for firefighter safety and to secure the structure

- Fire suppression operations often overlook small pockets of fire concealed in construction voids or hidden under debris. Overhaul activities must thoroughly search the fire scene to detect and extinguish these hidden fires or "hot spots" before they rekindle. The Thermal Imaging cameras shall be used in assisting with this operation.
- Floor, wall or ceiling areas showing evidence of extensive decomposition due to fire should be thoroughly examined during overhaul. Additional areas to check include wooden door jambs, air conditioning vents and registers, base-boards, door and window casings, and around light fixtures and electrical outlets. Axes, pike poles, and halogen tools are most commonly used for this purpose.
- Attic fires pose a special hazard for rekindle where insulation has been exposed to fire. Large areas can receive fire damage and can be located in difficult to reach areas. In some cases, all insulation must be removed to extinguish all remnants of fire. Plenum spaces, soffits and pipe chases should receive careful inspection as they provide possible routes for fire to spread throughout a structure.

### **Evidence Preservation**

- Companies performing overhaul should continuously weigh the importance of preserving evidence with the desire to immediately remove debris and completely extinguish all traces of fire.
- In some cases, it may be necessary to monitor spot fires until investigators arrive on the scene.
- When possible, evidence should remain untouched, undisturbed and in its original location. Where circumstances prohibit this, evidence should be removed under the direction of a fire investigator or police officer

### **Safety**

During overhaul or salvage operations, continuous atmospheric monitoring should be utilized to establish that a safe atmosphere exists prior to discontinuing the use of SCBA. Any of the following conditions in the working area require continued use of self-contained breathing apparatus:

- A. CO levels of 50 ppm or greater
- B. Oxygen (O<sub>2</sub>) levels of 19.5% or less
- C. Continued presence of smoke from combustion
- D. At a minimum Helmets and gloves shall be worn when operating inside of a structure

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## HAZARDOUS MATERIALS RESPONSE

### Materials in Transit

If a fire officer recognizes a hazardous materials incident, he should follow the following course of action:

1. Notify all incoming units immediately.
2. From a safe distance, identify the material involved.
3. Take whatever action is necessary to insure the safety of himself and his crew.
4. Attempt to effect rescue of any victims, if possible.
5. Isolate the hazard from civilians.
6. Attempt to contain the incident if possible.
7. Determine if Madison County Hazardous Materials Team should be contacted (or other outside assistance).

***Initial calls for the Haz-Mat team will come to the Edwardsville Police Department at 656-2131.*** Requesting agency will be asked to provide the following information:

- Reporting agency and call back number
- Contact telephone number for affected department, cell number for I.C. if possible
- Location of incident
- Type of incident
- Staging area or special response instructions
- Any injuries or exposures
- Operating radio frequency/ channel- method for team to make contact

The Alton Fire Department will utilize other professional clean-up agencies to clean up the hazardous material. Check with hazardous materials hauler to see if they have a remediation contractor under contract, if they do not. **consider contacting carrier for clean-up. See Emergency phone listing binder at each fire station.**

### **Stored Materials**

If a fire officer finds them self in an area where hazardous materials are stored, he/she should stop and get appropriate assistance from personnel attached to the property.

Look for the N.F.P.A. 704 Symbol!

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## TECHNICAL RESCUE(s)

### PURPOSE:

- To provide fire department response to potential confined space incidents requiring retrieval of victims.
- To provide the capability of operating in an environment where the atmosphere is unsafe or other conditions make entry hazardous to un-equipped entrants.
- To provide fire department response in high angle rescue situations where the need to move rescue personnel or victims either up or down vertically or at high angles is needed.
- To provide fire department response while working safety in excavation incidents and provide protection to rescuers.
- To ensure that rescuer safety is the first priority at any incident requiring the specialized rescue team.

### POLICY:

On any confined space incident the technical rescue team will utilize the attached procedure to minimize risk to rescuers.

On any high angle incident the technical rescue team will utilize the attached procedure to minimize risk to rescuers.

On any excavation incident the technical rescue team will utilize the attached procedure to minimize risk to rescuers.

On any structural collapse incident the technical rescue team will utilize the attached procedure to minimize risk to rescuers.

Only members who have completed all competencies will be allowed on a rope in a vertical situation, in a confined space entry or in an excavation incident.

Procedures and rules cannot be written to predict every possible event/situation.

Use these procedures as a guideline, utilize common sense, and use backup systems and backup personnel to provide protection to rescuers.

## **RESPONSE, COMMAND AND COMMUNICATIONS**

- The ICS/IMS (Incident Command/Management System) will be utilized at all incidents. A liaison from the TRT shall assist the IC.
- The accountability system will be utilized.
- A safety officer from the TRT will be appointed at all incidents.

Radio frequency will be the AFD radio channel, unless ordered to an alternative by the Incident Commander.

At emergency scenes TRT and Fire Department personnel shall utilize, as much as practical, the “zone system”.

- Hot Zone: or Exclusion Zone, in this area only TRT and FD personnel directly assisting in the rescue will operate. The Safety Officer will also use this area to observe.
- Warm Zone: or Equipment Staging area, in this area the equipment necessary for the rescue will be placed.
- Cold Zone: or Support Zone, in this area staging and rehab for personnel involved in the rescue will be placed.

These zones should be marked as best as practical (barrier tape and/or ground marking) to denote these areas.

## **CONFINED SPACE PROCEDURE**

### Definitions

*Attendant:* Utilized to visually watch a space, operated atmospheric monitoring equipment, and maintain communications with all entrants and rescuers. Authorized only to initiate non-entry rescue or if relieved by a trained attendant to enter as a rescue.

A *Confined space* consists of the following:

- ❖ A space large enough to physically enter,
- ❖ A space not designed for continuous occupancy
- ❖ A space that has restricted means of entry/exit.

*Hazardous atmospheres:* Containing any atmosphere with less than 19.5% or more than 23% oxygen, containing in excess of 10% or more LEL/LFL, or any other toxin which exceeds the PEL (permissible exposure limit, OSHA) or TLV (threshold limit value, ACGIH).

*LEL/LFL:* Any atmosphere, which has the lower explosive limit or lower flammable limit, exceeded for any gas, vapor or combustible dust. For purposes of entry any level which exceeds 10% of the LEL/LFL.

*Rescuer:* trained and equipped to perform entry rescues, must have completed training and rescue competencies.

*Permit required confined space* includes the above plus ONE or more of the following:

- ❖ A hazardous or potentially hazardous atmosphere
- ❖ A tapering cross-section
- ❖ An engulfment hazard
- ❖ Or any other serious safety and health hazard (falls, slips, electrical, chemical, work generated hazards, moving equipment or similar)

*Incident Commander:* The person ultimately in charge of all confined space entries, responsible for overall management and safety while mitigating incident.

### **Confined Space Entry - Personnel**

An attendant will be utilized for all entries into a confined space (permit and non-permit) they shall:

- Maintain a list of all entrants,
- Monitor the space using gas detection instruments,
- Visually observe the space until all entrants and rescuers have left the space.

Attendants who are trained to initiate a rescue do not enter the confined space unless replaced by another attendant.

Incident Commander from the TRT will be utilized on all entries into a confined space. The IC is responsible for evaluating all hazards of the entry into the space and is responsible for the safety of all entry personnel.

This may be assigned to another officer or firefighter as needed.

Rescuers will be utilized for all entries for retrieval or rescue into a confined space:

Rescuers are trained to make entry into hazardous confined spaces for purposes of rescue or retrieval.

Entries will NOT be made into suspected or actual flammable or combustible atmosphere without analyzing the actual atmosphere conditions.

#### Confined Space Entry – Operational Procedure

Test the atmosphere with approved gas detection equipment, test at all levels. Atmospheric monitors will be utilized during all entries at all times the space is occupied. Preferably a monitor will be used in the space with an additional monitor outside the space. Test prior to any ventilation.

- ❖ Test for Oxygen first normal 20.9% range from 19.5-23% acceptable
- ❖ Test for Combustible Gases next less than 10% LEL/LFL
- ❖ Test for suspected Toxins last

Ventilate the space prior to entry utilizing natural, installed or external ventilation; do not use gasoline powered PPV (without ducting the exhaust away from the fan inlet) to positive pressure ventilate a space. Ventilation must occur during all entries, whether it is natural, installed or external ventilation.

Entry into a space without testing is considered to have an IDLH (immediately dangerous to life and health) atmosphere.

Entries made for rescue or retrieval should have an EMS unit standing by.

All entrants for rescue or retrieval will wear full body harnesses with lifelines attached unless the risk posed by utilizing this equipment is higher than the benefit.

Examples of spaces where the hazard may be greater than the benefits include confined horizontal openings where the use of retrieval equipment will not enhance the retrieval effort.

All power sources (hydraulic, electrical, pneumatic, water, steam, or other stored energy), which may pose a hazard to entrants to the space, shall be in a tagged out/locked out condition or have a firefighter posted to prevent operation of any potential energy into the space.

An MSDS should be reviewed if there is any chemical in use that has known or unknown hazards to entrants.

Appropriate PPE will be worn, hard hats, safety glasses or goggles, gloves, long sleeves, long pants and sturdy footwear shall be worn.

All entrants will have a means of communication either radio, lifeline or similar. Where loss of lighting poses a hazard all entrants will use a flashlight or other auxiliary lighting

The space will be monitored at ALL times by an attendant with an operating gas detector. The attendant will be equipped with a radio tuned to same frequency as entry team.

SCBA's (self-contained breathing apparatus) will be utilized in hazardous atmospheres, at a minimum breathing apparatus should be considered unless the conditions are such that in the judgment of the IC their use is not warranted.

Body recovery operations will be assigned a low priority based upon the risk of the situation. Body recovery will take place only when all hazards have been mitigated to relieve any potential hazard to rescuers.

All entries will have back up personnel (2 minimum) standing by with appropriate PPE. Entry teams will normally consist of two members and with two backup personnel at ready to affect a rescue if needed.

All vertical operations in a confined space will utilize the procedures of the high-angle procedure, but as a minimum a two-rope system will be used with the exception of a potential engulfment, where a single rope system is allowed.

## **SPECIAL SITUATIONS**

### **Engulfment/Confined Space**

For entries into areas where engulfment is a possibility utilize the following procedures in addition to the regular procedures:

- A harness and lifeline will be worn at all times.
- The lifeline will be rigged overhead and kept as taut as possible.
- The lifeline will be attached to a lifting device (human powered), and be attended to by sufficient personnel to affect a lift.
- Consider the use of the Grain Bin Rescue Tube

**Converging Cross Section/Confined Space**

For entries into areas where converging cross sections are a possibility utilize the following procedures in addition to the regular entry procedures:

- A harness and lifeline will be worn at all times.
- The lifeline will be rigged overhead and kept as taut as possible.
- The lifeline will be attached to a lifting device (human powered), and be attended to by sufficient personnel to affect a lift.

**WELDING AND CUTTING OPERATIONS/CONFINED SPACE**

For entries into areas where welding and cutting equipment is utilized use the following procedures in addition to the regular entry procedures:

All welding and cutting equipment will have the power disconnected and valves shut off prior to entry.

**OTHER WORK GENERATED HAZARDS/CONFINED SPACE**

For entries into areas where other work generated hazards (solvent use, painting, chemical treatments) may be present utilize the following procedures in addition to the regular entry procedures:

- An MSDS should be made available for entries into areas where products with unknown hazards are present,
- Appropriate PPE shall be utilized

**HI-ANGLE OR OTHER ELEVATED WORK OPERATIONS**

Any of these general rules may be at any time be suspended by the IC if in the judgment of the IC it will expedite or make safer the rescue. Safety of rescuers is the top priority. No single rule replaces common sense in vertical operations. Rules cannot be written to foresee every possible event/occurrence.

## **GENERAL**

On all elevated work positions fall protection will be utilized wherever practical.

On all rope operations a 2-rope system will be utilized (main line and belay line).

Operations to provide belay protection; belay lines will be kept reasonably taut.

Edge protection will be utilized on all vertical operations.

All anchor points utilized will be as best as can be determined be suitable for 5000 lb (2400kg) loads.

Rescue helmets will be worn in all vertical environments.

A safety person will double-check all rigging prior to loading.

## **RESCUE OPERATIONS**

Bare hands are not allowed on working lines, only leather-gloved hands. Do not wrap a line around body.

Do not walk on rope.

Do not drop equipment down shaft or pit; always lower equipment with a utility line.

Only one person will direct rope operations, all other will follow directives.

## **AUDIBLE SIGNALS**

- STOP: SINGLE whistle blast or verbal command, all operations stop. DO NOT let go of rope!
- UP: DOUBLE whistle blast or verbal, Raise system
- DOWN: TRIPLE whistles blast or verbal, Lower system
- BELAY ON: Belay line attached
- MAIN LINE READY: Main Line locked on brake rack and ready

The command STOP indicates just that, stop, do not release rope, and do not move. The command HOLD IT will not be used,

Avoid triple loading of carabineers.

Angle of webbing or anchor straps should never exceed 120°.

A load-releasing hitch will be used where two blocking might be a consideration or where a system may be needed to be converted from a raising system to a lowering system.

Tag lines will be utilized on patient or victim un-attended raises.

All rope operations will be performed on a dedicated frequency to avoid confusion.

### **NON-RESCUE PROCEDURES**

All equipment will be inspected on a regular basis at least annually and at a minimum after each use. Any rope/equipment shock loaded will be removed from service. Equipment will be kept clean and dry.

### **EXCAVATION PROCEDURE**

All excavations entered by the TRT shall be either sloped according to checklist or utilize shoring or trench shields.

All spoil should be placed at least two (2) feet from the edge of the excavation

The air quality shall be monitored at all times using a CGI (combustible gas indicator).

A “competent person” shall be assigned on each excavation incident. This person is the person in charge of all activities associated with the protection of the trench and personnel working in the trench

A ladder or other means of egress (benching of trench for example) shall be in place prior to entry for every twenty-five (25) lineal feet of trench.

Utilize edge protection using sheets of plywood adjacent to the sides of the trench to minimize disturbance of the trench.

All trenching protection systems shall be installed from the top down and removed from the bottom up.

The trench protection system (shoring or trench shield) should not be more than two (2) feet below the grade.

You can excavate up to two (2) feet below the protected area without adding additional protection.

Void spaces behind trench protection system should be backfilled.

TRT members should only enter a protected area of the trench.

Protect the excavation from water (rain and/or ground water).

Finland Form or "Fin Form" exterior plywood should be used for sidewall protection, this should be backed up by 2" x 12" braces whenever possible.

Use cross braces that are a minimum dimension of 4" x 4" at a minimum of 4' vertical and 6' horizontal spacing.

A low priority will be assigned to removal of trench protection systems.

**EXCAVATION CHECKLIST**

- Scene control in place (shut off all running equipment adjacent to excavation unless the equipment is needed for protection of the trench), remove all bystanders and barricade the area
- Competent person assigned
- Characterize the soil type:
  - Type B: A cohesive material that can be penetrated about a thumbnail depth
  - Type C: A non-cohesive material, loose, cracked or with water present
  - Soil types A is characterized as "B" if there is cracking, vibration, water or spoil too near the edge
  - Soil type "B" is characterized as "C" if there is cracking vibration, water, or spoil too near the edge
- Ladder or exits every 25' lineal feet of trench in place prior to entry
- Ventilation in place (Electric PPV only)
- Monitor the air quality at all times personnel are in trench utilizing a CGI.
- Do not enter trenches deeper than 5' unless sides are sloped or shored.
- Competent person account for all SRT members in the trench at all times
- If shoring is needed:
  - Shoring not more than 2' below grade elevation
  - Excavation not more than 2' below shoring
  - Shoring sides minimum 1" marine grade plywood, backed with 2 x 12" planks
  - Horizontal spacing on cross braces every 6' or less
  - Vertical spacing on cross braces every 4' or less
  - Backfill voids between shoring and sides of excavation
  - Spoil at least 2' from edge of excavation
  - Stay within shoring at all times
  - If excavation is sloped: for every foot of depth slope 1' foot horizontally, slope further if conditions warrant
  - For excavations deeper than 20' or wider than 6' our materials are not calculated. These require heavier materials prior to shoring.
  - Slopes can be either cut back on B soils for every foot of depth cut back 1 foot. On C soils cut back 1.5 feet for every foot of depth. Slopes can be "benched" to provide the same protection

**SRT CONFINED SPACE CHECKLIST**

Is space designed for continuous human occupancy?

Is space large enough to enter?

Does space have limited or restricted access?

**If all the above are checked this is a “confined space”**

Hazardous or potentially hazardous atmosphere

Tapering or converging cross section

Engulfment potential

Any other serious safety or health hazard (falls, slips, electrical, moving parts, work generated hazards etc)

***If any of the above are checked this is a “Permit Required Confined Space” all of the items listed below must be completed prior to entry.***

**CONFINED SPACE ENTRY PERMIT - PART 1**

- Check atmosphere for:
  - Low oxygen < 19.5% oxygen
  - High oxygen > 23% oxygen
  - Combustible gas > 10% LEL
  - Any suspected toxins?
- PPE required, check all that apply, not all are necessarily required
- Hardhat , Safety glasses & Gloves
- Full-length sleeves and pants
- Hand lights (required explosion proof if > 10% LEL)
- SCBA (required if atmosphere exceeds safe limits)
- Full body harness (required for engulfment)
- Lifeline (required for falls or engulfment)
- Retrieval system (required for falls or engulfment)
- Ventilation (required at all times) [148]

**CONFINED SPACE ENTRY PERMIT - PART 2**

- Date:
- Location:
- Incident Commander:
- Attendant:
- Safety Officer:
- Entry Team:
- Back-up Team:
- Dedicated Radio Frequency (if applicable)

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## “Water Rescue”

### PURPOSE:

The purpose of this SOG is to provide response guidelines for an effective and safe response on water rescue assignments.

### POLICY:

**Scene Assessment** - Incident Command shall make an accurate assessment of the scene prior to rescue operations and shall include the following:

- a. Determine whether to commence a rescue or recovery operation.
- b. Determine hazards present
  - Traffic
  - Weather conditions
  - Type (land based or not)
  - Method of rescue (water or ice)
  - Number of patients
  - Additional resource needs (dive team, helicopters, additional squads)

**Rescue Sequence** – The following rescue sequence should be used on all water rescues to ensure the lowest risk rescue is attempted before moving to higher risk rescues.

- a. Self-Rescue – Encourage victims to rescue themselves when possible.
- b. Shore Based Operation – Throw bags, tag lines, snag lines, or extensions are utilized.
- c. Boat Assist Operation – Boat used for equipment or staffing
- d. Boat Based Operation
  - Reach (extend an arm or pike pole)
  - Throw (use life ring to toss)
- e. Go Rescue – Swim to victim

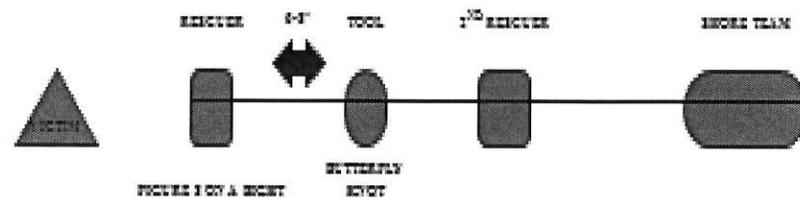
**Rescue Operations** – Once a decision has been made to affect a rescue operation the following guidelines shall be followed:

- a. Personal/Personnel Protection equipment
  - Rescue personnel shall wear the proper equipment required for the rescue. ALL personnel shall have a rescue life jacket on prior to leaving the shore. Rescuers having direct contact with the victim shall wear protective medical gloves (even in the water).
- b. Incident Command, Operations Officer, and Safety Officer shall develop a rescue action plan prior to commencing operations. Low risk operations should be used before attempting higher risk operations.
- c. Whenever possible, a second boat should be staged to provide a backup boat.
- d. Control Station or dispatch should be notified when the rescue has started and when the victims are removed from the water.

**Safety Considerations**

- a. Only members with experience operating a boat and a high comfort level should be in the position of Primary Boat Operator.
- b. Only members with swimming experience and a high comfort level should be allowed to enter the water.
- c. The boat motor should be shut off if any person in the water becomes close to the back of the boat or while removing patients from the water.
- d. Weather conditions should be monitored closely to ensure a safe rescue can be completed.
- e. Patients removed from the water without life jackets shall don a life jacket as quickly as possible once in the boat.
- f. The boat will be used only to rescue people and will not be used to recover any personal property.

# ICE RESCUE GUIDELINES



- **MINIMUM** of 2 personnel in Ice Suits
- 2 additional personnel in suits for back-up
- **ALL** rescuers are to be tethered
- Tool is attached to the in-line butterfly and the rescuer is attached to the figure-8
- May walk on ice as long as it is safe to do so
- Always communicate with the victim to assess his/her ability to assist
- Start to crawl 10-15' from the victim
- Flat on stomach 5' from the victim
- Rescuer enters the water feet first
  - Keep eyes on victim
  - Remember torso reflex
  - Burp the suit
- Shore team needs slow, steady pulls (**NO MECHANICAL ADVANTAGE**)
- Use ice screws if you need to change direction

\*Yellow ropes go with Red pulleys

- Can use normal rope gear bags

## GEAR NEEDED

- Ice suits w/ ice ax/s
- Rope
- Carabiners

## TOOLS

- Backboard
- RMAX Sled
- Strap
- Ring buoy
- Ladder

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## EMERGENCY MEDICAL SERVICE OPERATIONS

### ALS Unit

Upon arrival at the scene, the ALS Unit shall radio a report according to radio S.O.P.'s. This crew will assess the scene and follow Region 4 A.L.S. protocols in treating the patients.

Unless a life-threatening situation makes it absolutely necessary, no patients will be transported in A.F.D. vehicles.

### Patient Transport

In the event a patient requires transport to an area hospital for treatment, the patient will be transported by a qualified ambulance service. Patients are not to be transported in Alton Fire Department apparatus unless it is an immediate life-threatening situation. Deviation from this policy will require strict justification for your actions!

Under no circumstances shall a member of the Alton Fire Department suggest a particular hospital to a patient. Guidelines on patient transport are as follows:

1. Ask patient preference of hospital.
2. If patient is unable to respond, ask relative or guardian.
3. If no relative is available and patient is unable to respond, send patient to the nearest hospital.
4. If patient condition warrants (according to A.L.S. protocols) send patient to nearest hospital.

**Reports**

E.M.S. reports will be completed in the manner prescribed by the Region 4 System Coordinator. These reports are to be complete and accurate. All reports are to be turned in to the appropriate hospital every Monday morning

**Treatment**

All medical treatment shall follow current region 4 E.M.S. protocols.

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## Helicopter Landing Zone

**Purpose:** In instances where helicopters are requested to the scene of an emergency, the primary objective of the on scene personnel will be the safety of all involved. With this in mind the following procedures will be followed:

**POLICY:** An area should be selected large enough to land a helicopter. The landing surface should be flat and firm, free of debris that would blow up into the rotor system. The landing area should be free of people, vehicles, and obstructions such as trees, poles, and wires. Keep in mind that wires cannot be seen from the air. The landing area must be free of stumps, brush, posts, and large rocks.

The minimum area needed to establish a landing zone (LZ) is 100'x100' in daylight and 150'x150' at night.

All communications with the incoming aircraft will take place on the IREACH channel. The officer in charge of securing the LZ will be responsible for communicating with the aircraft.

The LZ will be marked in one of the following manners:

- Markers in each of the four corners using LED Lights, cones, light sticks or other visible objects (note: flares will not be used for this).
- Shining spotlights onto the LZ, forming an "X" at the point of landing (note: lights are NOT to be aimed directly at the aircraft at anytime).
- Using vehicles to define the perimeter of the LZ.

Communication with the inbound aircraft should include identification of any overhead obstructions, wires, or other hazards. An approach path may be suggested, however, the final decision lies with the pilot.

Once the aircraft has landed, no personnel shall approach the aircraft unless directed to do so by the aircraft crew. Any approach to the aircraft will be done from the front.

<b>Standard Operating Guideline</b>	<b>A</b> lton <b>F</b> ire <b>D</b> epartment	<b>Date:</b>
	<b>E</b> mergency <b>O</b> perations - <b>EMS</b>	<b>Approved By:</b>

## Blood Borne Pathogens/Infections

**Purpose:** To provide protection against exposure to an infectious disease.

To provide a mechanism for the reporting exposures to infectious diseases.

**Definitions:** The following definitions are applicable:

- Body Parts & Fluids = Any tissue or fluid that may be excreted or flow from the human body. Examples: blood, vomit, saliva, tears, urine, feces, etc.
- Decontamination = Those methods and procedures used to kill or control pathogens that may be found on skin, equipment, or personal protective clothing.
- Exposure = Any occurrence that may have placed a responder at risk of possible contraction of an infectious disease.
- Pathogen = Any air or blood borne organism, virus, or bacteria which may cause disease following exposure.
- Personal Protective Equipment (PPE) = includes face, eye, hand and body protection to include helmet, face shield, bunker coat and pants, latex gloves, and surgical masks.
- Sharps = Includes needles, knives, scissors, ring cutter, seat belt tool, or any other items which may cause puncture, or laceration wounds.

**Pre-Incident:** Each member will be given instructions in the dangers of blood borne pathogens

Measures and informed of their rights in regard to privacy and consents.

Each member of the department will be given an opportunity to receive controlling vaccinations at the City's expense. If they choose to refuse the vaccinations, members will be required to sign a refusal form. If, at a later date, the member decides to accept the vaccinations, they will be provided at the City's expense.

Incident: During rescue or first aid procedures, personnel will guard against possible exposure to pathogens and follow all applicable procedures to prevent an exposure incident. These precautions shall include:

- Wearing all personal protective clothing to guard the face, hands, and body against exposure.
- Decontaminating and washing, on scene if possible, hands or other body parts which may have been exposed.
- Washing all gear and equipment that may have been contaminated with germicidal solution such as 5.25% sodium hypochlorite (household bleach) diluted 1:10 with water.
- Disposing of sharps in the appropriate manner. At no time shall sharps be bent or broken. Normally, needles should not be re-sheathed, but when necessary, the one hand method shall be used to prevent sticks.
- Packaging of contaminated waste in appropriate manner and delivered to hospital for proper disposal.

#### Reporting & Documenting:

All personnel will report an exposure as soon as possible to the following:

- Battalion Chief on Duty (fill out report)
- Staff at Receiving Hospital
- E.M.S. Office

Personnel will fill out an occurrence report at the hospital and give to the Charge Nurse or designee at the Emergency Room.

Blood sample will be drawn from the Patient.

Blood sample will be drawn from the Responder.

Personnel will be notified within 24 hours of the initial finding and any subsequent findings will be reported to the Responder.

The Fire Chief will also be notified of the patient's final disposition, as it relates to the infectious disease.

If the hospital learns that any of our personnel have been exposed to a potentially contagious patient, the following procedure will be followed:

- The hospital will notify the Fire Chief or Battalion Chief on duty of who was exposed and what the appropriate follow-up procedure should be.
- The Fire Chief or Battalion Chief on duty will contact the exposed personnel immediately and advise them of the necessary procedures.
- Affected personnel will advise the Battalion Chief when they have completed the recommended treatment. (if applicable)

NOTE: If you are exposed to a pathogen and have followed the above reporting procedures, and have not been notified by the hospital within 24 hours, contact the Fire Chief or Battalion Chief on duty immediately.

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## Madison County Homicide and Questionable Death Protocol

### PURPOSE

This protocol shall:

1. Establish areas of responsibility for various agencies which are usually involved in a homicide and questionable death investigation; and,
2. Establish procedures for each agency to follow in pursuing its part in the investigation so that a common, or standard, procedure will be used throughout Madison County; and,
3. Establish a spirit of understanding as to the duties of all agencies that may come to the scene of a homicide in order to facilitate the continuing cooperation between the public and private agencies which may be involved in a homicide or questionable death investigation.

### B. DEFINITIONS

#### LAW ENFORCEMENT AGENCIES

Herein, all municipal police agencies within Madison County, the Madison County Sheriff's Office; the Illinois State Police; the Illinois State Conservation Police; and all officers of the Department of Natural Resources; the Secretary of State Police; and the Office of the State Fire Marshal shall be referred to collectively as "Law Enforcement Agencies." The municipal police, County Sheriff or a delegated police agency, such as the State Police, shall be referred to as a "local law enforcement or investigative law enforcement agency."

## HOMICIDE

The act of a human being intentionally or knowingly taking the life, or because of reckless conduct, causing the death of another human being.

## JURISDICTION

- This protocol is controlling and applicable in all of the territory lying within the boundaries of Madison County, State of Illinois, including the area of the Mississippi River within the jurisdiction of the State of Illinois in Madison County. (The State of Illinois has concurrent jurisdiction with Missouri from shore to shore over the Mississippi River.)
- The investigative jurisdiction would include authority to inquire about deaths occurring as a result of acts committed within the County, or planned within the County, or in transit through the County, although the body of a victim is found in another territorial jurisdiction. (Said authority being subject to the jurisdiction of other competent law enforcement agencies in the territory wherein the body is found.)

## SCOPE

1. The procedures set forth herein are intended to cover all investigations of deaths which occur or which are presumed to have occurred in Madison County or in which planning or acts in furtherance of the death occur within the County.

The authority of an initial death investigation is set forth in Illinois Compiled Statutes, Chapter 55, Section 5/3-3013, which reads in part, to-wit:  
 “Preliminary Investigation: Every Coroner, whenever, as soon as he knows or is informed that the dead body of any person is found, or lying within his county, or death is suspect of being:

- a. A sudden or violent death, whether apparently suicidal, homicidal, or accidental, including but not limited to deaths apparently caused or contributed to by thermal, traumatic, chemical, electrical or radiation injury, or a complication of any of them, or by drowning or suffocation; (or)
- b. A maternal or fetal death due to an illegal abortion, or any death due to a sex crime or a crime against nature; (or)

- c. A death where circumstances are suspicious, obscure, mysterious, or otherwise unexplained, or where, in the written opinion of the attending physician, the cause of death is not determined; (or)
- d. (A death caused by) addiction to alcohol or to any drug which may have been a contributory cause; (or)
- e. A death where a decedent was not attended by a licensed physician; (and)

(Thereupon) the Coroner shall go to the place where the dead body is and take charge of same and shall make a preliminary investigation into the circumstances of the death. In the case of death without attendance by a licensed physician, the body may be moved, with the Coroner's consent, from the place of death to a morgue or mortuary in the same county. Coroners in their discretion shall notify the pathologist or Coroner's physician as designated in accordance with Section 303913, to attempt to ascertain the cause of death, either by autopsy or otherwise.

In Madison County, in all cases of apparent suicide, homicide, or an accidental death, or deaths where the circumstances of the death are mysterious or obscure in means, the Coroner shall conduct an inquest, and may do so in other cases at his discretion.

This protocol is further subject to, and is made pursuant to, all provisions of the Illinois Criminal Code and other statutes controlling the functions and duties of the various officials, law enforcement agencies mentioned herein.

- 2. When a person dies as a result of circumstances heretofore specified in Section C 1 of this protocol or is found dead and the cause of death is unknown, the person who discovers the death shall report it immediately to the Coroner and the appropriate local police jurisdiction and the Coroner shall take legal custody of the body. The body shall not be moved from the place of death except upon the authority of the Coroner subject to the consent and needs of the local or investigative law enforcement agency and the State's Attorney.
  - a. The ultimate objective of a criminal investigation is a precise finding of the cause of death as well as a determination of the person who caused

said death; said determination being made in furtherance of the goal that there be sufficient evidence to assure a successful prosecution of the offender in a court of law. The investigating police agency, the Coroner and the State's Attorney, each, has a valid interest in assuring the success of the investigation and prosecution because all law enforcement officials, especially the State's Attorney, are charged with the faithful execution of the laws of Illinois. Competent and diligent adherence to these duties assures that those persons who violate the peace and dignity of the People of Illinois are apprehended and punished according to law.

- b. Thus, the appropriate local police agencies, under the leadership of the State's Attorney, with the cooperation of the Coroner, must conduct a thorough investigation that establishes the identity of the victim and the offender, as well as providing all of the competent evidence upon which to proceed with prosecution.
  - c. Initially, the Coroner's lawful function is to establish a cause and manner of death of any person in his jurisdiction who may have been the victim of criminal activity.
  - d. The State's Attorney's Office shall provide timely advice and counsel as to the legal consequences of evidence gathering, including the manner thereof. The leadership and good counsel of the State's Attorney assures that the investigative procedures cause all relevant evidence to be presented to triers of fact in all cases within the jurisdiction. As the chief law enforcement officer of the County, the State's Attorney has overall authority in any death investigation.
3. The Madison County Coroner's Office, the Madison County Police Agencies, and the Madison County State's Attorney mutually agree that, in all situations covered within the scope of this protocol, where the jurisdiction, set out in Paragraph B 3, is present, the aforesaid officers shall make every reasonable effort to assure that a proper post-mortem investigation and/or autopsy (when necessary) is completed.

## AGENCIES CONCERNED AND GENERAL AREAS OF RESPONSIBILITY

### Law Enforcement Agencies

The function of local or investigative police detectives is to collect all evidence from the death scene and from other sources which might provide answers to the questions raised by the circumstances surrounding the death, especially conduct causing the death and violating the laws of Illinois. Local law enforcement agencies have the primary responsibility to conduct death investigations.

### Coroner

The Coroner's function is to make all necessary inquiry to establish a cause and manner of death of the deceased person. Specific responsibilities include the following, to-wit:

- a. To take custody of the deceased person's body;
- b. To identify the deceased through various forensic evidentiary procedure such as medical and dental records, or by other means as the circumstances require; and
- c.
  - i. To inventory any property, items or personal effects of the deceased that might be found on or near the body of the deceased. The custody of said items and personal effects shall be forthwith transferred to the local law enforcement agency or investigative agency.
  - ii. None of the aforesaid pieces of property, items, or personal effects of the deceased, on or near the deceased, shall be released by the Coroner (or by the local law enforcement agency) to anyone with the permission of the State's Attorney.
- d. Assure proper notification of the deceased's next of kin.

### 1. Fire Departments/Paramedic Rescue

**The fire department is generally called to the scene in an effort to preserve the health, life and safety of the victim. In fire-related deaths, the function of the fire department is to extinguish the fire and determine the cause and origin of the fire in cooperation with the local law enforcement agency and/or the Office of the State Fire Marshal.**

## 2. State's Attorney

The State's Attorney, as chief law enforcement officer, shall act as an advisor to all officers and agents involved in the investigation. The State's Attorney shall be promptly informed as to the progress of the investigation so as to be able to properly advise, thus assuring sufficiency of evidence for both a finding of probable cause and a criminal conviction. The State's Attorney, as chief law enforcement officer, shall, therefore, act as a monitor to assure the sufficiency and integrity of investigations conducted within the jurisdiction and shall retain ultimate decision-making authority in any case pursuant to the criminal laws of this State.

## E. NOTIFICATION AND CUSTODY OF THE SCENE

### 1. Law Enforcement Agencies

- a. The local law enforcement agencies have the primary responsibility of conducting the investigation at a homicide or questionable death scene within their respective venues (i.e., the boundaries of their municipal corporation or county). The local police must be notified, immediately, by whatever agency first arrives on the scene of a homicide or of a suspicious death. An officer of the local law enforcement agency shall immediately go to the scene.
- b. The local law enforcement agency shall have custody of the scene upon the arrival of its officer, and all other agencies shall follow said local police agency's instructions concerning the processing of the scene, consistent with a criminal investigation.

However, the body shall not be moved or disturbed in any way, except as is essential for the preservation of another person's life or in order to effect the immediate collection and preservation of evidence and identification.

- c. The State's Attorney shall be notified by local police and shall be informed of all circumstances that might require application for search warrants, blood tests, etc.

## 2. Coroner

- a. When the Coroner arrives at the scene, he shall examine the body, without disturbing same, pronounce death, and immediately notify the appropriate local law enforcement agency (if said notification has not been accomplished). He should then preserve the scene until the arrival of that law enforcement agency. Nothing, including the body, should be disturbed until the local law enforcement agency personnel have arrived and completed their processing of the scene.
- b. The Coroner must be notified immediately by the local law enforcement agency when its personnel arrive on the scene. The Coroner must be allowed to immediately view the body at the scene prior to said body being moved in order to pronounce death. At the scene, the body will not be disturbed in any manner other than by the coroner's personnel.

If a death has occurred and relatives of the victim, friends or the victim (or the press) arrive at the scene, they shall be referred to the local law enforcement officer in charge at the scene.

- c. When extraordinary circumstances deem it advisable, it shall remain within the sound discretion of the Coroner as to whether the pathologist is to respond to the scene and consult with the investigation. This is primarily the responsibility of the Coroner.
- d. The next of kin of the deceased will not be notified by the Coroner's Office without consulting with the local law enforcement agency or the investigating agency and notification will be made by mutual agreement with the local law enforcement agency or investigative agency.
- e. In the situation wherein the deceased is a police officer, the law enforcement agency will notify the next of kin according to departmental policy. If the deceased is a firefighter, then the fire department will notify the next of kin according to departmental policy. The Coroner (or his deputy) may be present at his discretion.

### 3. Fire, Paramedic, and Ambulance Units

- a. Unless death is obvious, appropriate EMS units shall be notified by the first agency on the scene.
- b. If the EMS unit is the first agency on the scene where death is obvious, it shall immediately notify the appropriate law enforcement agency and preserve the integrity of the scene until the arrival of the agency. Law enforcement personnel will take custody of the scene immediately upon their arrival.
- c. Immediate notification of death shall be made to the Coroner by either the fire department personnel, paramedics, or any personnel of the ambulance units, or law enforcement personnel, in accordance with the Illinois Compiled Statutes, 5/30-3020 "Coroner to be Notified," which states in part, to-wit:

**3-3020.** "Every law enforcement official, funeral director, ambulance attendant, hospital director or administrator, or person having custody of the body of a deceased person, where the death is one subject to investigation under Section 3-3013, and any physician in attendance upon such a decedent at the time of his death, shall notify the Coroner promptly. Any such person failing to so notify the Coroner promptly shall be guilty of a Class A Misdemeanor, unless such person has reasonable cause to believe that the Coroner had already been so notified."

- d. ILCS 5/3-3019 also states that:

**3-3019. "Removal of Bodies."** "No dead body which may be subject to the terms of this Division or the personal property of such a deceased person, shall be handled, moved, disturbed, embalmed, ore removed from the place of death by any person, except with the permission of the Coroner, unless same shall be necessary to protect such body or property from damage or destruction, or unless necessary to protect life, safety, or health. Any person knowingly violating the provisions of this section is guilty of a Class A Misdemeanor or any other charge that may be deemed appropriate (i.e., obstruction of justice)."

4. State's Attorney
  - a. In all cases of homicide, probable homicide, reckless homicide, or questionable death, and, In law enforcement situations that present a substantial risk of homicide, (i.e., barricaded subjects, hostage situations, riots, etc.), the law enforcement investigator in charge of the scene shall immediately assure that the on-call State's Attorney's representative is notified from the periodical duty state's Attorney (on-call) roster. The State's Attorney's representative will determine whether it is appropriate to respond to the scene. The State's Attorney's representative shall respond with additional State's Attorney personnel as necessary after consultation with the local law enforcement officer in charge of the incident. The State's Attorney's Office shall be available for consultation and, if necessary, assistance in applications for search warrants, etc. The State's Attorney, as chief law enforcement officer, shall be kept advised as to the investigation and all decisions made as part of the investigation.
  - b. In regard to an obvious homicide investigation, the Madison county Coroner or his deputy shall personally notify the State's Attorney or his or her designee while at the scene or upon notification of an obvious homicide.

**PROCEDURES WHEN VICTIM IS NEAR DEATH**

1. Unless death is obvious at the time the first agency arrives at the scene, all appropriate aid shall be given. Nothing in this procedure outline shall be interpreted to preclude any action necessary to save the life of the victim.

Furthermore, nothing in this protocol shall be construed to prevent fire department rescue squads, paramedics, and ambulance personnel from rendering rescue and medical aid to anyone they believe is not deceased. Similarly, nothing in this protocol shall be construed to prevent the aforesaid personnel from rendering aid to those whom they believe can be resuscitated or restored by medical aid.

However, consistent with the foregoing, the following procedure shall be observed by all law enforcement agencies, fire, paramedics, or ambulance personnel who render aid to a victim.

- a. Only those personnel who are actively aiding the victim should be in the immediate area. All others will remain away, thus avoiding unnecessary disturbance of the scene.
- b. Nothing in the area shall be touched or disturbed in any way unless required in giving aid to the victim. If the items must be moved, a report of this will be given to the local law enforcement officer in charge of the scene.
- c. After death has been established, all emergency and medical personnel will immediately withdraw from the scene and follow the instructions of the law enforcement officer in charge of the crime scene and the Coroner who is in charge of the body.
- d. A complete list of all persons who enter the area will be given to the law enforcement officer in charge of the scene.
- e. Law enforcement agencies and fire departments shall, upon arrival at the scene, designate an officer in charge who shall enforce these procedures.
- f. An officer in charge of the fire department or ambulance personnel will document in writing the identity and activity of each of he/her personnel on the scene and said report will be turned over to the law enforcement investigator in charge upon the latter's arrival on the scene.

- g. In order to preserve evidence which may exist at the scene of a questionable death, we hereby direct all authorized personnel to:**
- i. Approach the scene with caution; and**
- ii. Enter and leave the scene by the same route. Do not walk through bloodstains or disturb other evidence. Before leaving the scene check shoes to see if any objects (such as bullets or debris) have been picked up on the shoe or soles; and**
- iii. Allow only one person to initially approach the scene. When possible, wait for police assistance before approaching the scene; and**
- iv. If possible, wear rubber gloves, shoe covers, or other items necessary to minimize contamination of the scene; and**
- v. After a finding of probable death, assess the victim with minimal amount of physical contact and movement. Check for a carotid pulse and listen for heart and breath sound. When obvious signs of death are present, such as lividity, rigor mortis, or putrefaction, do not attach the cardiac monitor or touch the victim unless another person at the scene has begun CPR or emergency medical procedures on the body. Any fire or ambulance personnel must, in those situations, follow their department procedures.**
- vi. Notify the Coroner of where the victim was touched; and**
- vii. If it is necessary to move the victim, note the exact position and location of the victim prior to movement; and**
- viii. Do not touch or move any item at the scene unless absolutely necessary to render care to the patient. Document if items were touched or moved; and**
- ix. Do not cut through blood stains or bullet holes in clothing; and**
- x. Circle puncture sites that you have made on the victim, if necessary.**
- h. The local law enforcement agencies, coroner, and State's attorney have a continuing responsibility to coordinate policies and procedures and to provide training to the various fire and rescue services of their jurisdictions to facilitate compliance with the provisions herein.**

2. The first law enforcement officer on the scene shall have custody of the scene until relieved by the investigator in charge. This shall not prevent the Coroner from access to the deceased's body or the scene, including access necessary for the Coroner to conduct an initial investigation so as to determine the cause, manner and time of death.
3. If the victim is determined to be dead, the officer will secure the scene and allow no activity which might disturb the evidence until such time the Coroner has been notified and has arrived at the scene to pronounce death.
4. **The body shall not be moved until the Coroner has arrived on the scene. At that time, the Coroner shall take charge of the body and the body will not be disturbed at any point unless done so at the Coroner's direction or by his personnel.**
5. The removal of the body shall be directed by the Coroner and/or his representative and shall be done in a manner as prescribed by the Coroner's Office procedures, which include, but are not limited to the removal of the body placed on either a plastic or a white cloth sheet and to be sealed in a body bag. This does not preclude the law enforcement agency to examine and photograph all evidence which is disclosed by movement of the body, however, it will not allow for any evidence to be removed from the body until such time at the morgue, unless approved by the Coroner.
  - a. Bodies covered by this procedure shall be placed in a new vinyl body bag and sealed by the Coroner in the presence of the law enforcement investigator. The law enforcement investigator at the crime scene or evidence technicians may then photograph the sealing process. To preserve the integrity of the body in the chain of custody of any possible evidentiary items present on or within the body, the seal will not be broken and the body will not be removed from the body bag except by the Coroner.
  - b. The body bag shall be offered to the law enforcement agency as evidence. It will be their discretion if they feel it is of evidentiary value.
6. The Coroner shall take custody of the body "as is". All items found on the person of the deceased shall be inventoried by the Coroner. The investigating law enforcement agency personnel shall take custody of all such items, if deemed to be of evidentiary value by the State's Attorney; otherwise, the Coroner is responsible for such custody. No other agency shall remove or even handle items of evidence or property at the scene.

**G. POST-MORTEM EXAMINATION**

1. A post-mortem examination will be performed by a forensic pathologist at the direction of the Coroner in all cases where the suspected manner of death is a homicide or might be a homicide. Exceptions to this procedure shall be allowed by mutual agreement between the Coroner and the State's Attorney's Office and the law enforcement agency.
2. The Coroner will give the appropriate law enforcement agency and the State's Attorney sufficient notice of time and place of autopsy to be performed, so that if warranted they may have two representatives there to collect evidence and observe. One representative may collect physical evidence and take photographs. The second representative may be the one assigned the investigation. The State's Attorney's Office may have two observers at any autopsy. Exceptions to the number of representatives may be made through the Coroner's Office.
3. Any verbal preliminary status reports, not involving opinions that are given or delivered by the pathologist to the Coroner at the autopsy should be considered that of purely speculative information. The final written autopsy report will not be available until at such time the inquest date has been established or as such time that the report is released to the State's Attorney or the appropriate law enforcement agency by the Coroner's Office.
4. The preliminary verbal report of the scene investigation will be made to the Coroner by the investigator in charge or his designee. A written report of the scene investigation shall be delivered to the Coroner by the investigator in charge when such report is requested by the Coroner and prior to the inquest.
5. At the time the autopsy is being performed, the law enforcement agency shall provide the Coroner and pathologist with all information obtained from the scene investigation necessary to the proper performance of autopsy or the evaluation of autopsy findings.
6. The pathologist and the Coroner will examine the body and items on the body and collect items of physical evidence of all evidentiary value. In most instances, any items of evidentiary value found upon the body will be returned or relinquished to the law enforcement agency or crime laboratory. Any body fluids, tissue, or other samples will be retained and properly examined for evidentiary value.

7. Any agency requiring certified copies of death certificates may obtain them from the Madison County Clerk's Office, Vital Records Section, County Administration Building, 157 North Main, Edwardsville, Illinois.

#### **H. ORGAN TRANSPLANTS**

The Coroner, the State's Attorney, and the law enforcement agencies of the Madison County agree that victims who have died of possible criminal trauma occurring in Madison County are eligible as prospective donors for organ transplants, unless organ transplant would impair or impede the criminal investigation.

#### **I. INFORMATION RELEASE**

Any and all inquiries regarding the victim or the deceased (i.e. injuries, cause of death, manner of death), or any contact reference Coroner's procedures shall be directed to the local law enforcement agency or the Coroner as circumstances may direct for a release, including identification. The press and the media shall be directed to the investigating local law enforcement agency unless such questions refer to that of the specific nature of the body. All information concerning the body involved in the incident shall be released directly from the coroner's Office. The Coroner's Office shall not give a detailed, specific cause of death until such time of the inquest, or at such time as is necessary for the prosecution of the case.

We admonish all law enforcement agencies and the Coroner's Office that the Illinois Supreme Court has issued certain rules to the State's Attorneys of Illinois concerning statements that the Supreme Court has deemed may be prejudicial to the accused's rights to a fair trial.

The Supreme Court Rules allow the following information to be released:

- (1) The claim, offense or defense involved and, except when prohibited by law, the identity of the persons involved;
- (2) Information contained in a public record;
- (3) That an investigation of a matter is in progress;
- (4) The scheduling or result of any step in litigation;
- (5) A request to assistance in obtaining evidence and information necessary thereto; A warning of danger concerning the behavior of a person involved, when there is reason to believe that there exists the likelihood of substantial harm to an individual or to the public interest; and
- (6) In criminal case, in addition to subparagraphs (1) through (6):
  - (i) The identity, residence, occupation, and family status of the accused;
  - (ii) If the accused has not been apprehended, information necessary to aid in apprehension of that person;
  - (iii) The fact, time, and place of arrest; and
  - (iv) The identity of investigating and arresting officers or agencies and the length of the investigation.

The Supreme Court Rules also prohibit the following information from being released:

- (1) The character, credibility, reputation or criminal record of a party, suspect in a criminal investigation or witness, or the identity of a witness, or the expected testimony of a party or witness;
- (2) In a criminal case, the possibility of a plea of guilty to the offense or any confession, admission, or a defendant or suspect or that person's failure to make as statement;
- (3) The results of or the failure of a person to submit to an examination or test, or the nature of physical evidence expected to be presented;
- (4) Any opinion as to the guilt or innocence of a defendant or suspect in a criminal case;
- (5) Any information that is likely to be inadmissible; or
- (6) The fact that a defendant has been charged with a crime, unless there is included therein a statement explaining that the charge is merely an accusation and that the defendant is presumed innocent unless proven guilty.

## **J. CONCLUSION**

The State's Attorney, as chief law enforcement officer of the County, shall be responsible for the ongoing implementation of this protocol s well as assuring the cooperation of all agencies so as to assure the proper investigation of all situations involving homicide, reckless homicide or any questionable death of a human being in Madison County, Illinois. All other chiefs, directors, and officers of the agencies listed in this protocol shall be responsible for the continuing training of all personnel of their departments so as to assure the ongoing implementation of this protocol.

The chiefs, officers, and personnel hereinafter listed by their signatures affixed hereto do hereby bind themselves and all persons under their supervision and command to carry out each and every part of this protocol. By their signatures hereon, they also bind their successors.

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