



**SAGINAW TOWNSHIP
FIRE DEPARTMENT**

***Standard Operating
Guidelines***

Revised 2012
v.4.12

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Mission Statement

The mission of the Saginaw Township Fire Department is to enhance the quality of living in our community by preventing or minimizing the loss of life or property resulting from fire or other emergencies, natural or human caused, that may occur within the jurisdictional boundaries of the Township we serve.

SAGINAW TOWNSHIP FIRE DEPARTMENT

Code of Ethics

I fully realize and accept the responsibilities that membership in this organization requires and will perform the duties assigned to me.

I will respond promptly to notification of a call from the public for assistance.

I will obey the orders of the officers in charge.

I will do my share of the work that is required in being prepared for emergency service.

I will do my work at emergencies and drills in an orderly, quiet and safe manner.

I will refrain from using profane or immoderate language while working at emergency incidents or in any public context.

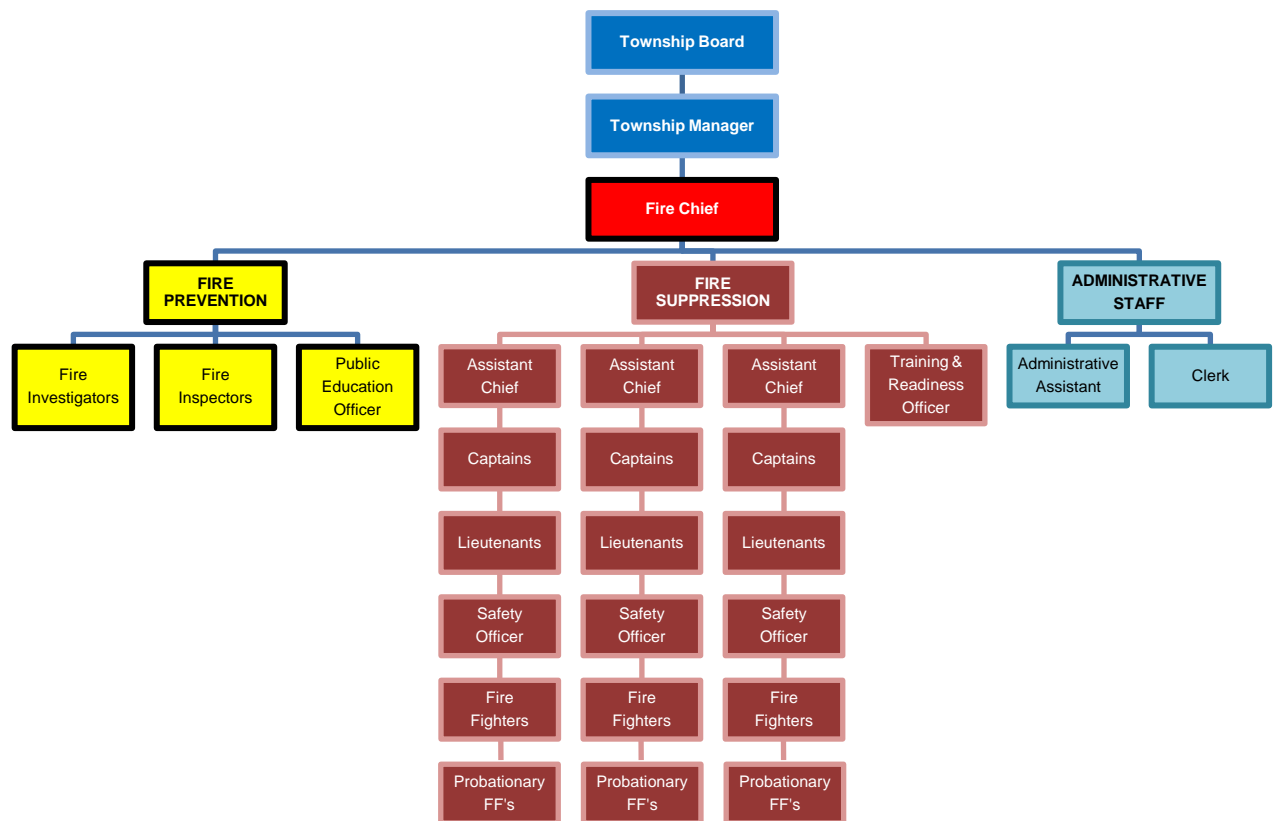
I will report for drills, unless excused by a superior officer, and will practice earnestly and do all in my power to make our department an efficient and effective emergency services organization.

I will be loyal to my officers, my fire company and Saginaw Township and I will conduct myself at all times in a manner that is in keeping with the responsibility of a firefighter.

I will remember that I am in the eyes of the public, on and off duty, and I will conduct myself so as to bring credit to the department and Saginaw Charter Township.

SAGINAW TOWNSHIP FIRE DEPARTMENT

Organizational Chart



SAGINAW TOWNSHIP FIRE DEPARTMENT

101 ***HEALTH and SAFETY***

Effective: December 2006

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The Saginaw Township Fire Department will make every reasonable effort to provide a safe and healthy work environment for its members, while recognizing the inherent risks that are involved in the delivery of emergency services.

The fire department recognizes the laws and regulations of the State of Michigan, and appropriate Township ordinances, and pledges to use these guidelines and rules as the basis for its approach to a health and safety program for the fire department.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

102 TRAINING

Effective: December 2006

Page 1 of 1

Training in the Saginaw Township Fire Department is the primary responsibility of the Training Officer. Development, delivery, evaluation and documentation of all fire department training initiatives, as well as the management and maintenance of the personnel and training records as required by township or state regulations are assigned to the training officer.

Where appropriate, the Training Officer may assign and delegate training functions to other personnel in the fire department who possess the necessary qualifications for said training.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

103 ***INCIDENT MANAGEMENT***

Effective: December 2006

Page 1 of 1

The Saginaw Township Fire Department adopts the model Incident Command System, developed by the National Fire Academy, for use at all emergency incident responses. This ICS model has been accepted and adopted by the SCFCA.

The basic purpose for the incident command system is to provide an incident management mechanism which utilizes uniform strategic goals, tactical operations, safety considerations and terminology.

Members of the Saginaw Township Fire Department will be trained in ICS and will utilize it in all emergency responses.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

104 GENERAL RULES

Effective: May 2009

Page 1 of 3

1. Immediately report any accident, sickness, or injury occurring on-duty, no matter how trivial to a command officer.
2. Notify the Chief, Assistant Chief, or Headquarters of any change in your driver's license (re: suspension, restricted, etc.), any change of residence or telephone number within forty-eight (48) hours of the change.
3. Personnel shall not, use the prestige of the fire department for the purpose of personal gain while on or off duty.
4. Personnel shall not lend, sell, give away, or appropriate for their own use any department property.
5. No information relative to the business or policy affairs of the department shall be furnished to persons not connected therewith, except as authorized by the Chief.
6. Personnel shall not be party to any malicious report or activity, which would disrupt department morale or bring discredit to the department or any employee thereof.
7. The falsification of records, the making of misleading entries or statements with the intent to deceive, or the willful mutilation of any useful department record, book, paper or document will be considered a serious offense. Document(s) will be reviewed and subject to discipline or dismissal.
8. Personnel shall not change or alter the arrangement of equipment on apparatus without the approval of the Assistant Chief.
9. Dress or personal appearance which in the opinion of the Chief, Assistant Chief, or Safety Officer that may interfere with the safety of a fire fighter is prohibited.

10. Hair length shall not be such that it cannot be completely covered by a protective hood and the safety flaps of an approved helmet. Hair should be kept neat and must not interfere with, nor prevent personnel from using the required PPE equipment.
11. Mustaches and facial hair shall be neatly trimmed and groomed.
12. Beards or facial hair that interferes with (contacts) the face piece of SCBA shall be prohibited for personnel. If eyeglasses are worn, personnel shall use frames that do not pass through the seal area of the face piece. (OSHA 5-3.10)
13. Jewelry that interferes with the proper use and protection of the PPE is prohibited at all training sessions and fire scenes,
14. If equipment is broken, lost, damaged or in an unsafe condition, contact an officer at the earliest possible time.
15. All personnel shall wear PPE as prescribed by department standards, at all emergency incidents, unless instructed otherwise by the Incident Commander.
16. There shall be no smoking in the fire stations or on any fire apparatus.
17. The public image of the department is very important; therefore personnel shall not degrade the department image by wearing any identifying object, including clothing, hat, or ID badges, while consuming intoxicants.
18. Members shall not engage in illegal activities.
19. It is the policy of this department that Saginaw Township Fire Department personnel are not to respond to any emergency activity outside of Saginaw Township, unless the Saginaw Township Fire Department has been activated for mutual aid. If STFD is activated for mutual aid, all personnel shall follow the STFD mutual aid policy.
20. Approved, issued helmets will be worn in the hose tower at all times.
21. All personnel shall have their PPE in their possession at all STFD activities.

22. Insubordination is considered a serious offense, subject to discipline or dismissal.
23. Before every use, fire hydrants shall be flushed.
24. When ladders are in use, they shall not be within 10' of any wires, and the ladder shall be heeled when personnel are on the ladder.
25. Gas and electric service shall be disconnected as soon as possible in the case of a building fire, or if the Incident Commander deems it necessary.
26. Personnel that become injured while on-duty, shall be medically treated and, if necessary transported via ambulance to a local hospital. The Fire Chief shall be notified immediately of all on-duty injuries.
27. No one shall install or uninstall any software, or program on any fire department computer unless authorized by the Chief.
28. Personnel shall conduct themselves at all times, both on and off duty, in such a manner as to reflect most favorable on the township. "Conduct unbecoming a fire officer or fire fighter" shall include that which brings the township into disrepute, or reflects discredit upon the employee as a member of the township staff, or that which impairs the operation or efficiency of the township or employee.
29. Michigan emergency vehicle codes and department rules and regulations shall be obeyed at all times when driving department or private vehicles while on department business.

SAGINAW TOWNSHIP FIRE DEPARTMENT

201 **DEPARTMENT MEMBERSHIP**

Effective: December 2006

Page 1 of 1

❖ CHARTER MEMBERS

All members with continuous service before October 1, 1961 shall be considered a Charter Member.

❖ GOOD STANDING

- A firefighter resigning or retiring from the department in good faith, not owing any fees/dues to his station and returning all township properties such as, equipment, gear, keys etc., shall be considered in good standing.

If a firefighter resigns pending disciplinary action, such resignation shall NOT be considered in good standing and will be indicated as such on his/her personnel record.

❖ ACTIVE MEMBERS

Active members may hold probationary or regular membership on the department. The minimum qualifications for hire and maintenance of hire are included in the *Firefighter Job Description*.

❖ SERVICE YEARS

A firefighter, who leaves the department in good standing and later rejoins the department, shall have their previous service years added to their present service time.

❖ DEPARTMENT SUPPORT TEAM MEMBERS

Retired STFD personnel may continue to serve Saginaw Township in support roles to the department upon approval of the Chief.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

202 **RECRUITMENT and EMPLOYMENT**

Effective: May 2009

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Saginaw Township Fire Department will use the following procedures for processing prospective employee applications, interviewing, background checks, physical examinations and employment.

Saginaw Township Fire Department is an equal opportunity employer. As such, all persons are eligible for employment as paid on call firefighters without regard to race, color, creed, sex or national origin. Additionally, persons employed will not be subject to discrimination, harassment or inappropriate treatment with respect to their race, color, creed, sex or national origin as outlined in specific Federal, State of Michigan or local law ordinance.

- All applicants must complete the Township *Application for Employment* and the *Confidential Information Release Form*. These documents are available at fire headquarters. They are not to be taken from the office area by applicants.
- Applicants must provide Headquarters staff with a copy of their valid Michigan driver's license and proof of automobile insurance.
- Applicants are required to complete an aptitude/intelligence pre-employment written examination.
- Criminal record and driving record checks will be conducted. Individuals having six (6) or more points on their driving record are not eligible for hire.
- If applicant successfully meets the minimum criteria for items above, the Assistant Chief will schedule an interview for the applicant. Interviews are to follow recommendations developed by the Michigan Department of Civil Rights, *Pre-Employment Inquiry Guide*. Interview teams are the responsibility of the Assistant Chief.
- After the interview is complete the Assistant Chief will submit a recommendation to the Chief concerning the possible hiring of an applicant. The Chief may interview applicants.
- Appropriate background checks will be conducted as needed.

- If the applicant is considered acceptable for employment, he/she will be required to submit to, and pass, an agility test and a physical examination provided by the Township. Scheduling of the agility test and physical will be a responsibility of the applicant.
- Prospective STFD candidates will be advised of their application status. If hired, the Assistant Chief will receive notification of hiring.
- Candidates will be hired on an annual basis. All applications for employment shall be submitted no later than June 30 of each year. Applications received after June 30 shall be placed in the hiring cycle for the following year. Candidates may be hired after the June 30 deadline if the applicant possesses Fire Fighter I and II certification, or if the need arises for additional personnel.
- Candidates will schedule a meeting at STFD Headquarters to sign required paperwork, receive equipment, and is placed into membership as a probationary firefighter.
- The department may elect at any time in the hiring process to reject a candidate due to, as examples, medical concerns, work availability, poor driving records, or other reasons.

❖ CONDITIONS OF EMPLOYMENT

- All persons offered employment as paid on call firefighters by the Department are expected to attend 75% of all regularly scheduled training and respond to 25% of all calls for service. Failure to attend regularly scheduled training and respond to calls for service without an acceptable reason may result in termination of employment. Personnel must immediately notify their Assistant Fire Chief of times when they will be unavailable for service due to personal circumstances such as vacation, business trips, unusual family circumstances, illness, injury or for any other reason.
- All persons employed as paid on call firefighters must maintain themselves in physical condition so as to be able to safely perform the duties of their position.

I have read and understand the content of this policy.

Signature

Date

❖ CONDITIONAL OFFER OF PROBATIONARY EMPLOYMENT

• Purpose

The purpose of this agreement is to extend to the applicant, a conditional offer of employment. Applicants must meet the below listed terms and conditions before being hired by this Department. A final offer of employment will be extended to applicants only after applicants have satisfied all the requirements established by this Department. All entering applicants for the listed position of Probationary Firefighter are required to successfully comply with these same conditions.

• Parties

This is an agreement between Saginaw Township Fire Department and:

(Name)

• Terms and Conditions

○ An applicant must meet the following terms and conditions:

- Comply with the minimum employment standards for Firefighter as established by Department Policy, referred to as, Recruiting and Employment.
- Successfully complete the minimum required training as mandated by the Michigan Firefighter's Training Council. (PA 196, of 1987) effective October 1, 1988.
- Be of sufficient medical condition, as determined by a medical history and examination, necessary to perform the essential functions of the above position.
- Any additional requirements specified by this Department, which may include:
 - ◆ Physical Agility Test
 - ◆ Physical examination & Drug/Alcohol Screen
 - ◆ Having a valid Driver's License
 - ◆ Passing a Driving Skills Test
 - ◆ Annual Driving record review

- Length of Agreement

This conditional offer of employment shall remain valid and in effect for six months from the effective date of this agreement, provided however, this offer shall be immediately withdrawn upon the applicant's failure to meet any one of the above terms and conditions. The applicant will receive a final offer of employment subject to a probationary period after all the conditions have been satisfied.

The effective date of this agreement is: _____
(Date)

- Acknowledgement

Successful compliance with the job related and necessary conditions of employment are required to carry out the essential functions of the above position. I have read and understand the terms of this **CONDITIONAL OFFER OF PROBATIONARY EMPLOYMENT** and agree to abide by these terms.

(Department Representative) Date

(Applicant) Date

(Authorized by)

(Title)

SAGINAW TOWNSHIP FIRE DEPARTMENT

203 **NEW FIREFIGHTER ORIENTATION**

Effective: January 2011

Page 1 of 1

Personnel conducting orientation for new firefighters must complete the *New Firefighter Orientation Checklist* form and submit form to station Assistant Chief. The Assistant Chief will approve the checklist and forward it to Headquarters.

To become eligible to respond on fire department vehicles, all new hires must successfully complete an orientation process consisting of:

- Department orientation: issuance of PPE, uniforms, pager, key, etc. and review of department specific topics.
- Station orientation: review of station specific topics.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

204 **PROBATIONARY FIREFIGHTER**

Effective: December 2011

Page 1 of 2

The purpose of the probationary firefighter procedure is to protect the health and safety of the probationary firefighter and other department personnel, to ensure the firefighter and the department complies with all applicable local, state and federal regulations, and to ensure the firefighter becomes competent in the duties he/she must perform.

- New employees will serve as probationary firefighters until:
 - Successful completion of the State of Michigan Fire Fighter II Training program; and
 - Successful completion of the station specific criteria; and
 - Successful completion of the following additional STFD probationary firefighter training/medical requirements:
 - Minimum training requirements as specified in #206.
 - Minimum response requirements as specified in #207.
 - Completion of infectious disease inoculation series, including the titer test (or signing of the required declination form).

Normally, twelve (12) months service is required to complete all items above. STFD administration may waive a portion of the probationary period depending upon abilities, evaluation, participation and completion of the above.

Probationary firefighters must enroll in the first available state training programs mentioned above.

- Departmental Limitations for Probationary Firefighters:
 - Probationary firefighters may be authorized by the officer in charge to drive, after successful completion of the OFFT Drivers Training classroom section, Utility 1 and Utility 2 to an incident in a support function.

- Probationary firefighters normally will not ride with first responding unit unless authorized by an officer.
- Probationary firefighters are prohibited from wearing SCBA for any emergency responses until they have successfully completed the following sections of the *Probationary Firefighter Evaluation*:
 - Section 6 – Department Safety Procedures, PPE & SCBA
 - Section 7 and 7.1 – SCBA Inspection & Servicing
- Probationary firefighters will not be utilized on initial offensive structural fire attacks, RIT teams, extrication crews, or Utility 3.
- Probationary firefighters will be closely supervised on the incident scene and be assigned tasks utilizing the buddy system.
- Probationary firefighter's performance will be reviewed periodically by station officers.
- Probationary firefighters will wear a helmet specifically designed to assure recognition as a probationary firefighter.
- Probationary firefighters will not respond on initial mutual aid calls. The following SCFCA policy may be used. "Probationary firefighters may, with the prior permission of the Incident Commander and the requesting department Fire Chief, be utilized in support positions or tasks that are not deemed dangerous or above the level of training received (i.e. reloading hose, filling air bottles, shuttling personnel and/or equipment, etc.). The agreement of the IC and Fire Chief to permit probationary firefighters in support positions is incident specific (i.e. each incident requires an overt decision by the IC and Fire Chief to permit the use of probationary firefighters)."

SAGINAW TOWNSHIP FIRE DEPARTMENT

205 ***NEW HIRES WITH FIREFIGHTER CERTIFICATION***

Effective: February 2008

Page 1 of 1

The purpose of a procedure applicable to new employees joining the department with firefighter certification, whether obtained as a previous member of this department or another department, is to protect the health and safety of the individual and his/her station colleagues.

A new employee with firefighter certification will be required to successfully complete the STFD orientation program as required in Guideline No. 203.

New employees with State of Michigan Fire Fighter I and/or II certification shall be on probation for a minimum three (3) months. New employees with Fire Fighter I certification must complete Fire Fighter II certification and will remain on probation until FF II certification is complete.

Challenge testing for either State of Michigan Fire Fighter II tests will normally not be allowed for Saginaw Charter Township Fire Department members. The only exceptions will be if a person has equivalent training in some other state or agency that is comparable to the training program offered by the Office of Fire Fighter Training. Additionally, a firefighter will need to have a high record of training and emergency incident participations in our department. Anyone interested in challenging the tests must meet the above criteria and must submit a written request and copies of training documents to their station Assistant Chief.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

206 **MINIMUM TRAINING REQUIREMENTS**

Effective: January 2011

Page 1 of 2

Saginaw Township Fire Department is dependent upon its on-call personnel for emergency incident response. With the increasing federal and state regulations requiring training and emergency scene competencies, our personnel will be required to annually participate in a minimum number of training exercises, with some training sessions being mandatory.

Accordingly, STFD adopts the following minimum training attendance- participation requirements:

- Firefighters and officers shall attend at least 75% of the scheduled STFD training sessions (both department-wide and station) on a three (3) month basis (i.e. miss only 1 of 6). The only exception to this procedure shall be for STFD personnel on an approved leave of absence.
- To receive credit for attendance at the training session/s, firefighters or officers must be at the training site when the sessions begin, sign in, must remain at the training site for the entire session, and must have proper personal protective equipment with them for the training.
- Firefighters that attend both day and evening training sessions on the same date will only receive one (1) training credit, and will only be reimbursed for one (1) training session.
- Firefighters who do not meet these minimum training requirements may be placed on disciplinary probation. While on probation the firefighter must meet both the minimum training requirement and minimum response requirement. Failure to do so will result in dismissal from the department.
- In special cases, when approved by the Fire Chief and Assistant Chief, a waiver may be issued if training equivalents are acquired. Documentation must be presented.

❖ MANDATORY TRAININGS

The department will annually designate specific training programs for mandatory attendance. These programs are either required by federal/state laws and regulations; or, are of paramount importance for the safety and well-being of our personnel (i.e.: infectious diseases, self-contained breathing apparatus, and driving; this list is not to be considered all inclusive). STFD personnel shall be required to complete these mandatory training sessions.

- Firefighters/officers shall have thirty (30) days to make up a mandatory training. This make up shall consist of the completion of all written and practical evaluations. The Training Officer shall coordinate and document all make up trainings.

SAGINAW TOWNSHIP FIRE DEPARTMENT

207 **MINIMUM RESPONSE REQUIREMENTS**

Effective: February 2008

Page 1 of 1

The following shall be the basic minimum response requirements for STFD personnel:

- Firefighters must respond to twenty-five percent (25%) of all incidents paged for their station (both in district and for situations defined below).
- The minimum response requirements are on a quarterly basis.
- Minimum response requirements require firefighters to report to the station and remain at the station or incident until STFD clears from the activation. The officer in charge may waive this requirement for individual extenuating circumstances.
- It is the firefighter's responsibility to check-in with the officer in charge when arriving or leaving the station.
- The only exception to the minimum response requirements shall be for personnel on an approved leave of absence.
- Firefighters who do not meet these minimum response requirements will be placed on probation for ninety (90) days. While on probation the firefighter must meet both the minimum response requirements and minimum training requirements; failure to do so may result in dismissal from department.

In addition to pager activation for emergency in-district responses, the following apply to available STFD personnel who are asked to respond to their respective stations when:

- Multiple company alarms as defined in Guideline No. 401 or;
- Reactivation alarms as defined in Guideline No. 401.

Participation credit, which forms the basis for firefighter reimbursement is given to personnel who respond under the guidelines listed above.

Original Adoption: May 2000

SAGINAW TOWNSHIP FIRE DEPARTMENT

208 **REIMBURSEMENT – ON CALL PERSONNEL**

Effective: January 2011

Page 1 of 2

Annually the Township Board shall determine the total amount budgeted for on-call firefighter reimbursement.

Firefighter reimbursement shall be distributed by participations. This includes emergency responses, trainings, meetings, station duty days and participation in approved public fire education programs sponsored by STFD and special duty activities approved by the Chief.

Effective January 1, 2011, probationary firefighters and personnel placed on probation for disciplinary purposes, will be compensated for half (50%) of their participation credits during the probationary period.

Firefighters will only be given one (1) participation credit for reimbursement for the same topic trainings (i.e. if he/she attends both the morning and evening session on the same day).

Participation credit for public fire education programs will be dependent upon:

- The program being established and conducted with the Saginaw Township Fire Prevention Bureau.
- The coordinating fire inspector submitting the name/s of firefighters who assisted.
- The program receiving approval prior to attendance.

The Saginaw County Fire Fighters Association delegate, or in his/her absence the alternate, will be given a participation credit for attending the monthly meeting. Other firefighters that may attend the meeting will receive credit only if an emergency should occur involving their station during the association meeting.

Firefighters/officers participating in approved certification training or fire service related college classes will receive credit for a participation if an emergency incident should occur involving their station during the training. To receive credit, personnel are required to submit a Participation Credit Form to STFD Headquarters.

REIMBURSEMENT – ON CALL PERSONNEL

Page 2 of 2

A portion of the annual budget will be devoted to payment for those members appointed as officers in the stations.

A portion of the firefighters reimbursement shall be payable to the Saginaw Township Fire Fighters Association. The amount shall be determined by the STFFA and the Township.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

209 **FIREFIGHTER BENEFITS**

Effective: January 2011

Page 1 of 2

Firefighters will be reimbursed for their participation in department activities as defined in Personnel and Administration Guideline No. 208. Pay will be provided monthly with checks being distributed at the station business meeting (checks are available after the 20th of each month).

A life insurance program is provided by the SCFCA and includes a weekly accident income indemnification program which is in addition to any worker's compensation benefit received. Worker's Compensation insurance, through the Michigan Accident Fund, is provided to firefighters by the Township. The life insurance and weekly benefits applies to injury or death only while acting as an employee of the Township.

Firefighters must provide the Township their beneficiary's name, social security number and date of birth. It is the firefighter's responsibility to keep their current beneficiary on file with the Township.

Insurance claims are handled through the fire department administrative offices. If injured and reporting to the hospital for treatment, personnel are not to use their personal medical insurance. Inform the clerk at the hospital that the claim is a Worker's Compensation claim, and have them bill STFD.

A tuition refund program for college classes is available for fire service related courses. To qualify for tuition reimbursement, class registration must be approved in advance on the *Education, Training, and Conference Request* form available at STFD Headquarters; personnel must be off of probation and obtain a grade of "C" or better in the course. Firefighters will be reimbursed for the cost of textbooks for approved classes when textbooks and receipts are returned to STFD Headquarters.

The Township provides \$15,000,000 in liability coverage for firefighters while acting on behalf of the Township in the performance of their duties.

The Township has available a 457 Deferred Compensation Plan for eligible employees. This incentive program provides an avenue for firefighters to defer a portion of the income they receive into a retirement savings plan. The Township will also make contributions on the behalf of enrolled, eligible firefighters. STFD members are eligible to enroll in the incentive program upon satisfactory completion of their probationary firefighter status. In order to qualify and maintain participation in the program, members must comply with Guidelines #206 (Minimum Training Requirements) and #207 (Minimum Response Requirements), and receive satisfactory annual performance evaluations if administered.

The department will also pay for firefighter registrations to attend OFFT fire officer courses and, where appropriate and funding available, registrations and expenses to attend special conference, seminar and training programs. Requests for such programs must be made and approved in writing in advance of the program. Reimbursement when firefighter and/or fire officer state certification is attained is provided. Details are available from Headquarters.

When firefighters are driving their personal vehicle to or from alarms, their automobile insurance coverage is primary. The Township, by Michigan statute, has secondary responsibility. If a firefighter is involved in an accident, the department may reimburse the firefighter up to \$250.00 for the firefighter's deductible payment. Affected firefighters must contact the Chief to institute this repayment process.

EDUCATION, TRAINING, and CONFERENCE REQUEST

Saginaw Township Fire Department

Name: _____ Date: _____

Seniority date: _____

Class name: _____ Class date(s): _____

Class sponsor/location: _____

Are you currently a:

____ Fire Officer ____ Fire Instructor ____ HazMat Tech ____ SRT member

Does this class fulfill a requirement for any of the following?:

____ Fire Officer class ____ A.S.-Fire Science ____ Fire Officer C.E.U.

____ Fire Instructor (TtT) ____ Other: _____

Class cost: \$ _____ ____ Approved ____ Denied

Lodging cost: \$ _____ ____ Approved ____ Denied

Meal cost: \$ _____ ____ Approved ____ Denied

Travel cost: \$ _____ ____ Approved ____ Denied

Expenses for college classes are reimbursed to the student at the completion of the class and the receipt of grade of "C" or better. To ensure reimbursement for a college class, it is strongly recommended that the class is submitted for approval prior to enrollment.

Expenses for college class textbooks are reimbursed when textbooks and receipts are remitted to STFD headquarters.

All out-of-state travel is contingent upon the approval of the Fire Chief and the Saginaw Township Board of Trustees.

Fire Chief Signature

Date

SAGINAW TOWNSHIP FIRE DEPARTMENT

210 UNIFORMS

Effective: January 2011

Page 1 of 3

❖ PURPOSE

So as to present a professional image and a consistent appearance STFD has adopted the following guideline concerning the issuance and wearing of the STFD uniform. Personnel will be expected to wear the uniforms at designated events and activities.

All new hire firefighters will be issued uniform components at orientation. Uniform jackets will be issued at the successful completion of the probationary period.

Upon termination, resignation, or retirement from the department all personnel must return all uniforms, badges, etc. to the department.

The department will provide to each member of the department the following items:

- Uniform shirt (class A and B)
- Navy Blue Pants
- Tie and tie-bar
- Nameplate
- Badge
- Collar emblems
- Uniform jacket

The individual firefighter is responsible for the purchase of shoes/boots and belt.

Upon a firefighter's promotion to an officer's position STFD will provide the appropriate collar emblems and badge. Officer items must be returned to the department at such time as the individual is no longer an officer or member of the department.

❖ UNIFORM COMPONENTS

The Class A uniform consists of:

- Department issued;
 - Long-sleeve dress shirt
 - Navy blue pants

 - Badge
 - Tie with clip
 - Name badge
 - Collar emblems
- Personal purchased;
 - Belt (as per requirements listed below)

 - Black shoes or boots (as per requirements listed below)

The Class B uniform consists of:

- Department issued;
 - Long-sleeve Job Shirt

 - OR**
 - Short-sleeve shirt
 - Polo shirt with embroidered patch for officers

 - Navy blue t-shirt with STFD logo on front and STFD on back for firefighters
 - Navy blue pants
- Personal purchased;
 - Belt (as per requirements listed below)

 - Black shoes or boots (as per requirements listed below)

❖ UNIFORM STANDARDS

The following are additional standard and requirements concerning the STFD uniform.

To obtain replacement uniforms, personnel must return the old item (shirt, pants, etc) to headquarters and obtain an authorization form for the purchase of new items.

Ties must be worn with the class A uniform at all times.

Shoes/boots must be black, plain toe, lace up style. No loafers, wing tips, clogs or canvas/tennis shoes. Pants are not to be “bloused” when wearing boots.

Belts must be black, dress style with plain leather and plain buckle. The buckle color shall match badge color. Decorative buckles are not to be worn.

No other items, including patches, pins, flags, I.D. cards, etc. shall be worn with/on the STFD uniform.

Hats of any type, other than those approved for the dress uniform, are prohibited to be worn with the uniform.

The nameplate is to be worn over the right breast pocket.

The department service pin will be worn above the nameplate.

STFD collar emblems (worn by non-officers) are to be worn across the angle of the collar. Officer collar emblems will only be worn on the collar of the Class A uniform shirt.

Uniforms will always be worn in a neat and clean condition. The uniform shall always be worn in its entirety; no part of the uniform shall be worn with “civilian” attire.

The STFD uniform is to be worn for department sanctioned events only. The uniform, or any part thereof, shall not be worn while “off-duty”.

The STFD uniform is the property of the department and shall not be distributed to; sold to, or worn by, any person that is not a current member of the department.

SAGINAW TOWNSHIP FIRE DEPARTMENT

211 **SERVICE AWARDS**

Effective: May 2009

Page 1 of 1

Service awards will be presented to active members in Good Standing (as defined in STFD Guideline No. 208) with the following years of service:

5 Years	Certificate of Recognition
10 Years	Commemorative Plaque
15 Years	Porcelain Statue
20 Years	Lucite Badge Award
25 Years	Watch/Ring
30 Years	Wall Clock
35 Years	
40 Years	

The awards presented under this procedure shall be applicable to members of the department as of May 1, 1996, and all subsequent members. The awards presentations will not be retroactive to individuals who have left the department or members who have previously attained a service level as described above.

The awards will normally be distributed annually in December at the departmental awards dinner.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

212 PERSONNEL FILES

Effective: January 2011

Page 1 of 3

Individuals employed as fire suppression personnel for Saginaw Township Fire Department will find records pertaining to their hiring, promotion, physical fitness, driving records, training, evaluation, discipline, etc., maintained in a secure location by designated individuals employed on a full time basis by the Township.

Employees may at reasonable times inspect the contents of their personal files. The Township may require the employee to complete a permission form prior to examination of the files.

Due to differing legal requirements, there will be a personnel file and a supplemental file (containing records unique to firefighters) maintained on department personnel. The contents of these files and their locations are:

❖ FISCAL SERVICES OFFICE (Township Hall)

- Applications (original)
- Employability Sheet/signed by doctor (original)
- Employment Verification (I-9) (original)
- Orientation/Rules Receipt Sheet (original)
- W-4 Form (original)
- Resignation Form or Letter of Resignation (original)

❖ FIRE DEPARTMENT TRAINING

- Application Written Test (original)
- Certificates-FFTC(copies)
- STFD Tests (originals)
- Outside Training Results (copies)
- Contingency Test Results (copies)

❖ FIRE DEPARTMENT – GENERAL FILE (Headquarters)

- Application (copy)
- Employability Sheet (copy)
- Driving Record permission form (original)
- Driving Records (originals)
- Orientation/Rules Receipt Sheet (copy)
- Equipment Check List (original)
- Emergency Information (original)
- Resignation Form or Letter of Resignation (copy)
- Disciplinary Actions
- Drivers License (copy)
- Background Check Approval Form (original)
- W4's (copy)
- Background Investigation Report (original)
- Beneficiary Record (original)

❖ COVENANT HEALTHCARE – MEDICAL FILES*

- Physical Record
- TB Test
- Respiratory Questionnaire
- Medical History
- Ability Test Record
- Infectious Disease Shot Record

❖ FIRE DEPARTMENT – MEDICAL FILES (Headquarters)

- Infectious disease, shots or refusal (original)
- Injury reports and Injury analysis (original)
- Medical leaves forms (original)
- Return to work approvals (original)
- Physician's Work Fitness Report (original)
- Physician's Respiratory Recommendation (original)
- Drug Screen report (original)

Documents pertaining to workers compensation benefit claims will be maintained in the Fiscal Services Department, although not in the employee's master file. Originals of notice of injury, doctor's evaluations, and return to work forms shall be maintained in a separate area and may be inspected by the employee upon reasonable request.

SAGINAW TOWNSHIP FIRE DEPARTMENT

213 **PROFESSIONAL MEMBERSHIPS**

Effective: January 2011

Page 1 of 1

❖ NATIONAL ORGANIZATIONS

National Fire Protection Association	Chief
International Association of Fire Chiefs	Chief-Asst Chiefs
International Society of Fire Service Instructors	Training Officer
Fire Department Safety Officers Association	Safety Officers
International Fire Code Institute	Chief
National Fire Sprinkler Association	Departmental

❖ STATE ORGANIZATIONS

Michigan State Firemen's Association	Departmental
Michigan Fire Chiefs Association	Chief Officers
Michigan Fire Service Instructors Association	Training Officer
Michigan Fire Inspectors Society	Certified Inspectors
International Association of Arson Investigators	Investigators
Michigan Chapter	
Southeastern Michigan Fire Chiefs Association	Chief Officers
Northern Michigan Fire Chiefs Association	Chief
Western Michigan Fire Chiefs Association	Chief

❖ LOCAL ORGANIZATIONS

Saginaw County Fire Association	Department
Saginaw County Fire Chiefs Association	Chief/Officers

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

214 **TRAINING AND CONFERENCE REQUIREMENTS**

Effective: October 2010

Page 1 of 2

❖ OBJECTIVES:

- To provide the fire department the opportunity to maximize the professional development of its on-call personnel in line with department needs.
- To provide on-call personnel the opportunity to select training/education programs reflective of the individual's needs and interests.
- To provide the fire department a means of regulating and controlling costs associated with training.

❖ PROGRAM:

- Annually (April 1 - March 31) each STFD firefighter or officer may attend appropriate OFFT fire officer courses. Other conference/seminars which will enhance a firefighter's/fire officer's knowledge and skills may also be attended.
- All requests for course/seminar attendance require the Fire Chief's approval prior to registration, and shall be submitted on the *Education, Training, and Conference Request* form available at headquarters.
- Expenses normally acceptable for course/seminar attendance include registration, meals, lodging and incidental expenses. Original receipts are required for reimbursement.
- Fire department administration retains the option of denying payment for course/seminar attendance based upon personnel needs, department needs, cost or other factors.
- To be eligible, personnel may not be on probation, and at the time of request shall satisfy the Minimum Training Requirements (#206) and Minimum Response Requirements (#207).

TRAINING AND CONFERENCE REQUIREMENTS

Page 2 of 2

Applicable to all in-state conference/seminar registrations: Any requests for out of state training will require the recommendation of the Fire Chief, Township Manager, and the approval of the Township Board.

Original Adoption: May 1998

EDUCATION, TRAINING, and CONFERENCE REQUEST

Saginaw Township Fire Department

Name: _____ Date: _____

Seniority date: _____

Class name: _____ Class date(s): _____

Class sponsor/location: _____

Are you currently a:

____ Fire Officer ____ Fire Instructor ____ HazMat Tech ____ SRT member

Does this class fulfill a requirement for any of the following?:

____ Fire Officer class ____ A.S.-Fire Science ____ Fire Officer C.E.U.

____ Fire Instructor (TtT) ____ Other: _____

Class cost: \$ _____ ____ Approved ____ Denied

Lodging cost: \$ _____ ____ Approved ____ Denied

Meal cost: \$ _____ ____ Approved ____ Denied

Travel cost: \$ _____ ____ Approved ____ Denied

Expenses for college classes are reimbursed to the student at the completion of the class and the receipt of grade of "C" or better. To ensure reimbursement for a college class, it is strongly recommended that the class is submitted for approval prior to enrollment.

Expenses for college class textbooks are reimbursed when textbooks and receipts are remitted to STFD headquarters.

All out-of-state travel is contingent upon the approval of the Fire Chief and the Saginaw Township Board of Trustees.

Fire Chief Signature

Date

SAGINAW TOWNSHIP FIRE DEPARTMENT

215 **MEDICAL LEAVE of ABSENCE**

Effective: January 2011

Page 1 of 2

Any member of the Saginaw Township Fire Department who is off work (sick or disability leave) from his/her regular employer, due to injury or illness, is automatically off-duty with STFD. This is done for the employee's protection and the protection of his/her benefits provided by his/her regular employer.

If the sick leave is expected to exceed thirty (30) days, the member will be required to complete the *Confidential Request for Leave of Absence* and submit it to the Assistant Chief. Leaves not expected to exceed thirty (30) days require the member to notify his/her station Assistant Chief and Headquarters. A telephone call is considered adequate notification for leaves of less than thirty (30) days.

During a member's sick leave, irrespective of its length, he/she should avoid being at the stations.

Once a physician clears/approves a member on sick leave to return to his/her regular employment, the member must obtain a written permission form from the physician stating they are physically able to perform fire suppression activities without restrictions or limitations. This form must be turned into Headquarters and accepted by the Fire Chief for placement in the employee's medical file. Without the written release a member shall not resume duties with the STFD.

If there is any question as to a member's ability to function or perform, without restrictions or limitations, the work of a firefighter as detailed in the job description, the member may be required to have a medical examination by a physician designated by the Township, at the Township's expense, before engaging in any further fire department functions.

Such injuries or conditions that may require a physical examination are listed below; however, the list should not be considered inclusive:

- Heart/Cardiovascular Conditions
- Breathing/Pulmonary Disorders
- Mental or Nervous Disorders
- Sprains or Broken Bones
- Back Injuries or Surgeries of any type

SAGINAW TOWNSHIP FIRE DEPARTMENT

216 **LEAVE OF ABSENCE**

Effective: January 2011

Page 1 of 2

Any member in good standing with a minimum of one year of service may request a leave of absence. A *Confidential Request for Leave of Absence* form must be completed and submitted to the Assistant Chief of his/her station who submits a recommendation to the Chief. The Chief approves or disapproves all leaves of absence.

The following guidelines govern leaves of absence for all on-call firefighters and officers:

- During the leave period the member shall return all department equipment to Headquarters or the Assistant Chief (leaves exceeding thirty days). No leave will be approved without equipment being returned.
- The member shall not be covered by any Township insurance coverage during the leave period.
- A member holding an officers position shall temporarily relinquish his/her position if the leave of absence is for sixty (60) days or more. A temporary officer shall be named by the Fire Chief and Station Assistant Chief to fill the vacancy. The temporary appointee shall be paid the officer's stipend. If the leave exceeds six (6) months the position shall be posted.
- Seniority shall not be accrued during the leave period (Educational and Personal leave's only).
- A leave of absence will be granted for a maximum of ninety (90) days. Additional leaves may be granted in increments up to ninety (90) days. The total leave of absence shall not exceed one (1) year.
- Members returning to active status from a medical leave must submit a slip from his/her doctor and fulfill the requirements as per STFD guideline #215, Medical Leave of Absence.

- Members returning to active status are required to complete the *Return to Duty* form before responding on apparatus to emergency responses.
- Important: The member must return to active status at the expiration of his/her leave, or request an extension of the leave. Failure to do so will automatically result in his/her discharge from the department.

It is the intention of the Saginaw Township Fire Department to comply fully with the Family and Medical Leave Act and USERRA (*Uniformed Services Employment and Reemployment Rights Act*) as it applies to both career and on-call personnel in our department.

SAGINAW TOWNSHIP FIRE DEPARTMENT

217 **STATION OFFICER APPOINTMENT**

Effective: January 2011

Page 1 of 2

The purpose of this guideline is to establish the qualifications for, and the process of, appointment for station officers (Assistant Chiefs, Captains, Lieutenants, and Safety Officers) positions at STFD stations.

Each station shall have an Assistant Chief, two Captains and two Lieutenants (with one of each of these people being available on days), and a Safety Officer.

❖ REQUIRED QUALIFICATIONS

- ASSISTANT CHIEF; Six (6) years of service after completing probationary firefighter status, OFFT certification as a Fire Fighter II and Hazardous Materials Operations, and OFFT certification as a Fire Officer III, or Associate Degree in fire science, or administrative experience and management training, or combination of training and administrative experience.
- CAPTAIN; Four (4) years of service after completing probationary firefighter status, OFFT certification as a Fire Fighter II, and OFFT certification as a Fire Officer II or Company Officer I/II.
- LIEUTENANT; Two (2) years of service after completing probationary firefighter status, OFFT certification as a Fire Fighter II, and OFFT certification as a Fire Officer I or Company Officer I/II.
- SAFETY OFFICER; Two (2) years of service after completing probationary firefighter status, OFFT certification as a Fire Fighter II, and OFFT certification as a Fire Officer I or Company Officer I/II, Hazardous Materials Operations, Incident Safety Officer, and Health and Safety Officer.

Effective 1/1/2011, all STFD officers are required to meet the qualifications as stated above. Those officers that do not meet these requirements will have until 12/31/13 to obtain the necessary qualifications. Those officers that do not meet the deadline of 12/31/13 will relinquish their officer's positions.

Whenever a vacancy(ies) occurs at any station, the vacancy shall be posted for member notification. Interested parties must submit a letter of interest and application for the vacant position(s) to the station Assistant Chief.

The appointment process consists of three steps:

- Application and verification of credentials.
- Written examination
- Interview

The written examination will be scheduled for the benefit of applicants. Applicants will be advised of the general subjects possibly included in the examination (i.e. ICS, county chief's procedures, STFD procedures, firefighter safety, etc).

The interview committee will be comprised of the following:

- Assistant Chief position; Fire Chief, Township Manager, two (2) Assistant Chiefs, and one (1) officer and one (1) firefighter from the candidates station.
- Captain, Lieutenant, and Safety Officer positions; Fire Chief, and Assistant Chief and one (1) firefighter from the candidate's station.

Interview questions/topics and rating format shall be developed by the Chief. Rating format will be posted prior to interviews.

Applicants for fire officer shall also be rated on their participation (training and emergency responses), seniority, certifications, and Assistant Chief's evaluation or Chief's evaluation for Assistant Chief candidates for effectiveness.

Candidate's scores from the three above evaluation devices shall be totaled and a promotional list established. The Chief shall select a candidate who best meets the needs of the station and department. The candidate's name will be submitted to the Township Manager who can interview the person if need exists.

SAGINAW TOWNSHIP FIRE DEPARTMENT

218 ***DISCIPLINARY PROCEDURES***

Effective: October 2010

Page 1 of 2

Members of the Saginaw Township Fire Department are expected to perform their duties in a manner consistent with state law, township ordinances, rules, and department procedures. Any member charged with actions contrary to these guidelines and regulations, or members accused of any act unbecoming a member of the department, may be disciplined.

Apparent violations of the rules, guidelines, procedures or orders of the state, township or department shall be divided as follows:

- Those committed in the presence of officer's or other superiors, or
- Those reported to command by;
 - Officer's or members of the department
 - Persons who are not members of the department

Except for serious violation of safety rules and procedures*, all charges against department members must be in writing and submitted to the station Assistant Chief or the Chief prior to disciplinary action being imposed. A copy of the allegation(s) is to be available for the accused to examine and rebut at a disciplinary hearing.

*Violations of safety rules/procedures (i.e. driving, fireground actions, etc.) may result in immediate but temporary suspension from duty. This action may be taken by any STFD officer. As soon as practical the following due process steps shall be complied with.

A disciplinary hearing shall be held at the earliest possible time before the station Assistant Chief (or station officer designated by the Assistant Chief) to consider the charge(s) and possible disciplinary action. The accused shall be allowed to present evidence in his/her defense.

A member found to be in violation of applicable state laws, township ordinances, or department guidelines will be subject to the following possible disciplinary actions:

- Reprimand or warning (verbal or written).
- Probation.
- Suspension of privileges (i.e., driving for a defined period.)
- Suspension from the department for a defined period.
- Termination.

The precise disciplinary measures action(s) taken will depend upon:

- The seriousness of the infraction or,
- The persistence of the violation(s).

Disciplinary action imposed at the hearing may be appealed within ten (10) calendar days to the Chief and may be appealed to the Township Manager.

Disciplinary action(s) normally will not be instituted if an appeal is requested. Safety procedures violations are exempt from this procedural step.

Disciplinary actions are not subject to freedom of information disclosure.

SAGINAW TOWNSHIP FIRE DEPARTMENT

219 **PERFORMANCE REVIEW PROGRAM**

Effective: December 2006

Page 1 of 2

❖ PURPOSE

The Performance Review Program (PRP) has been designed to improve effectiveness and efficiency by providing a regular and systematic appraisal of an individual's performance. Properly handled, the PRP should help motivate officers and firefighters to perform better in their current positions and possibly ready themselves for increased responsibilities.

Although a well-conducted PRP review will help improve performance, it is not a substitute for effective supervision through frequent day-to-day communication, evaluation, and guidance. Since personnel should always know where they stand within the department, performance reviews should contain no surprises.

The review consists of a discussion of performance between a supervisor (officer) and a subordinate. The performance review form provides a means of recording this appraisal and, if necessary, the plan/s discussed to improve performance and develop the firefighters/officer's potential.

❖ PERSONNEL COVERED

The Performance Review shall be used to appraise all on-call personnel.

❖ REVIEW FREQUENCY

Officer's performance reviews will be conducted annually.

❖ SUPERVISORY APPROVAL AND SIGNATURE

After the review form has been prepared, it is to be signed and submitted to the Fire Chief for approval.

❖ PERFORMANCE REVIEW INTERVIEW

After the Performance Review has been prepared, the station officer or Assistant Chief should plan an interview with the individual. Schedule the interview a minimum of two (2) days in advance. The firefighter should be told that the purpose of the meeting will be to discuss his/her performance. The meeting should be held in private, and it should not be interrupted.

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

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

❖ OFFICER ACKNOWLEDGEMENT

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

❖ DISPOSITION

The Assistant Chief forwards the signed review to the Chief for final review and approval.

Original Adoption: May 2000

SAGINAW TOWNSHIP FIRE DEPARTMENT

220 **DRIVER LICENSING**

Effective: January 2011

Page 1 of 2

Candidates for on-call firefighter positions must have a good driving record and possess a valid Michigan driver's license when hired. Individuals having six (6) or more points on their driving record are not eligible for hire.

On-call firefighters must, as a condition of employment, maintain a valid Michigan driver's license, valid motor vehicle registration, and automobile insurance as required by Michigan state law. If a firefighter's driver's license becomes suspended, the firefighter is temporarily suspended from the department pending a resolution of the license suspension. The departmental suspension is not to exceed six (6) months. If the firefighter's driver's license is not restored to some level of operational status (restricted / unrestricted) by the end of the six (6) month period, the firefighter shall be terminated from the department. On-call firefighters will be prohibited from operating any STFD apparatus if any of the following conditions/circumstances should apply to their driving record:

- There are two (2) at-fault accidents within two years.
- There are six (6) or more violation points within two (2) years.

STFD personnel shall be dismissed from the department if there has been a conviction for any of the following offenses:

- Manslaughter, negligent homicide or other felony involving the use of a motor vehicle.
- Operating a vehicle while under the influence of alcohol or drugs.
- Failing to stop and give identification at the scene of a crash
- Unlawful bodily alcohol content of 0.08 or more
- Refusal to take a chemical test
- Fleeing or eluding a police officer

Firefighters must report any of the above conditions/circumstances to the Fire Chief immediately after occurrence or subject themselves to disciplinary action.

STFD administration shall review the particular circumstances concerning the driving record of on-call firefighters. After review appropriate discipline may be implemented. Disciplinary action up to, and including, dismissal is possible.

STFD employees who are placed on a restricted license by the State of Michigan automatically are prohibited from operating STFD apparatus at any time. This driving prohibition remains in force until the employee has his/her license reinstated without restrictions. STFD employees who have a restricted license also lose the privilege of operating his/her personal vehicle with lights and siren. This privilege may be reinstated by the Command Staff after the firefighter has his/her license restored and he/she petitions Command Staff.

On-call firefighters may be dismissed from the department if their driving pattern is considered a hazard to the employee, other firefighters or the community we serve.

The department participates in the Michigan Secretary of State's license notification program. Traffic violations are automatically reported to the Township, normally within four weeks of the issuance of the citation.

SAGINAW TOWNSHIP FIRE DEPARTMENT

221 **ALCOHOL AND CONTROLLED SUBSTANCES**

Effective: December 2006

Page 1 of 2

Due to the "on-call" nature of the employment availability of firefighters and officers, members of the Saginaw Township Fire Department are encouraged to limit the use of alcohol and prohibit the use of controlled substances on township property at all times. While recognizing the department's inability to control employee's actions when on "their time," the department believes there are certain actions which may impact the personal well being of the individual employee, the safety of other firefighters, and citizens of our community. Accordingly, the following rules are adopted:

- Reporting to the station at any time while in an impaired or intoxicated state, or while under the influence of controlled substances is prohibited.
- No firefighter shall consume intoxicants or use controlled substances while on duty or while off-duty and wearing any part of the department's uniform.
- No firefighter shall be in possession of intoxicants or controlled substances while in a township vehicle or on township property.
- No firefighter shall operate a STFD motor vehicle while under the influence of intoxicants or other controlled substances.

The definition of intoxicants is that which is found in the Michigan Motor Vehicle Code. Employees are warned that "under the influence" may be less than "intoxicated" and may be exhibiting "impaired behavior." A controlled substance may be a legal and/or illegal substance (i.e. prescription drugs, narcotics, hallucinogens, etc.) which affect a fire department member's ability to function in a safe, efficient manner. A firefighter possessing or using controlled substances prescribed by a physician or dentist, for use by the firefighter, is strongly encouraged to avoid the rigors of emergency response while undergoing treatment. Members undergoing prolonged use of prescribed drugs should notify their station Assistant Chief and together determine the firefighter's emergency response availability.

STFD's response to incidents of suspected substance abuse or intoxication may include requiring the employee who is exhibiting behavior suggestive of substance abuse or intoxication to submit to a drug or alcohol test. The decision to request a drug and/or alcohol test will be based upon a good faith belief. Additionally, STFD may respond to reports of substance abuse and /or intoxication by meeting with the employee to discuss the reports.

Corrective action will be determined by the following factors:

The refusal of the suspected employee to submit to a drug and alcohol test may be grounds for discharge; or the results of the test which may suggest the need for required treatment, counseling, evaluation, or possible discharge, depending upon the severity of the circumstances; or actual displayed behavior/performance which could present an unsafe worksite.

Procedures found in Personnel Guideline No. 218 will guide the disciplining of STFD firefighters. Firefighters who refuse blood and/or breathalyzer tests shall be deemed conclusively presumed intoxicated, impaired or under the influence and disciplined accordingly.

STFD will work with any employee who seeks evaluation and treatment for alcohol or controlled substance dependency. Firefighters shall be assigned a temporary leave of absence for the duration of treatment. Firefighters who refuse evaluation and treatment will be terminated.

SAGINAW TOWNSHIP FIRE DEPARTMENT

222 ***DISCRIMINATION/HARASSMENT***

Effective: December 2006

Page 1 of 4

❖ EQUAL EMPLOYMENT OPPORTUNITY GUIDELINE

The Saginaw Township Fire Department is an equal opportunity employer. No employee or applicant for employment shall be unlawfully denied an employment opportunity for which he/she is qualified because of race, color, creed, religion, national origin, sex, age, height, weight, marital status, disability or handicap. It is the guideline of the Saginaw Township Fire Department to comply with all federal and state laws affecting employment, including laws which define and prohibit discrimination. Employment decisions involving employees of the fire department such as hiring, promotion, demotion, transfer, selection for training, recruitment, separation, layoff, termination, salaries, benefits or other forms of compensation, will be made on the basis of individual merit, skill and qualification. Consequently, in making employment decisions, the fire department will consider factors such as education, training, skills developed, prior job experience, prior job performance, attitude, ability to work with others, leadership and potential for growth in the job.

❖ GUIDELINE AGAINST HARASSMENT

The Saginaw Township Fire Department expressly prohibits any form of unlawful employee harassment based on gender, race, color, religion, national origin, age, disability or status in any group protected by state or federal law. A fundamental guideline of the fire department is that the workplace is for work. Our goal is to provide a workplace free from tensions involving matters which do not relate to the business of the fire department. In particular, an atmosphere of tension created by non-work related conduct, including ethnic, racial or religious remarks, animosity, or other such conduct, does not belong in our workplace.

Harassment of employees or of applicants by other employees is prohibited. Harassment includes, without limitation, verbal harassment (epithets, derogatory statements, and slurs), physical harassment (assault, physical interference with normal work or involvement), visual harassment (posters, cartoons, drawings) and innuendo.

Any employee who has a complaint of harassment at work by anyone, including supervisors, co-workers or visitors, is urged to bring the matter to the attention of his or her immediate supervisor or to the Fire Chief so that we may investigate and deal with the problem. If the complaint involves the employee's supervisor or the Fire Chief, or if the employee is uncomfortable discussing the matter with his or her direct supervisor or with the Fire Chief, the employee is urged to take his or her complaint to some other Township official, preferably to the Manager of Saginaw Charter Township. The Saginaw Township Fire Department will investigate all complaints and will endeavor to handle these matters expeditiously in a professional manner so as to protect the offended individual.

Personnel cannot be forced to submit to such conduct as a basis for any employment decision, and the Saginaw Township Fire Department will do its best to keep itself free of any conduct which creates an intimidating, hostile or offensive work environment for our employees. Violation of this guideline is grounds for discipline, including discharge.

❖ SEXUAL HARASSMENT

The Saginaw Township Fire Department strongly disapproves of and does not tolerate sexual harassment of any kind. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for assuring that the workplace is free from sexual harassment at all times.

The STFD's guideline prohibits:

- Unwelcome sexual advances.
- Requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions.
- Other verbal or physical conduct of a sexual nature made to an employee when submission to such conduct is made either explicitly or implicitly a condition of an individual's employment.

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions; such conduct has the purpose or effect of substantially interfering with an individual's work performance; or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments; off-color language or jokes of a sexual nature, slurs and other verbal, graphic or physical conduct relating to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos or cartoons.

Any employee who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers or visitors, is urged to bring the matter to the attention of his or her immediate supervisor or to the Fire Chief so that we may investigate and deal with the problem. If the complaint involves the employee's supervisor or the Fire Chief, or if the employee is uncomfortable discussing the matter with his or her direct supervisor or with the Fire Chief, the employee is urged to take his or her complaint to some other Township official, preferably to the Manager of Saginaw Charter Township. The Saginaw Township Fire Department will investigate all complaints and will endeavor to handle these matters expeditiously in a professional manner so as to protect the offended individual.

Violation of this guideline is grounds for discipline, including discharge.

❖ **REPORTING A VIOLATION OF THE EQUAL EMPLOYMENT OPPORTUNITIES GUIDELINE OR GUIDELINE AGAINST HARASSMENT (INCLUDING SEXUAL HARASSMENT)**

Any employee who believes that he or she has been subjected to unlawful race, color, creed, religion, national origin, sex, age, height, weight, marital status, disability or handicap discrimination or any form of harassment prohibited within these guidelines, including sexual harassment, should immediately notify his or her supervisor, the Fire Chief or some other Township official. The employee will be required to complete a *Discrimination/Harassment Complaint Form*. The form must be completed in as much detail as possible so that the Saginaw Township Fire Department will have adequate notice of and be able to investigate any claim of any unlawful discrimination or sexual or other prohibited harassment.

Unlawful harassment and employment discrimination will not be tolerated. The Saginaw Township Fire Department will actively investigate every complaint of unlawful discrimination and harassment alleged to have been committed by anyone. It is the duty of every fire department employee to cooperate in any such investigation, and it would constitute a serious infraction of fire department guideline to retaliate against or penalize an employee for asserting a claim of unlawful discrimination or harassment. Any employee found to have unlawfully harassed or discriminated against another employee or to have retaliated against an employee for making a complaint of discrimination or harassment will be subject to discipline, up to and including discharge.

❖ HANDICAPPER ACCOMMODATION STATEMENT

Any employee or applicant for employment who believes that he or she requires an accommodation in order to perform the essential functions of the job for which an applicant has applied or the employee has been assigned must notify the Saginaw Township Fire Department, in writing, within 182 days after the need for accommodation is known. All accommodation requests should be submitted to an appropriate Supervisor or to the Fire Chief. A *Handicapper Accommodation Request Form* is available from the fire department administration office.

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Saginaw Township Fire Department

Employee Name: _____

Department/Position: _____

Supervisor: _____

Describe the alleged incident in detail including the date upon which the incident occurred; the name of the individual who committed the act of discrimination and/or harassment; the approximate time when the incident occurred, the acts which you believe constituted unlawful discrimination and/or harassment, including any verbal acts; your response or reaction; and any other details which will assist the Saginaw Township Fire Department in its investigation of this incident:

Have you reported this incident to your supervisor? _____

Have you been subjected to similar acts of harassment and/or discrimination by the same individual(s) in the past? _____

If so, did you report the prior incidents? _____

If you did not file a report, please describe the prior incident(s) including the specific details set forth above:

Signature of Reporting Employee

Date

Signature of Receiving Employee

Date Received

ACCOMMODATION REQUEST

Saginaw Township Fire Department

TO: _____
(Name of Person to Whom Sent)

FROM: _____

I understand I am required under Section 210.18 of the Michigan Handicappers' Civil Rights Act to notify an employer that I need an accommodation, within 182 days of becoming aware of the need for accommodation. This request is to meet that notice requirement.

Accommodation Needed:

Signature of Employee or Job Applicant

Date

EMPLOYEE OR APPLICANT COPY

Date Notice Sent: _____

Person to Whom Sent or Given: _____

Employer: _____

Accommodation Request:

SAGINAW TOWNSHIP FIRE DEPARTMENT

223 ***PRIVACY EXPECTATIONS***

Effective: December 2006

Page 1 of 1

Employees of the Saginaw Charter Township Fire Department do not enjoy an expectation of privacy relative to the contents of employer furnished vehicles, desks, offices, lockers and other equipment.

The employer may upon reasonable course open such areas as described above to search for materials, substances, or similar items which may be illegal in nature, or which may not be the property of the employee. The employer may also need access to an employee's work area in the absence of the employee and where information, devices, or materials are needed for the department's use.

Employees must also understand that such an inspection of data caches, voice and Email boxes, pager memory banks, computers, and other employer-provided electronic storage systems may be "opened," "read" or inspected in the same manner as the contents of employer-furnished vehicles, lockers, and other equipment.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

224 **EMPLOYEE RETIREMENT/RESIGNATION**

Effective: December 2006

Page 1 of 1

Firefighters are employees of Saginaw Charter Township and as such are extended certain benefits. When personnel leave the employment of the Township it must be ensured that he/she completes an exit process so that the employee and the Township are protected.

Firefighters resigning or retiring from the department are required to:

- Submit either a letter of resignation or sign the *Voluntary Resignation Form* (available at Headquarters).
- Turn in all personal protective clothing, uniforms, badges, identification cards, keys, pagers and/or radios issued them to fire Headquarters.
- Provide the Township a forwarding address, if changing from that which is on record at fire Headquarters, for the final check and tax statement to be forwarded to.
- Obtain the ICMA Deferred Compensation options plans from Headquarters. Personnel have 60 days to exercise these options.

Firefighters will be held financially responsible for ANY issued equipment not returned within thirty (30) days.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

225 **ACTIVITIES/PARADES**

Effective: January 2011

Page 1 of 2

Placement of any STFD apparatus in community parades or activities must adhere to the following requirements:

- The Chief or station Assistant Chief must approve the apparatus use in a Saginaw Township parade or activity.
- Notice must be provided to Headquarters of the activity or parade.
- A minimum of two (2) STFD firefighters must accompany and operate the apparatus, and remain with the apparatus at all times.
- Civilian personnel may ride on the apparatus provided:
 - They remain seated and belted when on the apparatus.
 - In the event children ride, adult sponsors ride with them.
 - STFD personnel ride with the civilians and observe their activities.
- No candy, gum, prizes, etc. are to be thrown or distributed from STFD apparatus.
- STFD personnel riding with civilians shall have a handi-talkie in their possession to ensure communication with the driver.
- STFD personnel participating in parades or other community activities must be in uniform.
- STFD personnel shall have their personal protective equipment on the apparatus while participating in a parade or activity.
- Sirens and air horns shall not be utilized during a parade.

Commitment of apparatus to parades or activities outside Saginaw Township must be approved by the Fire Chief.

An apparatus participating in a parade or activity is considered out of service and WILL NOT respond to alarms unless ordered by the officer in charge of the activity or unless the Chief has given prior approval for a unit/s to respond directly from an activity.

❖ HALLOWEEN NIGHT ACTIVITY GUIDELINES:

- Warning lights are permitted but shall not be utilized when vehicle is in motion, as moving from one location to another.
- All apparatus must be stopped, brakes set and wheel chocks utilized when STFD members are distributing candy.

SAGINAW TOWNSHIP FIRE DEPARTMENT

226 **STAFF CONFERENCE/SEMINAR REQUIREMENTS**

Effective: December 2006

Page 1 of 1

❖ OBJECTIVES:

- To provide the fire department the opportunity to maximize the professional development of its on-call personnel in line with department needs.
- To provide administrators, fire inspectors and safety educators the opportunity to select training/education programs reflective of the individual's needs and interests.
- To provide the fire department a means of regulating and controlling costs associated with training.

❖ PROGRAM:

- All requests for course/seminar registration and attendance require the approval of the Fire Chief.
- Expenses normally acceptable for course/seminar attendance include registration, meals, lodging and incidental expenses.
- Fire department administration retains the option of requiring personnel to attend conferences/seminars which are reflective of department needs.
- Fire department administration retains the option of denying course/seminar attendance based upon personnel needs, department needs, cost or other factors.
- Annually (April 1 - March 31) each STFD Fire Inspector has available eight (8) work days for seminar/educator conferences.
- Any requests for out of state training will require the recommendation of the Fire Chief and Township Manager, and the approval of the Township Board.

Original Adoption: May 2000

SAGINAW TOWNSHIP FIRE DEPARTMENT

227
WEAPONS

Effective: December 2006

Page 1 of 1

❖ PURPOSE

To ensure the safety of employees and guests, firearms of any kind are not allowed in the fire stations, in any apparatus, at the public safety building, at any emergency response scene or any activity related to the fire department.

Only MCOLES certified, sworn law enforcement officers may possess firearms on township property.

Original Adoption: May 2001

SAGINAW TOWNSHIP FIRE DEPARTMENT

228 **CERTIFICATION FOR DRIVING AND PUMPING**

Effective: January 2011

Page 1 of 1

Prior to a firefighter with the Saginaw Township Fire Department being authorized to drive and operate department apparatus on the public roadway, he/she must successfully complete the following:

- OFFT Fire Fighter II certification and station evaluations.
- *Emergency Vehicle Operations Course*, (currently 6 hours) offered by the Office of Fire Fighter Training, to meet the requirements of PA 346 (1988). STFD must have the FM-123 form in each firefighter's training file.
- Documentation by officers attesting to the firefighter's ability (ies) to drive all apparatus housed in his/her station.

Prior to firefighters driving to emergency scenes where he/she may be expected to operate STFD apparatus pumps, he/she shall have successfully completed the following:

- Documentation by officers that the firefighter has demonstrated the ability to pump all apparatus at his/her station. The *Apparatus Pump Operator Certification* checklist must be filed in each firefighters training jacket.
- All firefighters hired after 1/1/2005 shall also complete the classroom and practical pump training offered by STFD. This eight (8) hour, Apparatus & Pump Operation, STFD certified program, is mandatory.

Original Adoption: August 2002

SAGINAW TOWNSHIP FIRE DEPARTMENT

229 “SAFE DELIVERY” PROGRAM

Effective: December 2006

Page 1 of 1

❖ PURPOSE & BACKGROUND

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

❖ STFD OPERATIONAL GUIDELINES

Using the information packet available in all STFD radio rooms, follow the enclosed "checklist" to ensure maximum protection is provided to the infant, his/her surrendering parent, and yourself.

While completing the "checklist" activities remember to reassure the parent that all shared information will be kept confidential. Also advise the surrendering parent that we have an obligation to attempt to gather, for the infant's sake, as much family/medical history background as possible.

Among the key expectations for STFD personnel are:

- Confidentiality for surrendering parents. The information gathered is not for distribution to department personnel.
- Once an infant is surrendered to STFD personnel, those personnel remain responsible for the infant until the hospital emergency room staff takes custody.
- Documents do not have to be completed by the surrendering parent. But personnel are encouraged to collect as much information as possible.

Original Adoption: March 2001

SAGINAW TOWNSHIP FIRE DEPARTMENT

230 ***EQUIPMENT COMPETENCY***

Effective: February 2008

Page 1 of 1

❖ PURPOSE

The purpose of this guideline is to ensure that a minimum level of competency in the subjects of Apparatus Pump Operations, Apparatus Driving, and SCBA are achieved and maintained by all STFD personnel. All STFD personnel hired after January 1, 1987 shall comply with the requirements of this guideline.

❖ PROCEDURE

Annually, all STFD personnel shall successfully complete a department administered competency evaluation in the subjects of Apparatus Pump Operations, Apparatus Driving, and SCBA.

Personnel that do not successfully complete the required evaluation shall be re-evaluated utilizing the following procedure:

- Personnel shall wait a minimum of seven (7) days, but not more than thirty (30) days from the date of the original evaluation to be re-evaluated. This will allow the candidate the opportunity to review and correct any necessary deficiencies.
- Personnel that do not successfully complete the re-evaluation shall be placed on probation for a period not to exceed ninety (90) days from the re-evaluation date. During the probationary period the firefighter shall complete any necessary remedial training and subsequently complete the competency evaluation.
- Personnel that do not, or are unsuccessful in their attempts to complete the required competency evaluation shall be dismissed from the department.

Original Adoption: February 2008

SAGINAW TOWNSHIP FIRE DEPARTMENT

231 ***DEPARTMENT COMPUTERS***

Effective: February 2008

Page 1 of 1

❖ PURPOSE

To ensure the security and performance of, and prevent any disruption or corruption to, the department computer hardware and software system.

❖ PROCEDURE

All personnel are required to obtain written approval from the Fire Chief before using or installing any software, USB device, firewall device, PC card or network appliance on department owned computers and/or network devices. This shall include, but is not limited to, drives, mouse, camera, wireless or wired network capable devices including routers, bridges, hubs and switches. Any violation of this guideline shall be considered as destruction of STFD property and punishable as such.

Original Adoption: February 2008

SAGINAW TOWNSHIP FIRE DEPARTMENT

232

AUDIO and VISUAL RECORDINGS and SOCIAL MEDIA

Effective: January 2011

Page 1 of 2

❖ PURPOSE

In emergency services, breaching confidentiality and HIPPA (Health Insurance Portability and Privacy Act) violations are primary concerns with taking on-scene photo or video images and audio recordings. Confidentiality of incident information is a requirement for all responders. The intent of this guideline is to address those concerns while insuring the safety of department employees and providing a high level of customer service. There is no expectation of privacy on the part of fire fighters when they use their personal electronic devices while responding to, or at an emergency incident.

This guideline applies to personal cell phones, personal digital assistants (PDAs) and personal cameras including digital, video, film, and those integral to cell phones or other electronic devices.

The Saginaw Township Fire Department and/or its members could be susceptible to civil liability or criminal prosecution for using technological devices anywhere, anytime, for any purpose that is not authorized by law. Confidentiality of incident information is a requirement for all responders. Even word of mouth discussions regarding the details of an incident can be harmful. Transmitting proprietary or confidential information of the department is prohibited at any time.

In addition, legal ramifications could place the Saginaw Township Fire Department in an unfavorable position. Unauthorized distribution of photographs, videos, audio recordings or other images may result in harm to the fire department's reputation and diminished public trust and may also expose the individual taking and distributing the photographs, etc to personal liability.

❖ PROCEDURE

While at an emergency scene, Saginaw Township Fire Department members may occasionally need to use the telephone function of their personally-owned cellular device. However, members are strictly prohibited from using the cell phone's camera option.

Under no circumstances may any member of the Saginaw Township Fire Department take photographs, videos or audio recordings of any Saginaw Township Fire Department emergency scene without permission of the Fire Chief. In addition, any photos that may be deemed inappropriate, including, but not limited to, photos taken in restrooms or locker rooms, are prohibited at all times.

Because there can be tangible value in the authorized and appropriate use of photographs from emergency scenes, permission to take photographs, video or audio recordings may be granted at the discretion of the Fire Chief.

Any member of the Saginaw Township Fire Department who has permission to photograph or video an emergency scene is prohibited from distributing or releasing any such photographs, video, audio recordings or other images to any individual or entity outside the department, including but not limited to the media, for use at speaking engagements, or websites, including the Saginaw Township Fire Department's website, an emergency services industry site or personal sites including but not limited to; Facebook, My Space, Twitter or You Tube without first obtaining permission from the Fire Chief and in compliance with the township's adopted policies. This restriction also applies to photographs, videos, audio recordings or other images acquired from an outside source.

Any photos, videos, audio recordings or other images taken within the scope of employment or with permission are the sole property of the Saginaw Township Fire Department. Any unauthorized or misuse of technology could be disciplined up to and including termination.

This policy will help minimize the possibility that unauthorized photos or audio recordings of an emergency scene or sensitive images captured in the station, such as in locker room or bathrooms, could be inappropriately disclosed.

All incident photography shall be for investigation, clinical, or documentation purposes and shall only be done at the direction of the Incident Commander or lead investigator. Photography during training evolutions shall be for similar purposes and at the direction of the Training Officer or lead instructor.

Any photographs containing individually identifiable information are covered by HIPPA and must be protected in the same manner as patient care reports and similar documentation. When photos are taken (after the effective date of this guideline during public education events at schools where students are identifiable a signed release must be obtained from the school prior to using the photo in department documents (written or electronic) or otherwise made available to the public.

Original Adoption: January 2011

SAGINAW TOWNSHIP FIRE DEPARTMENT

233 **ASSISTANT CHIEF JOB DESCRIPTION**

Effective: January 2011

Page 1 of 5

❖ GENERAL SUMMARY

Under general direction of the Fire Chief; organizes, directs, supervises, plans, and manages all operations of the fire station, personnel, apparatus, and equipment located at the station assigned to the Assistant Chief.

❖ ESSENTIAL FUNCTIONS OF THE JOB

- May respond to and supervise fire, rescue, hazardous material, or other emergencies under the Incident Command System.
- Directs, assigns duties, and handles problems involving personnel assigned his/her station.
- Supervises and disciplines subordinates relating to the enforcement of township and department rules, policies, or procedures when necessary.
- Inspects and directs use of the fire station, apparatus, equipment, and ensures proper maintenance and control of department property.
- Monitors incident response and training attendance and compliance for station fire fighting personnel.
- Assists with department budget process, staffing, long, medium, and short range planning.
- Monitors the distribution of department supplies, equipment, and materials at their station.
- Monitors appropriate maintenance programs for station apparatus and equipment and ensures that they are completed.
- Meets with Fire Chief, and other command staff personnel to coordinate and plan activities and procedures development for the department.

- Keeps abreast of latest fire fighting techniques and gains knowledge by attending conferences, seminars, workshops, and reading professional publications.
- Can be assigned the responsibility for managing all fire department operations in the absence of the Fire Chief.
- Compiles written reports as required.
- Assists the Fire Chief in developing recommendations for station officer appointments, committee assignments, and related special personnel activities.
- Performs all other fire department related duties as assigned.

❖ **DESIRABLE KNOWLEDGE, ABILITIES and SKILLS**

- Possess skills in: administration and management; written and verbal communications; public relations; leadership and supervision; and time management.
- Knowledge of: effective management practices and philosophies; human relations and communications techniques; fire fighting tactics and strategies; incident management principles; fire prevention principles and methods; instructional techniques and methodology; and apparatus and equipment operations.
- Ability to: analyze situations, problems, or data and use good judgment in decision making; lead, supervise, and assign or direct subordinates in accomplishing goals and tasks.

❖ **MINIMUM QUALIFICATIONS**

- Must be physically able to perform the duties of Assistant Fire Chief as required by the township and as determined by the township's designated medical examiner. Must be able to pass physical agility tests when administered and as required. Must be insurable under the guidelines established by the township's liability insurance carriers.

- Must meet the following criteria:
 - Be a high school graduate or possess a G.E.D. from a recognized issuing institution.
 - Possess Office of Fire Fighter Training Firefighter II certification
 - Possess Office of Fire Fighter Training Hazardous Materials Operation certification.
 - Six (6) years of service after completing probationary firefighter status.
 - Office of Fire Fighter Training Fire Officer III certification, or Associate Degree in fire science, or administrative experience and management training, or combination of training and administrative experience.
- Must have and maintain a good driving record and valid Michigan driver's license at all times while employed with the department.
- Must be a resident of Saginaw Charter Township.
- Must be able to speak, read, write, understand and comprehend English for the purpose of performing the multiple communication functions of the job's duties and responsibilities, and for purposes of completing and/or following and/or applying all directives, manuals, logs, reports and other communications pertaining to employment.
- Must have a workable telephone at all times.
- Must be able and willing to work cooperatively and effectively within the structure of team approach concept, and/or individual initiative concept.
- Must have the ability to work well with other individuals, be pleasant, congenial, and able to remain calm and courteous in relationships with other personnel, management and the public.
- Must be self-motivated and be able to perform job duties independent of and without direct supervisory assistance and/or direction.

The Assistant Fire Chief is subject at all times to the provisions of the Saginaw Charter Township Personnel Policies and Procedures and any amendments, additions, deletions, and/or other revisions hereto.

This job description in no way states or implies that these are the only duties to be performed by the job incumbent. The incumbent is required to follow all other instructions and to perform any other duties assigned by the supervisor.

❖ **ESSENTIAL JOB SPECIFICATIONS AND STANDARDS**

- Does the job description outline the essential functions of job? Yes
- Does the job description outline the minimum qualifications? Yes

In addition to the essential functions of the job and minimum qualifications outlined in the attached job description, the following Job Specifications and Standards must be satisfied:

❖ **PHYSICAL DEMANDS**

- Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:
 - Light Work: Exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects.
- Type of Physical Demands usually associated with the essential functions of this classification:
 - Reaching: Extending hand (s) and arm(s) in any direction.
 - Handling: Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
 - Talking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instruction to other workers accurately, loudly, or quickly.
 - Hearing: Perceiving the nature of sounds by ear.

- Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.
- Accommodations: Adjustment of lens of eye to bring an object into sharp focus. This factor is important when doing near point work at varying distances from eye.
- Field of Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.
- Environmental Conditions usually associated with this classification:
 - Exposure to Weather: Exposure to outside atmospheric conditions.
 - Extreme Heat: Humid conditions.
 - Noise: The noise intensity level to which the worker is exposed in the job environment. Level - Loud.
 - Atmospheric conditions: Exposure to conditions such as fumes, noxious odors, dust, mist, gases and poor ventilation that affect the respiratory systems, eyes or skin.
- Minimum Reasoning ability usually associated with this classification:
 - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.
- Minimum Language ability usually associated with this classification:
 - Read: Ability to read literature, book and play reviews, scientific and technical journals, abstracts, financial reports, and legal documents.
 - Write: Ability to write at a level consistent with novels, plays, editorials, journals, speeches, manuals, critiques, poetry, and songs.
 - Speak: Ability to be conversant in the theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

SAGINAW TOWNSHIP FIRE DEPARTMENT

234 **COMPANY OFFICER JOB DESCRIPTION**

Effective: January 2011

Page 1 of 4

❖ GENERAL SUMMARY

Under the direction of the Chief or his/her designee, is responsible for the line supervision of multiple or single fire companies in emergency operations; maintenance of fire stations, apparatus and equipment; scheduling assigned activities with the exercise of independent judgment and contact with the public.

❖ POSITION IN THE DEPARTMENT

The position reports directly to the Assistant Chief or to the assigned commander under the Incident Command System.

❖ ESSENTIAL FUNCTIONS OF THE JOB

- Responds to emergencies and assumes command and control of situation in accordance with department procedures.
- Directs the personnel assigned to their command in extinguishment or mitigation of emergencies to which they respond.
- Assign station work schedules and activities schedule to personnel under their command.
- Supervises the maintenance of apparatus, equipment, station, and grounds, and the safe keeping of all department property under their charge.
- Prepares reports on alarms, apparatus, pre-planning, injuries, accidents, training, and activities along with maintaining records as required by department procedures.
- Supervises and participates in specialized tasks such as fire prevention work, pre-incident surveys, testing of alarm and sprinkler systems.

- Conducts training of subordinates in basic fire fighting practices, safety procedures, care and maintenance of apparatus and equipment, streets, hydrants, rules, regulations, procedures, policies on regular basis or as assigned by training officer.
- Ensures that all department rules, regulations, procedures, policies, or general orders are followed.

This job description in no way states or implies that these are the only duties to be performed by the job incumbent. The incumbent is required to follow all other instructions and to perform any other duties assigned by the supervisor.

❖ **MINIMUM QUALIFICATIONS**

- Must meet the minimum qualification established for a Saginaw Township fire fighter, and;
 - Be a high school graduate or possess a G.E.D. from a recognized issuing institution
 - Captain; Four (4) years of service after completing probationary firefighter status.
 - Lieutenant; Two (2) years of service after completing probationary firefighter status
 - OFFT certification as a Fire Fighter II
 - Captain; OFFT certification as a Fire Officer II or Company Officer I/II.
 - Lieutenant; OFFT certification as a Fire Officer I or Company Officer I/II.

All company officers appointed after 1/1/2011 must meet the minimum qualifications of this policy.

All company officers are subject, at all times, to the provisions of the Saginaw Township Fire Department Guidelines Manual and any amendments, additions, deletions and/or other revisions thereto.

❖ ESSENTIAL JOB SPECIFICATIONS AND STANDARDS

- Does the job description outline the essential functions of job? Yes
- Does the job description outline the minimum qualifications? Yes

In addition to the essential functions of the job and minimum qualifications outlined in the attached job description, the following Job Specifications and Standards must be satisfied:

❖ PHYSICAL DEMANDS

- Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:
 - Medium Work: Exerting up to 40 pounds of force occasionally, or up to 20 pounds of force frequently, or a negligible amount of force constantly to move objects.
- Type of Physical Demands usually associated with the essential functions of this classification:
 - Reaching: Extending hand (s) and arm(s) in any direction.
 - Handling: Seizing, holding, grasping, turning, or otherwise working with hand or hands, Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
 - Talking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instruction to other workers accurately, loudly, or quickly.
 - Hearing: Perceiving the nature of sounds by ear.
 - Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.
 - Accommodations: Adjustment of lens of eye to bring an object into sharp focus. This factor is important when doing near point work at varying distances from eye.

- Field of Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.
- Environmental Conditions usually associated with this classification:
 - Exposure to Weather: Exposure to outside atmospheric conditions.
 - Extreme Heat: Humid conditions.
 - Noise: The noise intensity level to which the worker is exposed in the job environment. Level - Loud.
 - Atmospheric conditions: Exposure to conditions such as fumes, noxious odors, dust, mist, gases and poor ventilation that affect the respiratory systems, eyes or skin.
- Minimum Reasoning ability usually associated with this classification:
 - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.
- Minimum Language ability usually associated with this classification:
 - Read: Ability to read literature, book and play reviews, scientific and technical journals, abstracts, financial reports, and legal documents.
 - Write: Ability to write at a level consistent with novels, plays, editorials, journals, speeches, manuals, critiques, poetry, and songs.
 - Speak: Ability to be conversant in the theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

SAGINAW TOWNSHIP FIRE DEPARTMENT

235 ***SAFETY OFFICER JOB DESCRIPTION***

Effective: January 2011

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❖ PURPOSE

The safety program for Saginaw Township Fire Department is implemented to ensure the safety of all personnel by monitoring and assessing present and potential hazardous and/or unsafe situations and developing measures to relieve or minimize risks.

❖ OPERATIONAL PROCEDURE

The Safety Officer shall be responsible for the management of Saginaw Township Fire Department's safety program and to ensure that safety regulations and practices shall be observed at emergency incidents and training activities by Saginaw Township Fire Department personnel. He/she shall perform the duties outlined in the attached job description.

A Safety Officer is to be designated by the Incident Commander on any incident where the IC, who has the ultimate responsibility for the safety of his/her on-scene personnel, deems such a position necessary.

As soon as possible the Safety Officer shall be designated by the IC. Either a company officer or a senior fire fighter may serve as Safety Officer.

Where applicable during training, a Safety Officer or officers may be appointed.

❖ GENERAL SUMMARY

Under the direction of the Chief of the Township Fire Department, he/she shall be responsible for the management of Saginaw Township Fire Department's occupational safety and health program, and to ensure that safety regulations and practices shall be observed at emergency incidents and training activities by Saginaw Township Fire Department personnel.

❖ **POSITION IN THE DEPARTMENT**

This position reports to the Chief and/or the Incident Commander.

The Safety Officer is to be considered a staff officer for the Saginaw Township Fire Department. He or she may function as a Command Officer in the absence of a Command Officer.

❖ **ESSENTIAL FUNCTIONS OF THE JOB**

- The fire department shall maintain records of all accidents, occupational deaths, injuries, illnesses and exposures. The safety officer shall manage the collection and analysis of this information, and shall develop corrective actions to deal with these hazards.
- The safety officer shall submit recommendations on occupational safety and health to the fire chief.
- The safety officer shall maintain a liaison with staff officers regarding recommended changes in equipment, procedures, and recommended methods to eliminate unsafe practices and reduce existing hazardous conditions.
- The safety officer shall periodically report to the fire chief on the adequacy and effectiveness of and compliance with the rules, regulations, and standard operating procedures of Saginaw Township Fire Department.
- The safety officer shall review specifications for new protective clothing, and equipment for compliance with the applicable safety standards.
- The safety officer shall investigate, or cause to be investigated, all occupational injuries, illness, exposures, and fatalities involving fire department members and all accidents involving fire department apparatus, equipment, or facilities.
- The safety officer may respond to emergency incidents that involve a high risk to personnel. At the scene of high-risk incidents, the safety officer may identify and mitigate safety hazards.

- The safety officer shall ensure that training in safety procedures relating to all fire department operations and functions are provided to fire department members. Training shall address recommendations arising from the investigation of accidents, injuries, occupational deaths, illnesses, and exposures, and the observation of incident scene activities.
- The safety officer shall ensure that the physical facilities, apparatus and equipment of Saginaw Township Fire Department are always maintained in a safe operational readiness condition.
- The safety officer shall have and maintain knowledge of current potential safety and health hazards involved in fire fighting and other related activities.
- The safety officer shall have and maintain knowledge of current federal, state, and local laws regulating occupational safety and health applicable to the fire service work environment.
- At an emergency incident, when activities are judged by the safety officer to be unsafe and to involve an imminent hazard, the safety officer shall have the authority to alter, suspend, or terminate those activities. The safety officer shall immediately inform the incident commander of any actions taken to correct imminent hazards at an emergency scene.
- The functions of the safety officer at high-risk incidents shall be integrated with the command structure and the safety officer shall report to the incident commander.
- The safety officer shall routinely observe operations at the scene of emergency incidents to ensure that departmental procedures and safety regulations are being followed. When necessary, the safety officer shall recommend corrective actions to the fire chief.
- The safety officer shall be involved in the process of post-incident critiques in order to review the safety factors involved in emergency incidents.
- The safety officer shall review the procedures employed during any unusually hazardous operation. Whenever it is determined that incorrect or questionable procedures were employed, the safety officer shall submit corrective recommendations to the fire chief.

- The safety officer shall ensure training activities are conducted in such a manner that personal exposures to hazards are minimized.
- The safety officer shall perform periodic inspections of apparatus, equipment and facilities to ensure safety and operational readiness of same.
- The safety officer shall work with the command staff to ensure Saginaw Township Fire Departments' entire safety program is regularly reviewed.

❖ **MINIMUM QUALIFICATIONS**

- Must meet the minimum qualifications established for a Saginaw Township fire fighter; and,
- Two (2) years of service after completing probationary fire fighter status.
- Office of Fire Fighter Training Fire Fighter II certification
- Office of Fire Fighter Training Fire Officer I or Company Officer I/II certification
- Office of Fire Fighter Training Hazardous Materials Operations level certification
- Office of Fire Fighter Training Incident Safety Officer certification
- Office of Fire Fighter Training Health and Safety Officer certification
- Possess thorough knowledge of Saginaw Township operating procedures; equipment and apparatus mastery; and specific interest in safety concerns.

❖ SAFETY OFFICER RESPONSIBILITIES - INCIDENTS

- The Safety Officer (SO) position is designed to assist the Incident Commander (IC) in maintaining safe operations at the incident.
 - The IC will establish the Safety Officer position as a result of:
 - The size of the incident (span of control).
 - Seriousness of hazards
 - Unusual conditions
 - A combination of these factors. As the incident grows, the magnitude of risk grows and the probability of injury increases.
 - If the Safety Officer becomes available or arrives on scene, he/she shall assume the SO duties and the temporarily assigned person shall resume his/her fire fighter/officer duties.
- When the Safety Officer position is implemented, certain authority and responsibilities go along with the position.
 - The Safety Officer is to identify and mitigate, as reasonably as is possible, safety hazards at the incident.
 - The Safety Officer will accomplish this by monitoring, evaluating, recommending, and/or correcting dangerous conditions as follows:
 - Advise supervisors of unsafe acts or non-imminent hazards and offer recommendations to correct the situation.
 - When imminent hazards are present which threaten the safety of operating personnel, the Safety Officer has emergency (functional) authority to alter, suspend, or stop the operation and remove personnel or equipment from the danger area.

*Imminent Hazard: Any act, condition, or situation that is judged by the Safety Officer to present an **immediate** danger to personnel or property that is so severe and urgent it requires immediate corrective action.*
- The Safety Officer must inform the IC of these actions and any other steps taken to mitigate hazards.

- Emergency authority (functional) granted to the Safety Officer is the right over specified operations or practices relating to the activities of personnel at incidents.
 - The authority to stop operations should be used judiciously.
 - Use the chain of command whenever possible.
- The Safety Officer is essentially a “monitor.” He/she will support the ICS system and IC by “monitoring.”
 - Monitoring is the ongoing systematic surveillance of the incident by visual observation, communications, and instrumentation to obtain early identification of existing and/or potential hazards which may affect operating personnel. It is the analysis of potential impact which can assist in the development of an action plan to minimize or eliminate impact on personnel, property, or the environment.
 - Monitoring process:
 - Is one of the most important tasks a Safety Officer performs.
 - Addresses the IC’s concern and responsibility for safety.
 - Is a systematic safety analysis of the incident.
 - Allows the Safety Officer to provide feedback to the IC to assist in establishing a safe operations/work environment and allows the IC to build safety into the operational plan.
 - The Safety Officer will use all his/her senses, knowledge, experience, and training in the process.
 - Safety Officer monitors:
 - People
 - Saginaw Township Fire Department procedures
 - Structure (container)
 - Time
 - Environment
 - Equipment

- Monitoring functions for the SO.
 - The Safety Officer starts the monitoring analysis with:
 - The incident description.
 - An awareness of the personnel and resources.
 - On arrival, the Safety Officer reports to the IC.
 - Receives briefing.
 - Learns what has taken place.
 - Finds out what is underway.
 - Determines specific safety concerns and objectives of the IC.
 - Receives geographic assignment from IC.
 - Addresses the IC's priorities.
 - Conducts survey of the incident scene.
 - Verifies what he/she has been told.
 - Listens
 - Hears what is being said.
 - Monitors radio communications.
 - Concentrates on the communications.
 - Is a good listener.
 - Organizes information.

- Observes
 - Is what you see in agreement with what you have been told / heard?
 - If not - why?
 - What is present-going on?
 - What is different-missing?
 - How does it relate to your experience?
- Inspects
 - Do not guess - assume nothing.
 - Ask specific questions.
 - Gather accurate information by examining first hand if need be.
 - Look for the unnecessary risks-imminent hazards.
- Personnel Accountability
 - The Safety Officer shall assist the IC in accounting for personnel.
 - Accountability includes personnel operating (number), their task or function, and their approximate location at all times.
- Protective Equipment
 - The Safety Officer is expected to set the example (along with all other officers). The SO shall:
 - Wear all required safety gear when in hot zone.
 - Give safety training in the station.
 - Compliment fire fighters when they act safely.
 - Conduct brief tailgate safety talks both on and off emergencies.
 - Work in an aggressive but safe manner.

- Apparatus and Equipment
 - The Safety Officer is expected to know how to operate all apparatus and equipment.
 - The Safety Officer shall monitor the use of apparatus and equipment so that the safety of personnel is maintained.
- Mutual Aid
 - The Safety officer may respond on mutual aid requests. He/she should fill the position of fire fighter unless a command officer is not available; he/she may then serve as command officer.
 - A Safety Officer may assume responsibilities of Safety Officer at mutual aid scenes if so designated by the IC at the incident.

❖ SAFETY OFFICER POSITION -- TRAINING

- The Safety Officer position is designed to assist the training officer in maintaining safe operations while personnel are engaged in practical training exercises.
- The Safety Officer shall monitor and stress safety by utilizing the following principals:
 - The training ground is where fire fighters learn basic skills.
 - It is also where fire fighters are taught the safe method of performing evolutions.
 - Proper tactics should also be taught while conducting simulated drills.
 - Correcting mistakes and unsafe acts on the training ground will reduce injuries on the fireground.
 - Fire fighters, who have been properly trained in hose line, ladder evolutions, ventilation methods, etc., will perform safely and with confidence when under pressure at the fire ground.
 - We are all creatures of habit. In times of stress, we revert to old habits. Properly trained fire fighters will revert to correct safe habits.

- The Safety Officer may, upon request or need, assist in providing topical training which advances Saginaw Township Fire Department's commitment to personnel safety.

❖ **SAFETY OFFICER POSITION -- STATION OPERATIONS**

- The Safety Officer position is designed to assist in maintaining a clean, safe environment in our facilities.
- The Safety Officer will work with the proper station officers to ensure hazards are eliminated (or controlled) in the station.

❖ **PHYSICAL DEMANDS**

- Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:
 - Medium Work: Exerting up to 40 pounds of force occasionally, or up to 20 pounds of force frequently, or a negligible amount of force constantly to move objects.
- Type of Physical Demands usually associated with the essential functions of this classification:
 - Reaching: Extending hand (s) and arm(s) in any direction.
 - Handling: Seizing, holding, grasping, turning, or otherwise working with hand or hands, Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
 - Talking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instruction to other workers accurately, loudly, or quickly.
 - Hearing: Perceiving the nature of sounds by ear.
 - Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.
 - Accommodations: Adjustment of lens of eye to bring an object into sharp focus. This factor is important when doing near point work at varying distances from eye.

- Field of Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.
- Environmental Conditions usually associated with this classification:
 - Exposure to Weather: Exposure to outside atmospheric conditions.
 - Extreme Heat: Humid conditions.
 - Noise: The noise intensity level to which the worker is exposed in the job environment. Level - Loud.
 - Atmospheric conditions: Exposure to conditions such as fumes, noxious odors, dust, mist, gases and poor ventilation that affect the respiratory systems, eyes or skin.
- Minimum Reasoning ability usually associated with this classification:
 - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.
- Minimum Language ability usually associated with this classification:
 - Read: Ability to read literature, book and play reviews, scientific and technical journals, abstracts, financial reports, and legal documents.
 - Write: Ability to write at a level consistent with novels, plays, editorials, journals, speeches, manuals, critiques, poetry, and songs.
 - Speak: Ability to be conversant in the theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

SAGINAW TOWNSHIP FIRE DEPARTMENT

236 ***FIREFIGHTER JOB DESCRIPTION***

Effective: January 2011

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❖ GENERAL SUMMARY

Under the direction of the Fire Chief or his/her designee, is responsible for answering calls, controlling and extinguishing fires, protecting life, property and the environment, operation and maintaining fire equipment, apparatus and quarters. The position involves extensive training in the operation of apparatus, tools, equipment, and performance of hazardous tasks under emergency conditions, which may require strenuous exertion under such handicaps as smoke and cramped surroundings.

❖ ESSENTIAL FUNCTIONS OF THE JOB

- Respond to alarms and other emergency calls.
- Controls and extinguishes fires, protects life and property, and maintains equipment.
- Operate at emergencies wearing full turnout gear and self-contained breathing apparatus.
- Operate extrication equipment.
- Enter burning buildings with hose lines, operate nozzles, and apply extinguishing agent to fires.
- Selects hose nozzle, depending on type of fire, and directs stream of water or chemicals onto fire.
- Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structure.
- Creates openings in buildings for ventilation or entrance, using axe, chisel, crowbar, electric saw, core cutter, and other power equipment.

- Protects property from water and smoke by use of waterproof salvage covers, smoke ejectors, and deodorants.
- Communicates with superiors during fires, using a portable two-way radio.
- Performs assigned duties in maintaining apparatus, quarters, buildings, equipment grounds, and hydrants.
- Prepare reports covering activities and other performances as required.
- Participates in drills, trainings, demonstrations, and courses in hydraulics, pump operation and maintenance, and fire fighting techniques.
- May drive and operate fire fighting vehicles and equipment.

This job description in no way states or implies that these are the only duties to be performed by the job incumbent. The incumbent is required to follow all other instructions and to perform any other duties assigned by the supervisor.

❖ MINIMUM QUALIFICATIONS

- Must be physically able to perform the duties of an on-call firefighter as required by the Township and as determined by the township's designated medical examiner. Must be able to pass physical agility tests when administered and as required. Must be insurable under the guidelines established by the township's liability insurance carriers.
- Must possess and/or be able to acquire firefighter certification as mandated by the State of Michigan Fire Fighters Training Council.
- Must have and continue to maintain a good driving record. A valid Michigan drivers license is required for initial employment and must be maintained while an employee.
- Must be at least eighteen (18) years old. Must reside in, or reside at a location within one (1) mile of the boundaries of, Saginaw Charter Township. The fire fighter will be assigned to either the emergency service district in which he/she resides; or to the emergency service district which, at the discretion of the Fire Chief, is most advantageous to the township and the fire department.

- Must possess a high school diploma or G.E.D. and be able to speak, read, write, understand and comprehend English for the purpose of performing the multiple communication functions of the job's duties and responsibilities, and for the purposes of completing and/or following and/or applying all directives, manuals, logs, reports and other communications pertaining to employment.
- Must have the ability to acquire and to use specialized fire fighting knowledge, techniques and practices, and a strong mechanical aptitude.
- Must have independent reliable source of transportation available at all times for immediate transportation to the fire station upon receiving the alarm signal. Must report for work when called, in a fit mental and physical condition in order to perform job duties and assigned tasks. This includes the willingness and ability to participate in training and development activities.
- Must have a workable telephone at all times.
- Must be able and willing to work cooperatively and effectively within the structure of team approach concept, and/or individual initiative concept.
- Must have the ability to work well with other individuals, be pleasant, congenial, and able to remain calm and courteous in relationship with other personnel, management and the public.
- Must be self-motivated and be able to perform job duties independent of and without direct supervisory assistance and/or direction.
- Must be able to work well and to perform work efficiently and productively under pressure, which may be caused by having to face critical and unexpected situations.
- Must not have any facial hair or hair on the head which interferes with the seals on breathing apparatus, or cause the seals to improperly seat tightly against the face.

All personnel are subject, at all times, to the provisions of the Saginaw Township Fire Department's Policies and Procedures Manual and any amendments, additions, deletions and/or other revisions thereto.

❖ PHYSICAL DEMANDS

- Degree of Physical Demands (Strength) usually associated with the essential functions of this classification:
 - Heavy Work: Exerting up to 70 pounds of force occasionally, or up to 35 pounds of force frequently, or a negligible amount of force constantly to move objects.
- Type of Physical Demands usually associated with the essential functions of this classification:
 - Reaching: Extending hand (s) and arm(s) in any direction.
 - Handling: Seizing, holding, grasping, turning, or otherwise working with hand or hands, Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
 - Talking: Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instruction to other workers accurately, loudly, or quickly.
 - Hearing: Perceiving the nature of sounds by ear.
 - Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.
 - Accommodations: Adjustment of lens of eye to bring an object into sharp focus. This factor is important when doing near point work at varying distances from eye.
 - Field of Vision: Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.

- Environmental Conditions usually associated with this classification:
 - Exposure to Weather: Exposure to outside atmospheric conditions.
 - Extreme Heat: Humid conditions.
 - Noise: The noise intensity level to which the worker is exposed in the job environment. Level-Loud
 - Atmospheric conditions: Exposure to conditions such as fumes, noxious odors, dust, mist, gases and poor ventilation that affect the respiratory systems, eyes or skin.
- Minimum Reasoning ability usually associated with this classification:
 - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; to deal with several abstract and concrete variables.
- Minimum Language ability usually associated with this classification:
 - Read: Ability to read literature, book and play reviews, scientific and technical journals, abstracts, financial reports, and legal documents.
 - Write: Ability to write at a level consistent with novels, plays, editorials, journals, speeches, manuals, critiques, poetry, and songs.
 - Speak: Ability to be conversant in the theory, principles, and methods of effective and persuasive speaking, voice and diction, phonetics, and discussion and debate.

SAGINAW TOWNSHIP FIRE DEPARTMENT

237 **ADMINISTRATIVE LEAVE**

Effective: January 2011

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❖ ADMINISTRATIVE LEAVE

In cases where no viable alternatives are available, it is permissible to place personnel on administrative leave pending a review, investigation, or disciplinary proceeding. Personnel should only be placed on administrative leave when immediate action must be taken to remove personnel from the department pending a review, investigation, or disciplinary proceeding, or to remove the firefighter or the department from harm. The Chief may place a firefighter on administrative leave for a period of up to three (3) months. A comprehensive review must be conducted by the Chief or his/her designee to determine if extenuating circumstances would require extending the term of the leave.

Personnel placed on administrative leave shall comply with the following policies:

- Shall be available to report back to duty immediately upon expiration of the administrative leave.
- Shall not be permitted on township property.
- Shall call the township prior to making arrangements to conduct business relative to the review, investigation, or disciplinary proceeding.

Upon final determination of the review, investigation, or disciplinary proceeding, personnel may be reimbursed for unpaid participations which occurred during the administrative leave period. If payment is made, the reimbursement will be paid based upon the following criteria:

- Emergency response participations will be paid and credited to an individual based upon the ninety (90) day average of responses, for that individual, for the period immediately preceding the administrative leave.
- Training participation will be paid and credited to an individual based upon the ninety (90) day average of responses, for that individual, for the period immediately preceding the administrative leave.

Nothing herein shall prevent the Chief from imposing appropriate discipline, up to and including termination.

SAGINAW TOWNSHIP FIRE DEPARTMENT

301 SAFETY PROGRAM

Effective: January 2011

Page 1 of 1

❖ OPERATIONAL PROCEDURE

The Training and Readiness Officer, who is designated by the Chief, shall be responsible for the management of the STFD safety program.

The Training and Readiness Officer may respond to emergency response calls of STFD to observe operations.

Each STFD station shall have an appointed Safety Officer. The Safety Officer shall be responsible to ensure that safety regulations and practices shall be observed at emergency incidents and training activities by STFD personnel. He/she shall perform the duties outlined in the *Safety Officer's Job Description*.

A Safety Officer may be designated by the Incident Commander on any incident where the IC, who has the ultimate responsibility for the safety of his/her on-scene personnel, deems such a position necessary.

As soon as possible the Safety Officer may be designated by the IC. A company officer or a senior firefighter may serve as Safety Officer.

Where applicable during training, a Safety Officer or officers may be appointed.

❖ SAFETY COMMITTEE

At least twice annually (January and July recommended) the Safety Coordinator, Safety Officers and Chief shall meet to review the department's safety program and operational practices.

Original Adoption: September 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

302 ***EXPOSURE TO INFECTIOUS DISEASES***

Effective: May 2009

Page 1 of 4

In accordance with the OSHA Blood borne Pathogens regulation, 29 CFR 1910.1030, the following exposure control plan has been developed:

During the course of their duties, Saginaw Township Fire Department personnel may be exposed to blood borne pathogens. These exposures are occupational exposures. An occupational exposure is defined as reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

All Saginaw Township Fire Department emergency personnel are determined to have occupational exposure.

Reduction and management of risks associated with blood borne pathogens will be implemented by adherence to the following eight portions of this subject by all Saginaw Township Fire Department personnel:

❖ UNIVERSAL PRECAUTIONS

All body fluids shall be considered potentially infectious materials and all necessary precautions shall be taken to prevent direct employee contact with body fluids at all times, especially during and after extrication incidents.

Skin surfaces that were not covered by clothing, protective clothing or equipment, or infection control garments shall be washed immediately after providing emergency service. Contaminated skin surfaces shall be immediately washed with soap and water by lathering the skin and vigorously rubbing together all lathered surfaces for at least ten (10) seconds, followed by thorough rinsing under running water.

❖ PERSONAL PROTECTIVE EQUIPMENT

All personal protective equipment used in this department will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

All personnel engaging in any victim contact or potential victim contact shall don full personal protective equipment prior to initiating victim contact.

Helmet face shields shall be "down" when engaging in any contact with victims.

All personnel who are in contact or may be in contact with a victim must wear protective gloves and, where appropriate, face masks.

Department issued extrication or structural fire fighting gloves shall be worn by personnel in any situation where sharp or rough surfaces are likely to be encountered, such as victim extrication.

❖ HOUSEKEEPING

Personal protective equipment (PPE) and any tools/equipment used in a rescue, extrication, etc., which have been visibly contaminated with victim body fluids shall require cleaning and disinfecting.

Firefighters must after exposure and before leaving the contaminated area place contaminated PPE in a designated storage container for storage, washing, decontamination, or disposal. NOTE: If a firefighter works in the interior of a contaminated vehicle, the PPE of the firefighter shall be considered contaminated.

Personal protective equipment shall not be disinfected or otherwise cleaned in fire station kitchens, living, sleeping or personal hygiene areas.

Personnel will routinely check and decontaminate as necessary the inside and outside of any equipment, apparatus, or apparatus compartments which may have been contaminated with blood or other potentially infectious materials. Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of the run.

All PPE shall be cleaned in the washing machine located at each of the STFD stations (Do not use dryer).

❖ **HEPATITIS B VACCINATION AND POST-EXPOSURE AND FOLLOW-UP.**

All Saginaw Township Fire Department personnel will be offered at no cost, Hepatitis B vaccinations. Personnel declining the vaccination shall sign the declination form.

❖ **POST-EXPOSURE EVALUATION AND FOLLOW-UP.**

Immediately after an incident where contact with body fluids or exposure to body fluids has occurred, each exposed employee shall notify the incident commander or his/her station Assistant Chief, and seek immediate medical treatment. The IC or Assistant Chief shall then notify the Chief in writing of the exposure incident.

If it is determined that the source of the exposure is infected with HBV or HIV, the exposed employee/s will be, as soon as feasible, referred to a physician designated by the Township for medical testing. Medical follow-up and counseling will be available for the employee/s.

❖ **COMMUNICATIONS OF HAZARDS**

Training for Saginaw Township Fire Department personnel with occupational exposure will be given as part of our continuing education program.

❖ **RECORD KEEPING**

Medical records are established and maintained for employees with occupational exposures by the Saginaw Charter Township Fire Department.

Training records are maintained by Saginaw Charter Township Fire Department.

All personal medical and training records are available to the individual employee upon request.

❖ **LAUNDRY**

Employees must place and carry all laundry that is, or may be, contaminated in bags or containers that are color-coded.

Employees must place and transport wet, contaminated laundry in leak-proof bags or containers.

Employees must bag contaminated laundry at the location where it was used.

❖ **INFECTIOUS WASTE DISPOSAL**

Employees must promptly place all infectious waste for disposal in closable, leak-proof containers or bags that are color-coded or labeled as required.

If the primary container might become contaminated, the employee must place it inside a second leak-proof container.

Infectious waste bags will be disposed of by the Training Officer.

SAGINAW TOWNSHIP FIRE DEPARTMENT

303
SCBA/PPE

Effective: January 2011

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❖ GUIDELINE

It shall be the guideline of this department that all personnel, when responding to fire suppression or other operations that may pose a health or safety threat to an employee, or during training exercises, be properly protected by wearing full protective equipment as designated by this procedure or the on-scene commander.

❖ DEFINITION

For the purpose of this guideline, full personal protective equipment (PPE) issued to firefighters shall consist of the following:

- Helmet with face shield
- Protective hood
- Turnout coat
- Turnout pants
- Boots
- Gloves
- Passport name tags
- SCBA facepiece
- Flashlight

All personal protective equipment is to be properly fastened and closed, with protective hood on, coat collar turned up, and helmet ear flaps down, gloves on and helmet strap fastened under chin.

All personal protective equipment shall be issued or approved by the Fire Department. Any alterations to equipment must be first approved by the Fire Chief or his designee.

❖ APPLICATION

Protective equipment shall be worn by all personnel according to the following guidelines:

Under no circumstances shall any aspect of personal safety be sacrificed in order to increase the speed of emergency operations. Emergency operations shall not commence until all involved personnel have donned necessary protective equipment.

Full PPE shall be worn by all personnel, including command staff and fire investigators, while operating within the incident perimeter.

All fire fighting personnel shall have their required full protective equipment when responding to any type of alarm. All protective equipment shall be donned prior to boarding the apparatus OR prior to entering the incident perimeter, not enroute. Full protective equipment is optional for drivers and command officers during the response unless personnel may be subject to a hazardous atmosphere.

If an alarm is received while the apparatus is out of quarters, all personnel shall don full protective equipment immediately upon arrival at the emergency scene and prior to beginning any emergency operations.

SCBA shall be provided for and shall be used by all personnel working in areas where:

- the atmosphere is hazardous;
- the atmosphere is suspected of being hazardous
- the atmosphere may rapidly become hazardous

In addition, to the above, all personnel working below ground level or inside any confined space shall be provided with SCBA/SAR and shall use that SCBA/SAR unless the safety of the atmosphere can be established by testing and continuous monitoring.

Firefighters who are engaged in the offensive attack on any fire shall wear and be using a complete self-contained breathing apparatus (SCBA) in addition to full protective equipment. When engaged in defensive fire attack, SCBA is required unless the IC is able to determine an IDLH atmosphere does not exist.

All personnel involved in overhaul will wear a self-contained breathing apparatus and full protective gear until the environment is monitored and deemed safe by the officer-in-charge. (Refer to NFPA 1500, Section 5-3).

Full protective equipment shall be worn by all personnel operating power tools, hydraulic tools, or forcible entry tools. Full protective equipment is also required for all personnel in the immediate area where any of these tools are being used.

Gloves shall be worn at all times when hand tools, power tools, hose ladders, or any other equipment is used that could cause injuries to the hands. This shall include all work details, maintenance operations, and training exercises.

Helmets with chin strap in place, under the chin, shall be worn by all personnel operating at incidents where there is a possibility that tools, equipment, or debris from above may fall. This would include any time personnel are operating above or below grade such as during trench rescue or high angle rope rescue situations. Chin straps are to be in place during fire suppression activities.

Damage to personal protective equipment shall be immediately reported to the Safety Officer. The Safety Officer shall inspect the damaged article and order it replaced or repaired. Equipment damaged such that its protective ability is impaired shall not be used.

Incident commanders may use their discretion to determine the appropriate level of protective equipment required for personnel operating at incidents where no specific guidelines have been established. In all cases, personnel shall be required to wear protective equipment necessary to protect against foreseeable hazards.

❖ ENFORCEMENT

As with any safety procedure, primary responsibility for adherence to this guideline rests first with each individual firefighter. Officers are responsible for enforcement of this guideline within their immediate operational assignments.

❖ EQUIPMENT INSPECTIONS

At least annually, Safety Officers shall personally inspect all protective equipment for each firefighter assigned to their company. The inspection shall be made in accordance with guidelines provided by the department to assure that all personnel have all necessary equipment and that it is in usable condition. The inspection shall be confirmed by completing a STFD *Protective Clothing Survey Inspection Report* and submitting it to the Assistant Chief at each station.

Safety Officer annual inspections will focus on:

- Soiling
- Contamination from hazardous materials or biological agents
- Physical damage to all layers, such as the following:
 - Rips, tears, cuts and abrasions
 - Damaged/missing hardware
 - Thermal damage such as charring (brittle residue), burn holes, melting (flowing or dripping), or discoloration of any layer
- Loss of moisture barrier integrity as indicated by:
 - Rips, tears, cuts and abrasions
 - Discoloration
 - Thermal damage
- Evaluation of system fit and coat/trouser overlap
- Loss of seam integrity; broken or missing stitches
- Material integrity: UV or chemical degradation, loss of liner material, shifting of liner material
- Wristlets: loss of elasticity, stretching, runs, cuts, burn holes
- Reflective trim integrity, attachment to garment, reflectivity, damage
- Label integrity, legibility
- Hook and loop functionality
- Liner attachment systems
- Closure system functionality

Routine inspections of PPE are to be carried out by each firefighter after each use, but only if exposed, or suspected of having been exposed, to contamination or damage or soiling. It is the firefighter's responsibility to clean his/her soiled or contaminated PPE according to STFD procedures. Temporary assignment of extra PPE can be made.

❖ CLEANING AND DECONTAMINATION

Individual firefighters are responsible for routine cleaning of PPE after each use, if any elements are soiled. This light cleaning of PPE includes spot cleaning, rinsing with water to move debris and brushing off any dry material.

If routine cleaning fails to sufficiently remove soil and debris, the PPE is to be temporarily taken out of service and washed in the washing machine at each of the stations following manufacturer's recommendations.

If PPE is exposed to hazardous materials or biological agents, STFD personnel are to isolate the PPE and follow cleaning/decontamination procedures found in Guideline No. 302.

In either instance above, where advanced cleaning/decontamination occurs, the firefighter is to record the washing on the record sheet found with the washing machine at each station.

Every six (6) months, each firefighter shall ensure that his/her PPE receives Advanced Cleaning (washing). This washing of PPE shall be recorded on the record sheet found with the washing machine at each station

❖ REPAIRS AND/OR REPLACEMENT OF PPE

When the individual firefighter believes his/her PPE must be repaired or replaced, he/she is to report the need to the station Safety Officer or Assistant Chief.

PPE needing repair shall be removed temporarily from service and spare PPE issued to the firefighter. Equipment to be repaired is to be referred to the Department Safety Coordinator who is responsible for repairs.

Repairs including patching of minor tears, char marks, and ember burns; repairing of zippers and broken or missing stitching; and replacement of lost hardware shall be done with supplies approved by, and techniques recommended by, the manufacturer.

❖ RECORDS

Headquarters shall develop and maintain the master record of personal protective equipment issued each firefighter. Whenever replacement equipment is issued a firefighter, Headquarters will be advised so that the master record may be updated.

Safety Officer annual PPE inspections shall be recorded on the STFD *Protective Clothing Survey Inspection Report* and submitted to the company Assistant Chief for review. The Assistant Chief shall submit the audited form to the department's Safety Coordinator. Repair and/or replacement of PPE shall be the responsibility of the coordinator. Cleaning of PPE shall be the responsibility of the individual firefighter.

Firefighters will make periodic inspections of PPE (normally a function carried out during station duty days or at trainings). Each cleaning of PPE shall be recorded on the form found with the washing machine at each station. Report any problems with PPE to their Safety Officer or Assistant Chief.

❖ FACIAL HAIR

It will be the standard operating procedure of STFD that facial hair or hair on the head which interferes with the seal on breathing apparatus, or causes the facepiece to improperly seal tightly against the face, is prohibited to be worn by members of the department. This is a regulation to deal with safety and not a grooming standard. By definition facial hair means personnel shall be clean shaven in all areas of the face, neck, and chin that is in contact with the SCBA facepiece - seal area.

Personnel with facial hair are prohibited from interior, offensive fire operations and/or operations where atmospheric contaminants are unknown. Firefighters with beards shall not respond in the first responding apparatus.

Personnel with facial hair may not engage in tactical functions which expose themselves, or provide the possibility of exposure, to the products of combustion.

Examples of such functions are ventilation, overhaul, search, laddering, extinguishment and exposure protection.

Personnel with facial hair may have functions in areas considered free of contaminated atmospheres. Examples of such areas are rehabilitation, personnel deployment, staging, air supply, water supply, lighting and command post.

Personnel that have facial hair as of March 1, 1992 will be allowed to remain on the department, but will not be allowed within the area defined as immediately dangerous to life or health (IDLH) or respond to mutual aid as per SCFA Policy 92-01.

SAGINAW TOWNSHIP FIRE DEPARTMENT

304 **COMPRESSOR/CASCADE SYSTEM USE**

Effective: December 2006

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❖ PURPOSE AND SCOPE:

This procedure is designed to permit fire departments and other agencies to obtain compressed breathing air for firefighting and rescue purposes and to minimize Saginaw Township Fire Department's liability.

Compressed breathing air may be supplied to fire departments that have a standing mutual aid guideline with STFD. Compressed breathing air may also be supplied to the Saginaw County Sheriff's Department Dive Team and the Saginaw Correctional Facility Fire Brigade.

Compressed breathing air will not be supplied to private sector businesses or agencies (i.e. dive clubs) unless approved by the Fire Chief.

❖ FILLING PROCEDURE – COMPRESSOR

Prior to filling any air bottles a check must be conducted to insure that all bottles have a current hydrostatic testing date. Under no circumstances will a non-current tested bottle be filled (steel cylinders five (5) years; composite three (3) years; carbon fiber five (5) years).

Air bottles will be filled to manufacturer's recommended pressure and in compliance with all compressor filling procedures.

Air bottles shall be filled slowly to avoid cylinder stress and overheating of tanks. Do not fill bottles with dents, obvious heat damage, or with damaged gauge covers.

❖ FILLING PROCEDURE – CASCADE SYSTEM*

Check hydro-test date of every cylinder being refilled. Steel cylinders require hydro test every five (5) years, composite cylinders every three (3) years, and carbon fiber five (5) years. Tag and remove from service any cylinder which has expired testing date.

Do not use cascade equipment if you do not understand its operation and have not been trained in its use.

Refill the cascade bottles after every use.

Keep record of cylinders filled from Squad 1 cascade tanks.

SAGINAW TOWNSHIP FIRE DEPARTMENT

305 **HEARING PROTECTION**

Effective: January 2011

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The purpose of this guideline is to protect STFD personnel from noise-induced hearing impairment and provide optimum communications capabilities between officer and firefighters and engineers/drivers and to comply with Occupational Safety and Health Administration (OSHA) regulation 29 CFR 1910.95 to ensure the prevention of occupational hearing loss for all fire department employees.

Actions outlined within this guideline are intended to ensure STFD employees function in an environment that will not adversely affect their hearing abilities considering the nature of their work. The permissible exposure level for STFD hearing protection policy is 85 decibels. All employees exposed at or above 85 dBA over an 8-hour time weighted average (TWA) period, are required to wear hearing protection.

STFD will during the design stages of all fire apparatus and equipment consider noise control and communications devices for installation.

Specific guidelines and equipment use requiring hearing protection are as follows:

- On all apparatus with diesel engines, hearing protection will be required at all times the apparatus is moving and shall include all occupants, with the exception of those performing apparatus checks. Hearing protection is provided by means of headsets used in conjunction with the two-way radio in each apparatus.
- Pump operation at any incident where a pump operator is assigned. Hearing protection is provided by using the headset from the driver's side position and plugging the headset into the pump panel receptacle.
- Air compressors used for filling SCBA and other pressure cylinders. Any time the compressor is running and the operator is within the work area. Hearing protection is provided using the ear muff type protectors located on the air compressor controls.
- Fire Department personnel are required to wear hearing protection when operating equipment that produces noise in excess of 85 decibels except in situations where the use of such personal protective equipment would create an additional hazard to the user. Identified equipment includes but is not limited to the following: saws, extrication equipment, pumps, and air chisels.

- Apparatus officers are responsible for ensuring all drivers/engineers and firefighters utilize the communications and hearing protection headsets while enroute to or returning from an emergency response or other over the road trip by the apparatus. The incident commander or his/her designee is responsible for use of the communications/hearing protection headsets during emergency scene operations. This guideline applies to all apparatus equipped with communications-hearing protection devices.

SAGINAW TOWNSHIP FIRE DEPARTMENT

306 **AERIAL TRUCK**

Effective: February 2008

Page 1 of 1

It shall be the procedure of the Saginaw Township Fire Department to adhere to the following when aerial truck apparatus are utilized at emergency scenes, training exercises, or other activities.

Only certified personnel shall be authorized to operate aerial apparatus. All personnel shall successfully complete the STFD Aerial Operations class and/or demonstrate competency to become certified to operate aerial apparatus.

The aerial ladders on all STFD trucks are not to be raised and placed into use unless ordered by the IC or Operations Officer.

An aerial ladder shall not be extended or retracted while a firefighter is climbing or on the ladder.

When it is necessary to work from the ladder on an aerial, or from the bucket, the firefighters shall be secured with a safety belt.

The operator of the aerial ladder shall:

- Check for overhead obstructions before operation
- Remain at the apparatus ladder controls when the ladder or bucket is occupied.
- Refrain from operating the aerial if the ladder is being climbed by a firefighter.
- Not move the apparatus unless the ladder is in the bed.

STFD personnel shall follow manufacturer's recommendations and procedures for use of the trucks at Stations 2 and 3.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

307 **LOCK OUT PROCEDURES**

Effective: December 2006

Page 1 of 1

The purpose of this procedure is to insure the safety of anyone who is performing maintenance or repair work on any apparatus. This includes any portable or stationary equipment in the buildings or on the apparatus.

All sources and energy to apparatus and equipment shall be disconnected or locked out. This would include unplugging electrical supplies, unplugging sparkplug wires, disconnecting batteries when applicable, removing keys, chocking wheels etc.

Anyone performing the maintenance or repair work is responsible for disconnecting the energy source. He/she must also be in control of that energy source at all times, so it cannot be accidentally turned on. That person is the only one that can reconnect the energy source. No employee shall attempt to operate any switch, valve or any other energy source that has been locked out.

Any apparatus or equipment that will be out of use for service or maintenance shall be tagged with a warning tag instructing "DANGER - DO NOT OPERATE." If the item being repaired or serviced will remain "locked out" for extended periods, the person performing the work shall note time, date, nature of work and sign the warning tag.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

308 ***APPARATUS TOOL USE***

Effective: December 2006

Page 1 of 1

STFD apparatus units are equipped with various tools for use at emergency incidents. For apparatus to be fully effective at an emergency scene tools must be available.

Accordingly, tools or appliances will not be removed from the apparatus for personal use away from the station.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

309 ***POSITIVE PRESSURE FANS***

Effective: December 2006

Page 1 of 1

The responsibility for inspection of the positive pressure fan rests with firefighters and the station Safety Officers.

After each use, or at least monthly, firefighters will:

- Visually examine the shroud and screen for damage.
- Visually check that all screws and bolts holding shroud, screen, and mounting are in place.
- Visually inspect fan blades for cracks - use strong light.
- Visually inspect casting at blade housing center for cracks.

Note: It may be necessary to clean fan unit before inspecting.

Annually, the Safety Officer shall ensure the following procedures are completed:

- Remove screen from shroud. Inspect screen and shroud for damage.
- Carefully inspect fan blades and fan casting hub for cracks or damage.
- Check tightness of all screws/bolts holding shroud, screen, motor, etc., to mounting bracket.
- Clean the fan blade and entire unit as needed.
- Re-assemble unit parts and start. Operate for four (4) minutes.
- Refuel and return to service.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

310 ***DUTY DAY ASSIGNMENTS***

Effective: December 2006

Page 1 of 1

Because the STFD fire suppression apparatus and equipment is used on an unpredictable and intermittent basis, there is a need for an inspection process to ensure proper maintenance and operational readiness.

This process will include, but not be limited to, the inspection and operational check of the following:

- Apparatus
 - Fuel, water, and fluid levels
 - Lights, gauges, and emergency warning equipment
 - Start and run each vehicle
 - Brakes, steering, and transmission
 - Pumps and pump controls
- Equipment
 - SCBA: masks, air lines, air pressure, PASS device, backpack and harness
 - Gas fueled equipment (saws, generators, Honda lights)
 - Handlights

This process should be completed at the station level by the firefighters on a regular, systematic schedule. The inspection will be recorded on the appropriate form provided at each station. The inspection form should be reviewed and kept on file by a station officer/s.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

311 ***INJURIES – MEDICAL CARE***

Effective: January 2011

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❖ ON DUTY INJURIES

Officers and firefighters operating at emergency scenes, in training, or while functioning as a representative of Saginaw Township Fire Department are to adhere to the following procedures pertaining to injuries.

Injuries incurred during emergency operations are to be reported to the Incident Commander, or the officer appointed for the operation.

If the injury is minor and licensed medical personnel are on scene, treatment may be rendered there.

If the Incident Commander, or medical personnel, believes emergency care beyond the capabilities of on-site care providers is needed, STFD personnel will be transported to a medical facility. Minor injuries will be treated at St. Mary's Emergency Center (Schust Rd.). More serious injuries may be treated at hospital emergency departments.

Generally, transportation will be via ambulance unless such a unit is unavailable or the injuries are minor.

An officer will accompany injured STFD personnel to the medical facility unless the emergency scene operations require his/her presence. The officer who accompanies the injured must ensure that invoices for medical care are charged to Saginaw Charter Township.

Every attempt will be made, as soon as possible, following an injury to personally contact the family of the injured STFD personnel and to accompany them to the medical facility. The officer who accompanies the family is to remain at the medical facility until a determination on injury status, treatment and expected release can be made.

The Incident Commander will complete the proper injury form as provided in the NFIRS system. The Safety Officer shall complete the Employers Report of Injury form at STFD headquarters. The person sustaining the injury is to submit a brief narrative report to the IC indicating how he/she sustained the injuries. The IC may ask witnesses to the incident to submit written statements.

The Incident Commander will attempt to immediately notify the Chief and/or Assistant Chief of any injury. Reports of injuries are to be relayed via cellular telephone, not department radios, whenever possible.

❖ OFF DUTY INJURIES

It is the guideline of this department (Guideline No. 101) to limit the risks to its employees and itself, and provide a safe and healthy working environment. In doing so, it shall be the responsibility of each firefighter to notify the employer of any illness, injury, or condition which may prevent the firefighter from performing his/her duties safely and without additional risk to the firefighter, fellow firefighters or the Township.

A firefighter shall notify his/her station Assistant Chief immediately of the following (written notification and verification is preferred):

- Included, but not limited to off duty injury or illness or condition (i.e., heart disease, high blood pressure, seizures, etc.) which may affect his/her ability to perform job duties. An illness, injury, or condition (pregnancy as an example) which may cause further harm to the employee if he/she continues to work as a firefighter.
- An illness, injury or condition which may result in, or pose harm to, fellow firefighters.
- Any prescription medication, intended for sustained use by a firefighter, which may alter his/her ability to perform job duties.

Notification to the department of an off-duty illness, injury or condition is the responsibility of the firefighter. The notification shall be made as soon as possible and the firefighter shall not respond to emergency calls, training, station activities, etc., while injured, ill, incapacitated or under sustained medication.

Failure to report off-duty injuries or illness may result in disciplinary action.

Firefighters shall not return to work knowing such illness, injury or condition still exists.

Return to firefighter on-call availability will require a physician's release, being obtained and submitted to the Chief's office.

If there is any question as to a member's ability to function or perform, without any type of restriction, the work of a firefighter as detailed in the job description, the member may be required to have a medical examination by a physician designated by the Township, at the Township's expense, before engaging in any further fire department functions. Such injuries or conditions that may require a physical examination are listed below; however, the list should not be considered inclusive:

- Heart/Cardiovascular Conditions
- Breathing/Pulmonary Disorders
- Mental or Nervous Disorders
- Sprains or Broken Bones
- Back Injuries or Surgeries of any type

*STFD has no limited or light duty for firefighters/officers suffering either on or off duty injuries.

SAGINAW TOWNSHIP FIRE DEPARTMENT

312 ***RTK/HAZARD COMMUNICATIONS***

Effective: December 2006

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In order to comply with the Federal Hazard Communication Standard (29 CFR 1910.1200) promulgated by the National Occupational Safety and Health Administration, and the Michigan Right to Know Law, the following written Hazardous Communication Standard has been established for the Saginaw Township Fire Department.

❖ GENERAL

This procedure will be available for review by all employees in the radio dispatch rooms at Stations 1, 2, 3, and in their personal Guideline and Procedures Handbook.

❖ HAZARD DETERMINATION

STFD will rely on material safety data sheets from suppliers to meet determination requirements.

❖ LABELING.

The STFD Station Safety Officers will be responsible for seeing that all containers in their work area and all new containers received are properly labeled. All Labels are to be checked for:

- Identity
- Hazard warning
- Name and address of responsible party

❖ MATERIAL SAFETY DATA SHEETS (MSDS).

The Training Officer will be responsible for compiling the master MSDS file. It will be kept in the fire department radio dispatch rooms.

Copies of MSDS's for all hazardous chemicals to which jobsite employees may be exposed will be kept in a binder in each radio dispatch rooms.

MSDS forms will be available for review by all employees. Copies will be available upon request to the Chief or Training Officer.

The Assistant Chiefs will be provided with the required MIOSHA Right-to-Know posters and postings. The Assistant Chief's will also be responsible for notifying employees of new or revised MSDS information within five (5) days of receipt of new or revised MSDS information.

❖ EMPLOYEE INFORMATION AND TRAINING.

The Training Officer or his/her designee will coordinate and maintain records of training conducted for the Saginaw Township Fire Department.

As part of the STFD orientation program, new firefighters will be provided a copy of this procedure and informed of the persons responsible for this program implementation and operation.

The employee is informed that the employer is prohibited from discharging or discriminating against an employee who exercises the rights regarding information about hazardous chemicals in the work place.

Before any new hazardous chemical is introduced into the work place, each employee will be provided information on the new material.

- HAZARDOUS NON-ROUTINE TASKS.

On occasion employees are required to do work in hazardous areas (i.e., confined spaces). Prior to starting work in such areas, each employee may be given information about the hazards involved in these areas.

- This information may include:
 - Specific chemical hazards
 - Protection/safety measures the employee can take to lessen risks
 - Measures the fire department has taken to lessen the hazards including ventilation, respirators, the presence of another employee and emergency procedures

It is the guideline of Saginaw Township Fire Department that no employee will begin work in a confined space, or any non-routine task without first receiving a safety briefing.

SAGINAW TOWNSHIP FIRE DEPARTMENT

313 **RESPIRATOR PROGRAM**

Effective: December 2006

Page 1 of 1

The Michigan Occupational Safety and Health Administration has adopted the U.S. Department of Labor's Respiratory Protection Standard, No. 1910.134. Saginaw Township Fire Department has developed a *Respiratory Protection Procedure* which is a separate document issued all new employees of the fire department. STFD's procedure shall comply with the provisions of OSHA Standard 1910.134.

The STFD *Respiratory Protection Procedure* will include the following major topics:

- Respirator Requirements
- Medical Evaluation Procedure
- Fit Testing and Respirator Use Procedure
- Cleaning, Inspection, Maintenance and Repair Procedures
- Air Quality
- Training and Record Keeping Procedures
- Medical Evaluation Instrument

Annually, the Safety Committee of STFD shall review the specific provisions in the *Respiratory Protection Procedure* to ensure compliance with state and federal regulations.

Periodically STFD administration shall review the *Respiratory Protection Program* with the department's medical advisor.

Respiratory Protection Procedure Guideline on file at Headquarters and in the dispatch rooms of each of the stations.

Original Adoption: October 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

314 **CRITICAL INCIDENT RESPONSE**

Effective: December 2006

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❖ PURPOSE

The STFD Critical Incident Response procedure is established to ensure the employees involved in certain type incidents with stress reactions receive appropriate follow-up care. The procedure shall be applicable to all employees involved in critical incidents directly and may extend to employees with indirect involvement. The guideline applies to incidents that occur while the employee is on-duty, or acting within their capacity as an employee of Saginaw Township.

❖ DEFINITION

A critical incident may be an incident resulting in which death, severe injury or life threatening events transpire. The incident may occur to civilians or STFD personnel. Additional examples of critical incidents may include, but are not limited to, difficult rescue efforts, natural disasters or mass casualty incidents or significant unfavorable media coverage of an incident.

❖ DEPARTMENTAL ACTION

In the event the Incident Commander, or other officer, believes STFD personnel have been involved with a critical incident that impacts our personnel, he/she is to request the response of the Department's chaplain, the SCFFA chaplain, or the CISD Team. Response may be to the scene or STFD stations. A debriefing will be conducted for all STFD personnel involved with the incident (i.e. responders, dispatchers, personnel at stations, etc).

Additional follow-up diffusing sessions will be scheduled as deemed necessary. Diffusing sessions are open to immediate family members of STFD employees as needed.

The IC shall document the incident and his/her call for CIS debriefing. This is to be a supplemental narrative report and sent to the Chief. The report is not to be included with the NFIRS reports.

Employees will receive, as needed, continuing support including meetings with experienced mental health professionals or psychologists to assure emotional well being.

SAGINAW TOWNSHIP FIRE DEPARTMENT

315 TOBACCO USE

Effective: January 2011

Page 1 of 1

❖ PURPOSE

In an effort to promote a healthy work environment and encourage health conscious behavior, the use of tobacco products by Saginaw Township Fire Department personnel is restricted at emergency scene, training and public events.

❖ EMERGENCY SCENE OPERATIONS

The use of tobacco products, including smoking, is prohibited at all times during emergency scene operations.

❖ TRAINING EVENTS

The use of tobacco products, including smoking, is restricted to designated break times and shall not be permitted by personnel while actively involved in training activities.

❖ PUBLIC EVENTS

The use of tobacco products, including smoking, is restricted during public events (i.e. pancake breakfast, parades, and public education). Smoking is permitted only when personnel are not visible by members of the general public.

❖ FIRE STATIONS

All Saginaw Township Fire Department facilities are smoke free. Smoking is prohibited at all times inside Saginaw Township Fire Department facilities, including apparatus bays.

Original Adoption: January 2011

SAGINAW TOWNSHIP FIRE DEPARTMENT

401 **RESPONSE PROTOCOL**

Effective: October 2011

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❖ APPARATUS STAFFING

Saginaw Township Fire Department apparatus are to be staffed with a sufficient number of personnel to safely implement any task assigned.

Recommended staffing for apparatus:

- Engine – Driver, Officer & 2 Firefighters
- Aerial - Driver, Officer & 1 Firefighter
- Squad / Rescue - Driver, Officer & 2 Firefighters

❖ ONE APPARATUS RESPONSE

- Code One
 - Fuel Containment
 - Bomb Threat
 - Wires up and arcing
 - Fire Outside
 - Arson
 - Open Hydrant
 - Other Type Fire
 - Recovery Operation
- Code Three
 - Wires down and arcing
 - Fire Alarm

❖ SQUAD / RESCUE RESPONSE

- Code One
 - Carbon Monoxide no Symptoms
- Code Three
 - Carbon Monoxide with Symptoms

❖ ONE ENGINE/ONE SQUAD (*RESCUE*) RESPONSE

- Code One
 - Smoke/Odor Investigation-Outside
- Code Three
 - Appliance Fire
 - Burning Food
 - Smoke/Odor Investigation-Inside
 - Chimney Fire
 - Vehicle Fire
 - Water/Ice Rescue (plus Squad 3)
 - Gas Leak (Natural, etc.) Inside/Outside
 - Elevator Rescue
 - Explosion
 - Injury Accident

❖ EXTRICATION RESPONSE
(Pin In / Rollover Accident)

- Station 1 Area (North of Shattuck)
 - Rescue 1 – Code 3
 - Squad 2 – Code 3
 - Engine 1 – Code 3
 - Utility 3 – Code 1 (Traffic Control)
- Station 1 Area (South of and including Shattuck Rd., and Midland Rd)
 - Rescue 1 – Code 3
 - Squad 3 – Code 3
 - Engine 1 – Code 3
 - Utility 3 – Code 1 (Traffic Control)
- Station 2
 - Squad 2 – Code 3
 - Rescue 1 – Code 3
 - Engine 2 – Code 3
 - Utility 3 – Code 1 (Traffic Control)
- Station 3
 - Squad 3 – Code 3
 - Rescue 1 – Code 3
 - Engine 3 – Code 3
 - Utility 3 – Code 1 (Traffic Control)

❖ STRUCTURE / COMMERCIAL FIRE RESPONSE

All responding apparatus Code Three

All standby apparatus Code One

- Station 1 Area (North of Shattuck)
 - Engine 1 Engine 11 Squad 1 (Rehab/SCBA)
 - Truck 2 Squad 2
 - Engine 3 (RIT)
 - Utility 3 (Accountability)
 - Quint 3 (Commercial occupancies only)
 - Standby Units
 - Squad 3
 - Engine 2
 - Rescue 1
- Station 1 Area (South of and including Shattuck Rd., and Midland Rd)
 - Engine 1 Engine 11 Squad 1 (Rehab/SCBA)
 - Quint 3 Squad 3
 - Engine 2 (RIT)
 - Utility 3 (Accountability)
 - Truck 2 (Commercial occupancies only)
 - Standby Units
 - Squad 2
 - Engine 3
 - Rescue 1

- Station 2 Area
 - Engine 2 Truck 2 Squad 2
 - Engine 1 Squad 1 (Rehab/SCBA)
 - Engine 3 (RIT)
 - Utility 3 (Accountability)
 - Quint 3 (Commercial occupancies only)
 - Standby Units
 - Squad 3
 - Engine 11 Rescue 1
- Station 3 Area
 - Engine 3 Quint 3 Squad 3
 - Engine 1 Squad 1 (Rehab/SCBA)
 - Engine 2 (RIT)
 - Utility 3 (Accountability)
 - Truck 2 (Commercial occupancies only)
 - Standby Units
 - Truck 2 Squad 2
 - Engine 11 Rescue 1

❖ **SPECIAL RESCUE TEAM**
(Zone C, Tac 8)

- **Code Three**
 - In district Engine
 - In district Squad
 - Truck 2
 - Rescue 1
- **Code One**
 - Utility 3 (Transport)
 - Utility 2 (Transport)
 - Squad 1

❖ **CHEMICAL EMERGENCY (Hazardous Materials Team)**
(Zone C, Tac 8)

- **Code Three**
 - In district Engine
 - In district Squad
 - Rescue 1
- **Code One**
 - Utility 3 (Transport)
 - Utility 2 (Transport)
 - Squad 1

❖ AUTOMATIC AID RESPONSES

- Tittabawassee Road (2000-4999 blks.)
 - Fire
 - Engine 2 - Code 3
 - Extrication
 - Squad 2, Engine 2 - Code 3
 - Utility 3 – Code 1 (Traffic Control)
 - Stations 1 and 3 – Standby
- Tittabawassee Road - (5000 - 6999 blks)
 - Fire
 - Engine 1 - Code 3
 - Extrication
 - Rescue 1 and Engine 1 - Code 3
 - Utility 3 – Code 1 (Traffic Control)
 - Stations 2 and 3 – Standby
- Tittabawassee Road - (7000-9000 blks)
 - Fire
 - Engine 1 - Code 3
 - Extrication
 - Rescue 1 and Engine 1 - Code 3
- I-675
 - Fire
 - Engine 2 - Code 3
 - Extrication
 - Squad 2 and Engine 2 – Code 3
 - Utility 3 – Code 1 (Traffic Control)
 - Stations 1 and 3 - Standby

❖ SPECIAL REQUEST RESPONSES

- Special Rescue Team & Hazardous Materials Team (Response code determined by requesting agency)
 - Squad 1
 - Rescue 1
 - Utility 3 (Transport)
 - Utility 2 (Transport)

❖ MUTUAL AID

The following procedures will be followed for requests for mutual aid assistance from other departments.

- When two (2) or less apparatus are requested from one station, only the affected station will respond.
- When a request is for more than two (2) apparatus from one station, or apparatus from multiple stations, all stations will respond.

Unless a specific apparatus is requested, the following list is the standard response for STFD stations for each of the surrounding departments:

- Station 1
 - Thomas Twp.-State St. and North
 - Tittabawassee Twp.
 - Kochville Twp.-Center Rd. and West

- Station 2
 - Carrollton Twp.
 - Kochville Twp.-East of Center Rd.
 - Zilwaukee
 - Saginaw City
 - West Side-Court St. and North
 - East Side-North of Holland Ave.
- Station 3
 - James Twp.
 - Thomas Twp.-South of State St.
 - Saginaw City
 - West Side-South of Court St.
 - East Side-Holland Ave. and South

❖ REACTIVATIONS

If a reactivation for the original alarm occurs as the result of no acknowledgement to Central Dispatch for the original alarm, all available STFD personnel shall respond to their respective stations using the following guidelines:

- Station 1 Area (South of and including Shattuck Rd., and Midland Rd)
 - Station 3 responds to incident
 - Station 2 responds Code 1 to station and will standby
- Station 1 Area (North of Shattuck)
 - Station 2 responds to incident
 - Station 3 responds Code 1 to station and will standby
- Station 2 Area
 - Station 1 responds to incident
 - Station 3 responds Code 1 to station and will standby

- Station 3 Area
 - Station 1 responds to incident
 - Station 2 responds Code 1 to station and will standby

If a reactivation occurs for a specific station or apparatus, only the personnel for the affected station shall respond.

SAGINAW TOWNSHIP FIRE DEPARTMENT

402 ***PRIVATE VEHICLE RESPONSE***

Effective: May 2009

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Personnel hired after April 1, 2008 are not eligible for the use of lights and sirens on their personal vehicles. All other personnel shall meet the following criteria to obtain authorization for the use of lights and siren on their personal vehicle.

❖ CRITERIA FOR WARNING LIGHTS/SIRENS

- Fire Fighter II Certification
- Minimum of two (2) years on the department
- Positive participation rates for training and emergency responses
- Shift availability will be considered
- Distance to station and routes of travel will be considered
- Must successfully complete Drivers Training and Pump Operations classes and be certified to operate apparatus.

These criteria are effective immediately. Anyone who has a desire to be considered for warning lights and siren must begin the approval process by submitting a letter to his/her Assistant Chief explaining reasons he/she needs the warning devices. The Assistant Chief and station officers will then make a recommendation to the Fire Chief who may grant final approval.

Use of warning lights and siren is a privilege that can be revoked if a firefighter is careless in his/her use of the devices.

All personal vehicles approved for the use of warning lights and siren shall meet the criteria set forth in P.A. 300 (1946), must be registered with the department, and shall be inspected annually by the station Safety Officer.

❖ PERSONAL VEHICLES

No personal vehicles will respond to the incident scene with the following exception: Only the Fire Chief, Assistant Chiefs and station officers are authorized to respond directly to the incident scene in privately owned vehicles within Saginaw Township.

STFD personnel shall utilize the Saginaw County Fire Chiefs Association *Emergency Driving Procedure No. 93-04*.

❖ RESPONSE CODES FOR EMERGENCY DRIVING

The following national light and siren codes for emergency vehicles shall be adhered to by all county fire departments when responding:

- CODE 3 (three) shall mean a response with an emergency vehicle with lights and siren in operation to an emergency situation. Under this code the driver/engineer/operator is exempt from following the Michigan Motor Vehicle Codes, Public Act 300.

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

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

❖ STFD SPECIFIC CODE RESPONSES

- Firefighters and officers responding from out of their assigned district may respond Code 3 to their station as defined in Procedure 401.
- Firefighters and officers will not utilize a Code 3 response in their personal vehicles outside of Saginaw Township.
- Firefighters and officers with non-fire personnel in their vehicle will not utilize a Code 3 response.

- While enroute Code 3 to the station firefighters in personal vehicles equipped with lights and sirens shall:
 - Use lights and sirens
 - Vehicles shall not exceed posted speed limit. Actual vehicle speed is dictated by existing conditions; heavy traffic, rain, snow and fog will compromise vehicle control.
 - Stop at all negative right-of-way intersections (RR, stop sign, red traffic signal, etc.).

SAGINAW TOWNSHIP FIRE DEPARTMENT

403
MUTUAL AID

Effective: December 2006

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❖ RESPONDING TO A MUTUAL AID REQUEST

The Chief, or in his absence, the officer in charge shall have the authority to request or render mutual aid subject to the following guidelines:

- Mutual aid calls will normally be done by apparatus designated in an automatic mutual agreement or by apparatus as specifically requested by the calling department (i.e. truck, Quint, HM unit, etc.).
- Notify SCD over County Fire frequency that the responding apparatus is enroute, on scene, and switch to the predetermined tactical frequency.
- Other than command officers, personal vehicles will not respond to a mutual aid calls unless approved by STFD Chief and IC at incident.

❖ REQUESTING MUTUAL AID

To request mutual aid contact Central Dispatch and indicate:

- Which department is requested
- What equipment or manpower is needed
- What response procedure to follow (Code 3 or Code 1)
- Location of incident or staging area

❖ **COMMAND STAFF RESPONSE**

Saginaw Township Fire Department command staff members will not respond to a call for mutual aid until it is certain that a properly appointed officer is available and in position to assume command. A command staff member or other officer will need to be at one of the four possible Township emergency communications centers which are operational at an incident.

If a command staff person responds to a mutual aid request, they will respond Code 1 unless otherwise instructed by the requesting department.

SAGINAW TOWNSHIP FIRE DEPARTMENT

404 **INCIDENT COMMAND SYSTEM**

Effective: December 2006

Page 1 of 1

The STFD will utilize the Integrated Emergency Management System (ICS/NIMS) as developed by the National Fire Academy, at all incidents in which we have emergency management responsibility.

The procedure is established to:

- Provide for the safety of personnel operating at emergency incidents.
- Improve the use of resources and operational tactical effectiveness.
- Meet the OSHA/EPA/MDCIS regulations requiring the use of an Incident Management System for hazardous material incidents.
- Meet NFPA Standard 1500 suggestions regarding the use of an Incident Management System for operations at all emergency incidents.
- Meet the philosophy of the mission statement of the Saginaw Township Fire Department.
- Meet the procedures adopted by the Saginaw County Fire Chiefs Association regarding incident operations, mutual aid and coordination of resources.

Saginaw Township Fire Department has developed a recommended standard operational approach to establishing an incident command system for structural fires and similar incidents which require multiple apparatus/personnel responses.

A copy of the National Fire Academy ICS/NIMS manual will be on file in the dispatch rooms of each of the stations.

Original Adoption: May 2000

SAGINAW TOWNSHIP FIRE DEPARTMENT

405 **PERSONNEL ACCOUNTABILITY**

Effective: December 2006

Page 1 of 2

Saginaw Township Fire Department shall account for the location and safety of all personnel that function at all emergency incident responses. No STFD personnel shall enter any emergency scene mitigation activities without entering the STFD Personnel Accountability System (PASSPORT).

The STFD personnel accountability system shall be used in conjunction with our incident command system. Identification of individual members, and their assignments; and the accountability of all assigned teams and/or units within the operational area are the primary purposes of the PASSPORT System.

❖ RESPONSIBILITY

Command personnel at an emergency incident shall use the personnel accountability system to account for those officers, companies, and teams within their direct span of control, as outlined in this procedure.

Officers and firefighters shall maintain an awareness of each other's physical condition and shall use the command structure to request help, relief, and reassignment of fatigued or injured crews or members.

Officers and individual firefighters are accountable for the safety of themselves and other members of their team. Team members shall maintain a constant awareness of the position and function of all members working with them.

Normally, STFD personnel will operate as teams as constituted by apparatus and/or crew designations.

Individual firefighters and officers must place each of their individual identifiers on the PASSPORT shields in each apparatus as they respond to the emergency scene.

The PASSPORT shield(s) will be given to the incident commander (or staging deployment officer) upon arrival of the apparatus at the incident scene. Company officers are responsible for members under their direct control and will maintain one PASSPORT shield to use while moving from assignment to assignment on the incident scene.

Personnel assignments may be realigned if the deployment officer or IC deems it appropriate. The use of PASSPORTS and nametags to track the activities of personnel shall remain in effect.

PASSPORTS will "follow" crews/teams as they move from function to function on the fireground. The status boards available on apparatus and with command staff members shall be used to facilitate use of the PASSPORT system.

All personnel on STFD are responsible for their nametags. Individuals who are not capable of providing nametags for inclusion in the PASSPORT system will be withheld from emergency scene activities until they may be tracked by use of the PASSPORT accountability system.

SAGINAW TOWNSHIP FIRE DEPARTMENT

406 **SCBA REFILL AREA**

Effective: January 2011

Page 1 of 1

At incident scenes where fire department personnel use SCBA, a SCBA refill area will be utilized. The purpose of the SCBA area is to provide one location for SCBA refills.

❖ PROCEDURE

Fire department personnel needing a SCBA tank refilled will report to the SCBA refill area. This task is assigned to the personnel of Squad 1. The primary duties of Squad 1 personnel are the establishment of SCBA refill and Rehabilitation Areas. Squad 1 personnel are not initially to be assigned to suppression activities. The SCBA Refill Area and Rehabilitation Area should each be staffed by two (2) personnel. Personnel assigned to the area will log in, and log out, fire department personnel on the *Fire Fighter Rehabilitation Record*, and change the cylinder. Personnel leaving the SCBA Area will then proceed to the Rehab Area.

The officer in charge of the SCBA area may send a firefighter(s) to rehabilitation at any time deemed appropriate.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

407 **REHABILITATION AREA**

Effective: January 2011

Page 1 of 3

❖ INCIDENT COMMANDER

The Incident Commander shall consider the circumstances of each incident and make adequate provisions early in the incident for the rest and rehabilitation for all personnel operating at the scene.

❖ OFFICERS

Officers shall maintain an awareness of the condition of each member operating within their span of control and ensure that adequate steps are taken to provide for personnel safety and health.

❖ PERSONNEL

During any emergency incident or training evolution, all personnel shall advise their supervisor when they believe that their level of fatigue or exposure to heat or cold is approaching a level that could affect themselves, their crew, or the operation in which they are involved.

❖ ESTABLISHMENT OF REHABILITATION GROUP

- Responsibility

The Incident Commander will establish a Rehabilitation Group when conditions indicate that rest and rehabilitation is needed for personnel operating at an incident scene or training evolution. This task is assigned to the personnel of Squad 1. The primary duties of Squad 1 personnel are the establishment of SCBA refill and Rehabilitation areas. Squad 1 personnel are not initially to be assigned to suppression activities. The SCBA refill area and Rehabilitation area should each be staffed by two (2) personnel. Personnel leaving the SCBA area will then proceed to the rehab area. A member will be placed in charge of the sector/group and shall be known as the Rehab Officer.

- Location.

The location for the Rehabilitation Area will normally be designated by the Incident Commander. If a specific location has not been designated, the Rehab Officer shall select an appropriate location based on the guidelines below.

- It should be far enough away from the scene that personnel may safely remove their turnout gear and SCBA.
- It should provide suitable protection from the prevailing environmental conditions.
- It should enable personnel to be free of exhaust from apparatus, vehicles, or equipment.
- It should be large enough to accommodate multiple crews, based on the size of the incident.
- It should be easily accessible by MMR units.

- Resources.

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

- Fluids – water
- Medical – blood pressure cuffs, stethoscopes, oxygen administration devices, cardiac monitors.
- Other: Decon. shelter/heater, awnings, fans and tarps.

❖ GUIDELINES

- Hydration

A critical factor in the prevention of heat injury is the maintenance of water and electrolytes. Water must be replaced during exercise periods and at emergency incidents.

- Nourishment

The department will attempt to provide food at the scene of an extended incident.

- Rest

All personnel that are reassigned from the “hot zone” to the SCBA Refill Area or Rehabilitation Area to be logged in and out on the Fire Fighter Rehabilitation Record, and required to rest for not less than ten (10) minutes before being assigned to the Staging Area for further deployment. The “two air bottle rule” or 45 minutes of work time will be used as an acceptable level prior to personnel being removed from additional assignments for that incident. Firefighters having worked for two full 30-minute rated bottles, or 45 minutes, shall be immediately placed in the Rehabilitation Area for rest and evaluation. Fresh crews, or crews released from the Rehabilitation Area, shall be available in the Staging Area to ensure that fatigued personnel are not required to return to duty before they are rested, evaluated, and released by the Rehab Officer.

- Medical Evaluation

Medical treatment for personnel, whose signs and/or symptoms indicate potential problems, should be provided in accordance with local medical control procedures.

- Accountability

Personnel assigned/sent to the Rehabilitation Area shall immediately report thereto. The time of entry to and exit from the Rehabilitation Area shall be documented by the Rehab Officer or his/her designee on the appropriate form. Personnel shall not leave the Rehabilitation Area until authorized to do so by the Rehab Officer.

SAGINAW TOWNSHIP FIRE DEPARTMENT

408 ***RAPID INTERVENTION TEAMS***

Effective: February 2008

Page 1 of 2

The Saginaw Township Fire Department shall provide personnel to affect the rescue and/or support of firefighters operating at emergency incidents. To accomplish this mission, a Rapid Intervention Team (RIT), will be utilized in the following instances:

- For all structure fires; and
- For any hazardous materials incidents; or
- Whenever the Incident Commander deems a RIT necessary.

A rapid intervention team shall consist of at least four (4) firefighters/officers and shall be available for rescue of a firefighter or a team of firefighters if the need arises. Rapid intervention teams shall be fully equipped with protective clothing and equipment, SCBA w/pass, radio and any specialized equipment that might be needed given the specifics of the operation underway.

The composition and structure of rapid intervention teams shall be permitted to be flexible based on the type of incident and the size and complexity of operations. The IC may assemble and deploy additional rapid intervention teams as needed (i.e. incidents in a high-rise or those that cover a large geographical area, etc).

The officer/senior firefighter will report the RIT's readiness for use to the IC. The team will be available on scene for rescue deployment and will remain in visual or verbal contact with the IC. The RIT officer shall monitor the FTAC assigned interior crews.

RIT personnel will, depending on the nature and potential of the incident, assemble to a location assigned by Incident Command. In the event members of the RIT team are transferred to another tactical function, tools collected for RIT purposes remain at the assembling point.

In the event the RIT is deployed to affect a rescue, the Incident Commander will develop an action plan that may include the following:

- Establishing a search plan
- Establishing separate search sector(s)
- Announcing any change in strategy or operating mode (i.e. offensive to defensive, or interior to exterior)
- Identifying points of entry/egress (assign personnel at each location)
- Establishing secondary means of egress (ladder to upper floors, rope rescue lines)
- Providing protection for the Rapid Intervention Team(s) (ventilation, lights)
- Deploying the RIT(s)

The RIT function will remain in place at an emergency incident until the IC believes the possible threat(s) to STFD personnel are minimized or eliminated.

SAGINAW TOWNSHIP FIRE DEPARTMENT

409
PUBLIC INFORMATION

Effective: December 2006

Page 1 of 1

❖ PURPOSE

STFD is committed to a guideline of providing accurate information regarding incident cause, size, current situation, resource commitment, and other related matters of general interest to the media.

❖ PROCEDURE

The Fire Chief will normally be the point of contact for the media and other agencies that seek information about a situation or incident.

Only the Fire Chief, PIO or IC is authorized to speak to the media.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

410 SEVERE WEATHER

Effective: January 2011

Page 1 of 2

❖ PURPOSE

To ensure STFD personnel receive notification of severe weather conditions and that the department is prepared for emergency responses during severe weather.

Severe weather, for definition purposes, may mean a tornado warning, heavy or sustained winds, ice storm, flood warnings, or any other condition identified by the National Weather Service as "severe weather".

If severe weather conditions are announced, STFD personnel are to first be certain they provide for the safety and well being of their family before responding to any request(s) for assistance.

Normally, STFD personnel will not be expected to standby at stations for severe weather involving high winds, flood warnings, ice storms, tornado watches, etc.

❖ TORNADO WARNINGS

If a tornado warning is issued for Saginaw County the following guidelines are established:

- The tornado sirens and pagers will be activated from Central Dispatch. Sirens sound for a three-minute period. STFD personnel are not to acknowledge the call with Central Dispatch.
- Available STFD officers/firefighters will respond Code 1 to their respective stations. Apparatus will remain housed in stations pending emergency response needs or assignments issued by the Chief or his/her designee.
- STFD personnel shall monitor Central Dispatch for weather updates/conditions. Communications between stations, officers and/or HQ shall be over STFD Dispatch frequency while on standby. If we are dispatched for an emergency response, we will continue to use STFD Dispatch.

- Residents or visitors to Saginaw Township who report to a fire department facility are to be sheltered for the duration of the warning. The telephones at stations are not generally to be used by these visitors. Telephones must be open for emergency use.

❖ **SPECIAL STFD OPERATIONAL PROCEDURES**

- If STFD will be in a period of prolonged responses due to severe weather, we will ask Central Dispatch to suspend all paging and only announce need for a response over the radio.
- One STFD dispatch center will be established and staffed.
- Communications between dispatch center and field active STFD units will be done over Dispatch tactical channel.
- Dispatch center personnel shall be responsible for contacts with outside agencies (i.e., Consumers Energy, DPS, STPD, etc).

❖ **OPERATIONAL ISSUES**

- Dispatch center command may elect to suspend normal STFD response protocols during a severe weather response activity.
- Dispatch center will assign apparatus to respond to incidents.
- Dispatch center must balance apparatus, personnel and equipment availability with response needs and severity of possible incidents.

SAGINAW TOWNSHIP FIRE DEPARTMENT

411 ***POST INCIDENT ANALYSIS***

Effective: December 2006

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STFD will adhere to a practice of internally reviewing our emergency scene operations. Our objectives for the post incident analysis are to review:

- Strategies and tactics utilized
- Safety of the operations and our personnel
- The functioning of our incident command system.

For purposes of standardization and systematic review we will normally adhere to the following:

- Drawings may be made of the overall incident scene and the specific structure, etc., involved in the operation. The drawings may be on a flip chart blackboard or individual sheets but in all cases all members of the analysis audience shall have access to the drawings.
- The commander shall review his/her strategies for the incident.
- The commander shall review his/her tactical decisions for mitigating the incident (RECEO)
- If available, photographs and video tapes of the incident may be presented.
- The investigator, if utilized, shall review his/her findings.
- Comments may also be offered by the safety officer, communications, personnel, function officers (i.e. staging, rehab, operations, etc.) regarding the incident.
- After the above review steps are completed, the commander shall open the analysis to questions and comments from all attending personnel.

- Any suggestions for improvement of STFD emergency scene procedures arising from the post incident analysis will be forwarded to the command officers for review and action.

Personnel participating in the post incident analysis are reminded the discussions, drawings, videos, conclusions, etc., are intended to help us improve our operations. Comments and conclusions are for our internal use and dissemination outside of the department is not allowed.

Personnel from STFD or representing STFD will adhere to the following guidelines when videotaping emergency scene activities:

- Camera will focus on and tape STFD personnel
- Camera operator shall always remain outside the operational area(s)
- Injury victims shall not be taped
- When possible, the camera operator will take a “big picture” approach (i.e., two sides of involved structure, entire incident scene, etc.)

Only departmental personnel will have access to viewing the photographs and videotapes. Viewing will be done in the stations and recordings are not to be taken to member's residences. STFD will not maintain a library of incidents.

SAGINAW TOWNSHIP FIRE DEPARTMENT

412
UTILITY 3

Effective: January 2011

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❖ PURPOSE

To efficiently deploy to emergency incidents special trained personnel, incident management support staff, traffic control devices, and expanded communications and information systems.

- Utility 3 will respond to several types of emergency incidents:
 - Hazardous Materials
 - Specialized Rescues (excluding elevator rescues)
 - Structure fires
 - Extrication calls
 - Incidents that may require the implementation of traffic control devices
- Hazardous Materials and Special Rescue Team:
 - Primary task will be the transport of incident specific personnel (Hazardous Materials Technicians or Special Rescue Team members) to the incident location. The apparatus may respond to each of the STFD stations to secure available personnel.
 - Secondary task, upon arrival at incident, will be to position the apparatus appropriately, and place the personnel accountability system into service.
 - Two (2) firefighters will report directly to IC to establish and staff staging and accountability functions.
 - The officer will report directly to IC to function as aide to IC.

- Structure fires in Saginaw Township:
 - Response shall be Code 3 unless otherwise specified by IC.
 - The apparatus normally will be staffed by three (3) fire fighters and one (1) officer.
 - Upon arrival at incident or staging area:
 - The apparatus will be positioned appropriately and place the personnel accountability system into service.
 - Two (2) firefighters will report directly to IC to establish and staff staging and accountability functions.
 - The officer will report directly to IC to function as aide to IC.
- Extrication incidents and traffic control device deployment:
 - Response shall be Code 1 unless otherwise specified by IC
 - Personnel are responsible for the deployment and implementation of traffic control devices (signs and cones) for the proper management of roadway traffic, to ensure the safety of personnel operating on the emergency scene.
- Special Considerations:
 - For structure fire responses within District 3, the apparatus response shall be Engine 3, Quint 3, Squad 3 and Utility 3.
 - If sufficient personnel are not available at Station 3 to respond, personnel from the off district station may staff and respond with Utility 3.

SAGINAW TOWNSHIP FIRE DEPARTMENT

501 RADIO COMMUNICATIONS

Effective: January 2011

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❖ OPERATIONAL PROCEDURES

All STFD radio messages shall follow this model: Identify who is being called, who is sending the message, and delivery of the message – all in one transmission.

Example:

Command: "Engine 8 from command, report to entry officer for interior assignment."

Eng 8: "Command from Engine 8, copy, report to entry officer for interior assignment."

Command: "Affirmative Engine 8."

❖ INCIDENT NOTIFICATION/RESPONSE

STFD personnel will be notified of emergency responses via alpha-numeric and voice pagers from Saginaw Central Dispatch (SCD). Once a page is received, it should be acknowledged on County Fire frequency by a command/company officer, apparatus, or dispatch in the following manner:

"Central from Saginaw Township Captain 43, acknowledges the call at 9883 North Center, possible structure fire."

It is only necessary for one unit (officer, apparatus or dispatch) to acknowledge a call. Station base radios, apparatus mounted radios, and HT's mounted in each apparatus are to be left on 73STDIS (hereafter referred to as "Dispatch") setting.

Only the first unit, officer or apparatus, will call enroute with SCD. Once one unit has called enroute all radio traffic will occur on Dispatch. If the first due apparatus is not sure if anyone has called enroute, they may call enroute with SCD, immediately changing back to Dispatch.

Any change in level of response should be based on information provided by SCD, on scene police or fire personnel. Should a change be warranted, it will be announced over Dispatch.

❖ ON SCENE OPERATIONS

Upon arriving on the scene of an emergency incident, the first arriving unit will call on scene with SCD on County Fire and give an on scene report/size up as outlined in the command guidelines. All other responding units will call on scene on Dispatch.

❖ DISPATCH

The role of Dispatch is to support on-scene operations of fire personnel. The performance of dispatch duties is vital to the smooth operations on the emergency scene. In support of this, when STFD units are enroute to, or on scene at an emergency response, there should be no more than three (3) personnel in the radio room. One (1) person is responsible for radio operations; one (1) person is available for handling phone calls and information requests. The third person shall assume the officer role. Their responsibility is to monitor and record radio traffic, prepare for any additional resources that may be required from the department and assure coverage (equipment & personnel) for emergency responses within the township, including the reassignment of resources and requests for mutual aid.

Upon beginning dispatch operations, the radio operator will announce "all units - Dispatch is on the air" on Dispatch. There should be no traffic on county fire channel unless requesting specific information from Central Dispatch.

Dispatch personnel are also expected to provide command with pertinent information related to the emergency scene. This information may be available through the computer system, hazmat guides, weather stations or other reference sources. The dispatch radio will coordinate all radio traffic including calls for mutual aid, Consumers Power etc.

On multiple company alarms, normally the back-up station will assume radio responsibilities. If no STFD personnel are available to dispatch, radio operation will remain with County. Be certain County Dispatch repeats size-up.

When the last STFD unit clears the emergency scene the officer shall report this to Central Dispatch on County Fire.

SAGINAW TOWNSHIP FIRE DEPARTMENT

502 EXTRICATIONS

Effective: December 2006

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❖ SCENE RESPONSIBILITIES

Fire personnel are responsible for incident command, opening of the vehicle(s), establishment of protective suppression capabilities and scene safety. STFD responsibilities at extrication scenes do not normally include patient handling or emergency medical care to trapped victims.

❖ COMMAND PROCEDURES

- The Incident Commander has the responsibility for command of the extrication scene. The IC will make immediate contact with the senior police officer and emergency medical officer to coordinate total rescue efforts and facilitate cooperative assignments for the incident.
- The Incident Commander, upon finding a scene that places persons, property and rescuers in a dangerous situation shall take all necessary steps and prescribe all necessary restrictions and requirements to protect persons, property and rescuers, until the dangerous condition(s) is abated.
- The IC shall transmit a condition report which should include:
 - Number of vehicles involved and/or type of situation
 - Any hazards noticeable
 - Number of injured and severity
 - Number of trapped victims
 - Name of Command
- Extrication decisions which affect the care and handling of the patient(s) must be coordinated with, and approved by, the medical officer who is managing patient care.

- A safety zone shall be established by the Incident Commander and a Safety Officer appointed if the IC deems appropriated.
- PERSONNEL SAFETY
 - Protecting the patient
 - Patients shall be provided a level of protection necessary to provide a reasonable level of safety.
 - Emergency Personnel
 - All STFD personnel in the area of the extrication operation shall wear personal protective equipment.
 - Fire suppression equipment shall be deployed at all extrications. Deployed fire equipment shall include a charged 1 3/4" hose line normally staffed by two firefighters with SCBA prior to extrication equipment being operated.
 - In cases of life threatening hazard, the Incident Commander shall have the authority to remove emergency personnel from the hazard area.
 - The officer in charge of the first arriving Squad will direct the extrication of the victim. He/she shall be called "Rescue Operations."
 - Only firefighters trained in extrication equipment will operate the equipment.
 - Officers and firefighters in extrication procedures will use equipment designed to protect personnel from body fluids. The STFD procedure for protection from blood borne pathogens will be used as determined by the officer in charge. Any PPE contaminated with bodily fluids shall be removed, bagged and handled per STFD procedure.
- FIRE PREVENTION, SUPPRESSION AND HAZARD MANAGEMENT
 - Consumers Energy shall be called whenever electrical lines or poles are involved in an accident scene.
 - All liquids released from the vehicles involved in the accident shall be covered by absorbent material.

- Hazardous materials situations should be identified and handled accordingly with rescuer safety in mind.
- Vehicle(s) or equipment shall be stabilized prior to any extrication activity as required.
- Non-committed emergency vehicles and personnel shall be assigned to a staging area as determined by the Incident Commander. A staging area will be established at a safe distance so as not to interfere with the incident area.
- Apparatus arriving at the scene shall be positioned to provide a safe environment for those working at the scene. Apparatus shall be positioned in such a manner to block traffic from entering the scene, to allow easy access to extrication equipment, and to allow easy access for incoming additional equipment, and shall not hinder apparatus leaving the scene.
- DOCUMENTATION
 - The officer in charge shall have pictures taken of the extrication scene after all patients have been removed.
 - The officer in charge shall have the *Extrication Report* form completed.
 - The officer in charge shall have a sketch/diagram of the accident scene identifying location of vehicles, fire department apparatus, police cars, ambulances, and directions etc, prepared.
- CREW PROCEDURE
 - STFD personnel actions should consist of eight (8) steps at all reported incidents where we are called for extrication assistance.
 - Review dispatch information: Confirm location, number of vehicles or victims involved, pre-determined hazards, road conditions, electrical wires, hazardous materials or any other updated information the dispatcher can provide.
 - The first responding unit should overview the scene from a safe distance to insure safety for all incoming units. Apparatus placement should be considered at this time.

- The first arriving unit informs dispatch and incoming units that he/she is Incident Command and reports his/her initial findings. (See guideline and procedure on Incident Command).
- Outer and inner circle survey should begin while hand lines are being charged for firefighters' and victims' protection. The inner and outer circle survey is usually performed by two persons. The purpose of the survey is look for hazards; victims that may have been thrown from the vehicle; locating fuel tanks and determining the status of the tank and fuel.
- Stabilize all vehicles that will be involved in the extrication. Vehicle stabilization is a must in an effort to minimize patient injuries.
- Access the patient. The number of victims, placement and injuries of victims and ease of access are all things that must be considered in the attempt to access patients. MMR personnel may provide advice to us on our actions once they stabilize the patient.
- Prepare the vehicle for extrication. Glass removal, hose line readiness, tool staging area established, etc.
- Extricate: Extrication today is the science of removing the vehicle from around the victim by means of powered hydraulics, hand tools, pneumatic tools or any other type of tool that is effective without added injury to the victims.

These principles of extrication should be used on all motor vehicle accidents. To what extent a vehicle should be removed from a victim will depend on several things including patient injuries, degree of entrapment and location and position of the vehicle

Note: The Fire Chief shall be notified in the event of a patient fatality

SAGINAW TOWNSHIP FIRE DEPARTMENT

503

LOCKED BUILDINGS – ALARM PROCEDURES

Effective: March 2009

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STFD personnel on the scene of an automatic fire alarm (ADT, ACE, Stanley, etc.) at structures that are closed or locked will utilize the following procedure:

- If entry is not possible (locked doors) notify dispatch that an exterior visual inspection will be conducted.
- Conduct a second visual inspection approximately ten (10) minutes after first inspection if key holder is not readily available; notify dispatch that second inspection is being conducted. Notify dispatch that visual inspection is complete and then clear scene.
- Entry will be forced on water flow type alarms if evidence of water flow (water flow through alarm discharge) is evident.
- All STFD responses to automatic alarms require completion of the *Alarm Activation Report*.
- STFD personnel are not permitted to make entry into unoccupied and unlocked structures. Saginaw Township Police personnel must accompany all STFD personnel into an unoccupied and unlocked structure.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

504 **WATER RESCUE**

Effective: January 2011

Page 1 of 1

In the event an emergency rescue situation is reported on the Tittabawassee River, STFD will use the following procedures.

- STFD response shall be the appropriate district Engine and Squad and Squad 3 on all alarms for water rescue.
- Communication with Dive Team Command shall be on Zone C, 73COM.

If a water emergency exists at Haithco Park or on the private ponds in the Township, the appropriate district Engine/Squad and Squad 3 will respond. The closest adjoining department with water rescue boats will be requested to standby at their department by the acknowledging officer.

STFD personnel should verify with Central Dispatch:

- The request/alerting of the Saginaw County Dive Team
- That an MMR unit has been dispatched.

Original Adoption: March 1999

SAGINAW TOWNSHIP FIRE DEPARTMENT

505 BOMB THREATS

Effective: December 2006

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A bomb threat is a matter to be investigated by the Saginaw Township Police Department. If the threat does not constitute a fire or explosion hazard, the fire department will not take any action unless requested to STFD Command to do so by the police department.

In the event of a report of a bomb and assistance is requested by the police department, respond with the district engine.

This alarm is known as a Code 19 through police transmission. The fire department will respond Code 1. All fire department communications equipment (radios and cellular telephones) will be turned off if the equipment is within one-fourth mile radius of the threatened property.

The ranking police officer on the scene will be in command and advise the proprietor of the threatened property of what action should be taken. Evacuation and search responsibility are assigned to the police department.

The responsibility of finding and removing any object of suspicious nature shall be that of the police department. Fire department personnel will not handle any object of suspicious nature.

The fire department will stage its resources out of the immediate area, a safe distance from the threatened property, and prepare for fire suppression activities. Fire personnel on the scene may assist with evacuation and/or crowd control if deemed appropriate by the incident fire command.

The ranking fire officer shall establish a command post well removed from the threatened property (recommend a minimum of one-fourth of a mile).

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

506 **CARBON MONOXIDE ACTIVATIONS**

Effective: December 2006

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❖ SCOPE

This guideline shall apply to emergency personnel who respond to reported carbon monoxide emergencies or potential emergencies.

❖ PURPOSE

The purpose of this guideline is to provide a standardized approach to service calls concerning STFD's activation for carbon monoxide problems, and to outline minimum actions to be considered at each incident.

❖ PROCEDURE

When Central Dispatch receives a report of a carbon monoxide problem, dispatchers have been asked to determine if the problem is just an activation of a detector OR if the emergency is associated with medical problems or symptoms.

Saginaw Township Fire Department's response will be predicated upon information provided by the dispatcher. If there are reported medical symptoms with the activation, the incident will be handled as a Code 3 emergency response with the district apparatus. Responding personnel shall verify with Central Dispatch that an STPD patrol car and MMR ambulance have been requested.

If there are no reported medical symptoms with the activation, the incident will be handled as a Code 1 response by the district apparatus.

The first arriving apparatus shall establish command as per STFD procedure. The IC shall make contact with the reporting party/occupant to determine the number of occupants in the building to be evacuated (or how many have evacuated the premises and where they are located). The affected structure is to remain closed until air monitoring begins. Firefighters who may enter a building shall do so in full protective clothing, wearing and using SCBA when CO levels exceed 50 ppm or level is unknown, to search the building to determine all occupants have been removed.

STFD are to complete the following actions:

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.

Utilizing the electronic atmospheric monitor, a carbon monoxide reading shall be taken outside the structure and at the doorway prior to entry. Readings of 9 parts per million (ppm) or less are considered acceptable background levels. The permissible exposure limit is 50 ppm. Any CO reading is to be recorded on the incident report, including the specific location where detected. When monitoring for CO levels, consideration shall be given to negative pressures within the building or a reverse stacking effect from multiple appliances.

Consumers Energy Company may be contacted for assistance at the scene, particularly if medical symptoms are evident.

Record on our *Carbon Monoxide Report* the manufacturer's make and model number of the CO device which activated (if no detector, leave this section blank). An STFD *Carbon Monoxide Report* will be completed for all CO responses.

Advise the homeowner of the following:

- The specific ppm readings found, if any, and the location where they were detected.
- Carbon monoxide levels may be dependent upon the tightness of the dwelling or building; consequently, opening doors and windows prior to the fire department or utility company arrival may dissipate accumulations of carbon monoxide; therefore, if additional detector activations occur or symptoms continue, additional investigation into the problem will be necessary.
- Under no circumstances is an occupant to be advised to re-enter a structure where a carbon monoxide detector has activated without first verifying the absence of carbon monoxide with a monitoring device. If the individual has additional questions or concerns, they can be referred to their local utility company or a licensed contractor.

In the event a carbon monoxide detector has activated and emergency personnel find no presence of carbon monoxide in the occupancy, the occupants should be advised:

- The fire department has utilized detection instruments to check for the presence of carbon monoxide in the occupancy. At this time, we are unable to detect a presence of carbon monoxide in the occupancy. However, that does not mean that the presence of carbon monoxide did not exist at the time of the carbon monoxide detector activation.
- Explain to the occupant that conditions could have changed since notifying emergency responders. For example, the occupant may have opened doors and windows when the alarm sounded.
- Advise the occupant to enter the occupancy at their own risk, and to consider notifying Consumers Energy and/or a licensed contractor to inspect the occupancy. The fire department cannot declare the occupancy safe from the presence of carbon monoxide. Note: Consumers Energy may charge a fee for inspection of residences after CO activation responses.
- Advise the occupant to notify 911 immediately should they experience medical symptoms.
- Complete the *Carbon Monoxide Report*. Give original to resident, turn the copy into Headquarters for filing with our MFIRS report.

SAGINAW TOWNSHIP FIRE DEPARTMENT

507 ***SPRINKLER/STANDPIPE OPERATIONS***

Effective: January 2011

Page 1 of 1

❖ 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. Initially 2 - 2 ½" hose lines charged to 150 psi at inlet should be maintained. For sprinkler/standpipe systems equipped with a 5" LDH (storz) connection, pump pressure shall not exceed 150 psi.

Foam is not to be introduced into a sprinkler/standpipe at any time.

❖ 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.

STFD 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

STFD personnel responding to high-rise occupancies or other buildings equipped with standpipe connections should use hose packs where appropriate.

A standard STFD hose pack will consist of 100' of 1 ¾" hose, 2 ½" – 1 ¾" gated wye, adjustable nozzle, and spanner wrench.

Hose cabinet hose (private) should not be utilized.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

508 ***SPECIALIZED RESCUE TEAM***

Effective: January 2011

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❖ OBJECTIVES

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.

❖ PROCEDURE INTRODUCTION

On any confined space incident the specialized rescue team will utilize the attached procedure to minimize risk to rescuers.

On any high angle incident the specialized rescue team will utilize the attached procedure to minimize risk to rescuers.

On any excavation incident the specialized 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 SRT shall assist the IC.

The accountability system will be utilized.

A safety officer from the SRT will be appointed at all incidents.

The minimum *initial* response shall be the following:

- Saginaw/Thomas Townships: Saginaw Township Rescue 1, Squad 1 Truck 2 Utility 3, and in-district Engine and Squad. Thomas Township will respond Rescue 1, Engine and Squad 1.
- Mutual aid calls outside of Saginaw or Thomas Townships: Saginaw Township Rescue 1, Squad 1, Thomas Rescue 1 and Thomas Squad 1. The requesting department will supply an engine. Depending on nature of call a truck company may be needed.
- Private vehicle response. POV response will be allowed only if responder has SRT gear and pager; Code 1 response. Vehicles will stage away from scene. No private vehicle response outside of Saginaw County.

Radio frequency will be Zone C, Tac 8

At emergency scenes SRT and Fire Department personnel shall utilize, as much as practical, the “zone system”.

Hot Zone: or Exclusion Zone, in this area only SRT 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 SRT 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% LEF/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.

SCBAs or SARs 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.

- 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) whenever possible, a tandem prussik belay will be utilized on all vertical rope 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 and prussiks set
- **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 120⁰.

A load-releasing hitch will be used where two blocking might be a consideration or were 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.

❖ **REQUIREMENTS**

All prospective members of the SRT shall be approved by the Fire Chief of each department. A minimum of two years service is required for membership.

❖ **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 SRT 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.

SRT members should only enter a protected area of the trench.

Protect the excavation from water (rain and/or ground water).

Only 1" marine grade 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 of 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

- ☐ Gas detector “bump tested”
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 or SAR (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)

❖ **CONFINED SPACE ENTRY PERMIT - PART 2**

Date:

Location:

Incident Commander:

Attendant:

Safety Officer:

Entry Team:

Back-up Team:

Dedicated Radio Frequency (if applicable)

Original Adoption: September 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

509 **EVACUATION SIGNAL**

Effective: December 2006

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❖ PURPOSE

A universally understood retreat signal is imperative for safe and effective fireground operations. For STFD the Retreat Signal will consist of both radio announcements and sounding of apparatus air horns and sirens.

❖ IMPLEMENTATION

The incident commander or division/group officer upon receiving information, or when visual conditions indicate, will implement evacuation. The evacuation signal consists of two elements; air horn/siren activation and radio announcement.

- Radio Announcement: The incident commander or division/group officer will transmit over the talk group assigned to interior crews the evacuation order:
 - "Evacuate (incident location) everybody out."
 - This message shall be repeated at least three times. All other radio transmissions on the interior talk group shall be held until an "All Clear" order is issued by command.
- Air Horn/Siren: The pump operator/chauffer will activate their air horn/siren five (5) times as follows:
 - Five second blast, three second pause, five second blast, etc

When the evacuation signal is sounded all personnel will immediately discontinue their assigned task and retreat to a safe area. A personnel accountability report (PAR) will be taken by company officers and reported to command. Crews in safe areas, (i.e., staging, rehab, deployment, etc.) shall remain in these areas.

During the sounding of a retreat signal all other radio traffic on the fireground frequency shall cease.

Original Adoption: November 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

510 **HELICOPTER LANDING ZONE**

Effective: January 2011

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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:

- 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 "Zone B, AIRLZ1" position. 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 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.
- Full PPE, including helmets are to be worn at all times when operating near the aircraft, with the face shields in the down position.

Original Adoption: November 2001

SAGINAW TOWNSHIP FIRE DEPARTMENT

511 SPILLS

Effective: December 2006

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❖ PURPOSE

This is to deal with incidents that do not constitute a hazardous materials incident.

Upon arrival members will follow accepted STFD procedure by donning SCBA and putting into service a 1 3/4" attack line if deemed necessary.

As determined by incident command an absorbent material used by STFD may be spread on the spill in an effort to contain it and absorb it.

The material may be picked up and placed into the bags furnished for that purpose. For small spills, the absorbent may be left on the area covered.

The bagged material will be taken to the responding unit's station for pickup by the DPS or taken directly to the DPS for disposal.

Note: At all times it is imperative to keep track of all materials used. Saginaw Township Ordinance #448 allows complete recovery of expenses incurred by STFD to mitigate these incidents.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

512 UTILITIES

Effective: January 2011

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❖ UTILITY-ELECTRIC

Saginaw Township Fire Department personnel responding to a reported electrical emergency will:

- Use vehicle response as defined in Procedure No. 401.
 - Upon arrival at emergency scene will consider these general steps:
 - Identify extent of problem
 - Isolate affected area, if appropriate, with barrier tape;
 - Communicate hazards to dispatch. STFD dispatch shall notify Consumers as to findings, via telephone at 800.382.0015, and log contacts.
- Options for command if a wire is down.
 - Decide upon establishing a "wire-watch" or leaving scene.
 - Leaving a crew with engine when wire has energized a fence, building, or is arcing on the ground
 - Leaving a reduced size crew with other than an engine
 - Cordon off scene and leave scene.
- General safety considerations for STFD personnel involved at electrical emergency sites include the following guidelines:
 - Treat all downed lines as energized. Use caution, even telephone and cable lines can be energized.

- Do not move downed electric wires unless necessary, approved by command and source side is open. Keep minimum twenty (20) feet from downed wires. Normal fire fighter PPE does not provide electric shock protection. Pike poles, rubbish hooks, axes are not adequate for providing electric shock protection.
- Do not remove electric meters.
- Do not cut electrical power lines.
- Utility substations will not be entered unless a Consumer's employee is present. Fires in these locations will not be extinguished until a utility employee verifies that the circuit is de-energized.
- Contain all spills with absorbal, use caution because of PCB potential. Any unmarked transformer shall be tested with the PCB test materials on Rescue 1.
- At car pole/pad mount accidents transformers can be energized. Do not touch until Consumers personnel verify pole/pad is de-energized.
- Do not apply straight streams on or around energized, downed power lines or equipment. Fog may be utilized - 30° stream or more, 125# pump pressure – if life safety in question.
- Do not stand or work in areas of dense smoke if energized electrical lines or equipment are evident, such items can conduct electrical current.

❖ UTILITY-NATURAL GAS/PROPANE

Saginaw Township Fire Department personnel responding to a natural gas/propane leak/fire:

- Do not attempt to mitigate a low pressure (50 psi or less) leak unless full turnout gear with a functioning SCBA is utilized. Do not crimp plastic fuel lines before the meter; static electricity can cause ignition. Plastic fuel lines after the meter are customer owned equipment and can be generally shut off at the fuel line valve. Use extreme caution in “crimping” plastic fuel lines, static electricity can cause ignition using this tactic.

- Do not operate utility equipment or valves with the exception of the shut off cock located at meter or shut off valve located at the tank. If the gas valve is shut off at the meter, notification to Consumers Energy must be made. In addition, the valve should be sealed shut and tagged, preferably with the property owner present.
- Do not extinguish a natural gas fire unless directed to do so by utility representative, property is in danger from the impinging flame or an immediate means of shutting off gas supply is evident.
- Do not extinguish a propane fire unless an immediate means of shutting off gas supply is evident.

STFD personnel shall use where appropriate the following guidelines for responses to suspected gas leaks and/or smells involving natural gas, propane, gasoline or any other suspected flammable or explosive gas.

- On calls that are identified as a natural gas leak and/or smell, STFD personnel will call Consumers Energy to investigate.
- On all responses to a natural gas leak and/or smell where source is not evident adjoining addresses should be checked for possible gas leaks.
- No entry shall be made into structures when detectors indicate a level of 10% LEL, or higher.
- No light switches, hand lights or HT's should be used in the structure or area with gas smell until atmosphere has been verified as safe.
- Small gas leaks that can be characterized (i.e. homeowner moves stove and smells gas or breaks an interior line) can be investigated by initial company response. Larger leaks that have a pervasive odor, cover a wide area and/or involve releases of industrial gases or liquid releases must be monitored using the combustible gas detector on other instrumentation on Rescue 1. Gas leaks reported at gas odorant or meter stations (Consumers Energy) may not be easily determined as there may be un-odorized gas present.
- Full PPE shall be worn into atmospheres that are suspected to contain natural gas, gasoline, propane or any other flammable or potentially explosive gas.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

513
CIVIL DISTURBANCES

Effective: December 2006

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❖ TOWNSHIP RESPONSE

- Respond as Task Forces composed of one engine, one truck, and one squad. In no event shall one apparatus respond alone a police escort is preferred.
- Response will be Code 3 unless command directs otherwise.
- All personnel shall be in full turnout gear including helmet with visor down.

❖ FIRE ATTACK

- "Blitz" attacks, heavy streams (deck guns if available), always with defensive strategies.
- No single firefighter works alone.
- Equipment is removed from apparatus only if necessary for safety of firefighters.

❖ COMMUNICATIONS

IC always retains option of immediate withdrawal of units and apparatus as needed, (leave equipment at scene if firefighter's welfare is threatened, retreat to apparatus and leave as task force).

❖ MUTUAL AID

All personnel report to their station. No apparatus responds alone. A staging area will be established in the Township and proceed as Task Force in area requesting aid. Each apparatus shall have four (4) personnel on board.

NOTE: The Chief or his designee will assume overall command for any civil disturbance responses.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

514 ***ELEVATOR RESCUE***

Effective: December 2006

Page 1 of 2

Recommended guidelines for elevator rescue, with no fire conditions in the building.

❖ GUIDELINES FOR ALL SITUATIONS:

- Establish the incident command system.
- Determine the location of the car.
- Communicate with the people trapped to determine if there are possible medical problems.
- Notify the business owner and elevator maintenance contractor.
- Notify an ambulance for standby.
- If no medical problems exist, and a reasonable time limit can be met by the maintenance contractor, the usual procedure will be to "Standby".

❖ IF A RESCUE IS NECESSARY

- Primary Attempt
 - The Main Disconnect Switch will be set to the "ON" position.
 - The Emergency Switch located within the car will be set to the "RUN" position
 - Hoistway and car doors should be checked for proper closure.
 - An attempt should be made to call the car to a floor using the lobby and car controls.
 - Activate Phase I System with a key, held by the building personnel, to the "ON" position to recall the car.

- Alternate Attempt
 - The Mainline Disconnect Switch should be set in the "OFF" position. Provisions should be made to verify that main disconnect remains in the "off position" either by locking with padlock from Engine or positioning a firefighter by the switch.
 - The Emergency Stop Switch, located within the car, should be set to the "STOP" position.
 - Open hoistway doors with interlock keys, located on STFD engine, or with the help of trapped victims within the car.
 - Open car doors by hand from the outside or have the trapped victims do it from the inside.
 - Remove the victims from "above" if the operation floor lobby is within 3" of the car floor.
 - Help the victims "down" from the car if the operation floor is no more than 3' below the car floor. The opening to the hoistway below the car must be protected so no one falls.
 - For situations where the car position is not within the 3' limits the following guidelines should apply, SRT shall be activated.
 - The operation floor will be from the floor above the car.
 - Ladders will be set up from the floor above to the roof of the car and through the roof Emergency Exit on the car.
 - STFD personnel and victims within the hoistway will wear harnesses and lifelines to prevent falls.
 - Lifelines shall be passed through a controlled descent device or secured to a fixed point in the building.
 - The lines will be controlled by STFD personnel from the floor above the operational floor.

SAGINAW TOWNSHIP FIRE DEPARTMENT

515 ***FIRE INVESTIGATION***

Effective: December 2006

Page 1 of 1

Under Michigan Law the Fire Chief is responsible for determining the cause of all fires in his/her jurisdiction. STFD utilizes trained personnel, both police and firefighters, to ensure compliance with statutory requirements.

The Fire Chief or Incident Commander will be responsible for initiating fire investigations. The Assistant Chief of Fire Prevention, Fire Inspectors, and other trained personnel will respond (in this order) as needed and requested for investigative endeavors. These personnel will be responsible for using the proper equipment to conduct the investigation, and ensure evidence collection and preservation.

If the Fire Chief, IC, or investigator/s believes a fire is incendiary in origin he/she is expected to request assistance of the assigned STPD detectives for the fire investigation.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

516 ***APPARATUS ACCIDENTS***

Effective: January 2011

Page 1 of 1

It is our responsibility to drive in a manner that ensures we will arrive at our destination ready to render aid and that we have not endangered ourselves or the public while in transit.

In the event a STFD apparatus is involved in any accident, the officer in charge must see that the Saginaw County Sheriff's Department or Michigan State Police is notified. A law enforcement agency other than the Saginaw Township Police Department shall conduct the accident investigation.

Apparatus involved in an accident while responding to an alarm shall stop, notify dispatch by radio, and attend to potential injuries of our personnel and occupants of the other vehicles. Other STFD apparatus shall be dispatched to the alarm location in place of the apparatus involved in the accident.

Original Adoption: May 1998

SAGINAW TOWNSHIP FIRE DEPARTMENT

517 ***APPARATUS OPERATOR/CREW RESPONSIBILITIES***

Effective: December 2006

Page 1 of 3

It is the responsibility of each operator of a fire department vehicle to drive safely. The driver will be aware of and follow the requirements of Public Act 300 regarding the operation of STFD vehicles. Apparatus operators will be held accountable for the manner in which they drive and for the consequences of their acts.

❖ APPARATUS OPERATION

- Before leaving the station:
 - Be aware of your destination, know where you are going.
 - Only approved firefighters may operate fire department vehicles for emergency response.
 - All crew members must wear seat belts and be seated, wearing head sets (for vehicles with headsets), before vehicle moves
- While enroute:
 - Using lights and sirens does not give you the right-of-way.
 - On open road (dry, smooth, good visibility) fire department vehicles must not exceed the posted speed limit.
 - Apparatus operators and officers are prohibited from any activity not directly related to the operation of the apparatus (i.e. consuming beverages, cell phone use, or photography).
 - Actual vehicle speed is regulated by current conditions. Heavy traffic, rain, snow and fog will compromise vehicle control; therefore emergency vehicles may need to drive at speeds lower than posted limits in inclement weather.
 - Stop at all negative right-of-way intersections (RR, stop sign, red traffic signal, etc.).
 - Account for every lane of oncoming traffic.
 - Slow to walking speed on fire ground.

- On Scene
 - Except when answering emergency calls, all departmental vehicles will be parked legally. When answering emergency calls, vehicles must be parked so as to protect fire department personnel working on scene. Utilize warning signals at all times on emergency scenes.
 - Remain with apparatus at all times unless relieved.
 - Keep track of all equipment used from fire department vehicle at scene.
- Backing Apparatus
 - Backing of apparatus should be avoided when possible. If backing of apparatus must occur, follow the following procedure:
 - Driver must exit apparatus to view the area 360 degrees around the vehicle.
 - All firefighters/officers on the apparatus to be backed must be off the apparatus acting as spotters (one in front, two at rear corners).
 - HT must be used by spotter at rear of apparatus.
 - Spotters will remain visible to driver at all times.
 - Utilize the closed circuit television if available.
- Station
 - After returning from incident response or training the driver will:
 - Be responsible for ensuring that all equipment is serviced and is returned to the apparatus.
 - Complete all required reports.

Apparatus operators/crews shall not use any tobacco products when in any STFD vehicle or when operating at any response to which STFD responds.

❖ APPARATUS CREW

- Prior to climbing onto the apparatus for emergency responses, crew members are to be dressed in turnout equipment (coat, boots, and bunker pants). Activities that require removing seat belt to complete shall not be attempted.
- Crew members shall be seated and wearing seat belts before vehicle moves.
- Personnel will not dismount an apparatus until vehicle has completely stopped.
- All personnel on apparatus will coordinate their activities with officer in charge.

SAGINAW TOWNSHIP FIRE DEPARTMENT

518 ***THERMAL IMAGING CAMERA***

Effective: December 2006

Page 1 of 1

STFD operational considerations for crews using the Thermal Imaging Camera (TIC):

- Crews entering a structure with the TIC must continually monitor heat conditions (temperature is on cameral readout).
- Never trade safety for speed – advance carefully when using the TIC.
- Maintain a physical reference point while in the structure (exterior wall, rope or hoseline).
- Always maintain integrity of crew using the TIC.
- Establish contact with interior suppression/ventilation crews and maintain this contact.
- STFD's mandatory guideline on evacuation of buildings is to be followed by the TIC.
- If a TIC crew member encounters difficulty all crew members exit together.
- The TIC crew must enter carrying a radio set for the interior crew's operational fire tac.
- TIC crew members must monitor fire conditions, building integrity, smoke conditions, etc. Do not rely solely on the information seen on the TIC screen.
- The IC should not assign a firefighter to the TIC crew if that person has not trained with the TIC.

Original Adoption: October 2001

SAGINAW TOWNSHIP FIRE DEPARTMENT

519 **HAZARDOUS MATERIALS INCIDENTS**

Effective: January 2011

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❖ PURPOSE

To provide guidance in response to a hazardous materials incident, including establishing command, product identification and site security.

❖ LEGAL RESPONSIBILITIES – RESPONSE PREPARATION

- PA 154 (1974) and PA 67 (1986) require Saginaw Township Fire Department to prepare and disseminate information on facilities in our jurisdiction that use or produce hazardous chemicals. STFD personnel shall access site specific information by following these general guidelines:
- STFD administration shall survey township businesses to gather information on chemicals. This information will be codified and identifying entries will be made in our computer data banks.
- Personnel responding to fire stations shall enter the given scene address in the station computer. If information relative to hazardous materials is not found on the scene, the dispatcher shall consult the HM notebook containing site specific chemical survey.
- The dispatcher will determine the chemical type and he/she is to relay that information to the responding apparatus.
- The dispatcher will consult the DOT *Emergency Response Guide* (hard copy or computer), or any site specific plan(s) available for the location and relay information relative to safety, handling, and mitigation technique recommended.

Original Adoption: July 2003

SAGINAW TOWNSHIP FIRE DEPARTMENT

520 **HAZARDOUS MATERIALS**

Effective: January 2011

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STFD personnel are trained to one of two levels of hazardous materials response Operations and Technician level.

Those trained to the “Operations” level have received not less than eight hours of training to have sufficient experience to objectively demonstrate competency in all the following areas. All new firefighters who complete Fire Fighter I and II attend the State of Michigan HAZWOPER training program (Awareness and Operations) consisting of approximately 28 hours of training.

Hazardous materials technicians are individuals who respond to releases or potential releases for the purpose of stopping the release. They assume a more aggressive role than an “Operations” trained responder. They may approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. Hazardous materials technicians receive awareness, operations and technician training as outlined in 29 CFR 1910.120.

Hazardous materials incidents encompass a wide variety of situations. This plan provides a general framework but does not address specific tactics for each situation.

❖ INITIAL RESPONSE

Only technicians or operations certified personnel from each station respond to the scene using the in district Engine followed by STFD Rescue 1, Squad 1, Utility 3 and Thomas Rescue 1.

❖ PRIVATE VEHICLE RESPONSE

Private vehicle response is allowed for other departments that respond with the “Hazardous Materials Response Team” only if the responder has assigned gear, pager and will respond Code 1. Vehicles will stage away from the scene. No private vehicle response outside Saginaw County.

❖ PERSONNEL

Personnel trained to the “Operations” level shall respond using confinement techniques. They can apply absorbents, neutralize a product, divert a spill with a ditch or build a dike to contain a release. They cannot plug, patch or otherwise repair a leaking container. They may, however, assist a technician in “technician” level activities.

“Technicians” can plug, patch, repair, close valves, apply over packs and perform any of the “operations” activities listed above.

❖ PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal protective equipment (PPE) is available in 4 levels of protection, A, B, C and D.

- Level A is utilized for the most severe chemical exposure potential or where the chemical hazard is unknown.
- Level B is utilized where the highest level of respiratory protection is desirable. While skin protection is still a concern there is not the potential for significant chemical exposure due to splashing of the product.
- Level C consists of the same type of suit utilized in Level B; however a cartridge respirator is utilized.
- Level D consists of normal work attire with no specific PPE required.
- PPE selection must be made using compatibility charts (included with PPE) or direct reference from chemical manufacturer or MSDS.

❖ SIZE UP

First unit on the scene will assume command and begin in the process of size up. Avoid premature commitment of resources before a plan is developed to mitigate the incident. Ideally the hazardous materials “technicians” will assist command with the size up and development of response tactics.

Utilize all available information including but not limited to: ERG, Chemtrec, Site Plans, NFPA 704 information, MSDS information, available site resources, etc. Stfdcompany1.com has an extensive list of hazmat links.

❖ TACTICS

- Command will determine a tactical plan to address the following:
 - Safety of all personnel (fire and civilian)
 - Evacuation of affected population.
 - Control of stabilization of the incident.
 - Disposal/removal or contractor assigned to mitigate the incident.
- Utilize the “zone” system, i.e. hot or exclusion zone, warm or decontamination zone, cold or support zone. Restrict access to the warm and hot zones to those qualified to enter.

❖ COMMUNICATIONS

Move to a dedicated radio frequency for those entering the hot zone.

❖ EVACUATION

If the product hazard warrants evacuation or in-place sheltering of affected civilian populations may be necessary. Determine the need for either by consulting the ERG or contact with local experts.

Wherever reasonably possible consider the use of in-place sheltering to limit the movement of affected populations.

If evacuation is necessary and time allows a face-to-face contact should be made with each resident. If time does not allow, utilize the PA system, sirens and air horn to notify the affected population. Consider the use of the 911 Emergency Alerting System, CATV notification system and activation of station sirens.

Personnel refusing to leave shall be asked their next of kin, log this information on the radio log.

❖ DECONTAMINATION

Prior to entry into the hot zone the decon area should be set up for basic decon activities.

The local response team should determine decontamination tactics. The following are guidelines to assist with decon.

- Is the entry person contaminated? Verify using monitoring instruments, ph paper or other methods to determine if decon is actually needed.
- Decon as appropriate, all disposed items (if contaminated) are considered to be hazardous waste and disposed of properly.
- When the product hazard allows dry decon may be considered. Where the hazard warrants utilize wet decon, taking care to trap and contain all water used in decon.

The decon. zone should be set up to perform emergency decon. for both the entry team and any possible victims. The use of a wet decon. is generally recommended in these instances but not necessarily required.

Monitoring equipment should be protected with plastic to minimize decon. problems. Protect monitoring equipment from direct contact with the product.

❖ VICTIMS

If victims are suspected or confirmed, EMS units are to be requested. Any victims located in the hot zone should be decontaminated prior to transport by EMS. Follow local EMS protocol for decon. as determined by EMS, if no guidance is available from EMS personnel, follow the steps listed in the NIOSH or STFD Station 1 website.

❖ ENTRY

All personnel making entry into the hot zone should wear adequate PPE. The level of PPE worn shall be determined using references available to determine the best choice based upon scene activities.

Personnel assisting with decon. may wear one level of protection “lower” than entry personnel.

Entry teams should consist of two (2) personnel to make entry and a back-up team prepared to make immediate entry if the need arises. The back-up team can assist with decon. if they are not needed for the entry.

❖ SPECIAL SITUATIONS

- **Mercury Release**

Personnel responding to a mercury release can assess the area, remove affected personnel and secure the source to slow/stop the mercury fumes from spreading. Mercury remediation powder can be used to sprinkle on the leak area. Under no circumstances should personnel “clean up” mercury release to take possession of the mercury.

Mercury clean up can be very expensive to the party responsible for the spillage. Verify that the responsible party has contacted a commercial firm to remediate the incident.

- **Asbestos/Lead**

Personnel can enter these areas with adequate PPE (Level B) to remediate the local area. However, we cannot fully clean these areas to the standards necessary to clearance to the general public. Limit our response activities to those necessary to keep hazard from spreading to unaffected areas.

- **Radiation**

Personnel can enter these areas with adequate monitoring using radiological detection devices. The “cold zone” should be set up upwind from the affected area at a detection level of less than background levels in an area away from contamination. In general, this level should be less than 15 CPM (counts per minute).

Incidents involving fire with radiological materials should limit the use of water and avoid any contact with smoke from the fire. This is not to preclude the use of water to stop a small fire from becoming worse. Be aware that the water may need to be impounded.

All personnel that come into contact with a contaminated patient should consider the following:

- Patients/firefighters contacting radiological materials should have any open wound covered immediately.
 - Remove clothing/personal effects and place in a sealed plastic bag.
 - Wet wiping the skin area will remove much of the contamination, place all disposed materials in a sealed plastic bag.
 - Cover patients with a modesty garment (tyvek suit) covering as much of their body as possible. Cover the scalp area with the hood attached to the suit, prior to transport.
 - All materials used to move patients (Sked, PPE, Gloves, SCBA) must be collected and bagged for assessment prior to decon.
- Cost Recovery

Direct and reasonable costs incurred by the hazardous materials team or private firms assisting the team for hazardous materials abatement and/or control will be charged against the owner, occupant or other person responsible for the conditions. STFD will document the expenses.

SAGINAW TOWNSHIP FIRE DEPARTMENT

521 **"MAYDAY" SIGNAL**

Effective: January 2011

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❖ DEFINITION

"Mayday" the term used by a firefighter(s) who has/have become lost, disoriented, trapped or injured in a building/structure and are unable to exit the building/structure without outside assistance.

❖ PROCEDURE

The radio message "Mayday" will be used by firefighters to report their status as being in trouble and needing rescue. Any member may use "Mayday" to report a lost or trapped firefighter. "Mayday" is to be repeated to insure that it is heard.

Any report of "Mayday" will receive priority radio traffic and initiate the deployment of RIT. In the event of a "Mayday", as much pertinent information as possible should be forwarded to the IC (i.e. type of emergency, lost firefighter, trapped firefighter, collapse of structure, fallen through floor/roof, last known location). The IC will then announce "Mayday" again over the assigned incident channel(s) that a firefighter is lost or in trouble and will then initiate a rescue operation. Once the "Mayday" has been initiated all unnecessary radio traffic shall cease.

- Immediately upon the report of "Mayday", STFD dispatch will request from Central Dispatch:
 - An ambulance from MMR to respond to the emergency scene for a fire fighter down.
 - Mutual aid response for two (2) engines.

Original Adoption: July 2003

SAGINAW TOWNSHIP FIRE DEPARTMENT

522 **FIREWORKS DISPLAYS / STANDBYS**

Effective: December 2006

Page 1 of 4

Fireworks are to be considered hazardous materials by STFD personnel. When we “standby” for fireworks displays, these situations are to be considered potential hazardous materials incidents and personnel are to practice maximum safety procedures as outlined in STFD guidelines.

❖ TERMINOLOGY (NFPA 1123)

Aerial Shell – Usually a cylindrical or spherical cartridge containing pyrotechnic composition, a long fuse or electric match wire and a black powder lift charge.

Discharge Site – The immediate area where fireworks display is conducted, including the discharge site, fallout site, and the required separation distance between from the mortars to spectator viewing areas, but not the spectator viewing areas or parking areas.

Fallout Area – Is the area over which aerial shells are fired.

Fireworks – Any composition or device for the purpose of producing a visible or an audible effect for entertainment purposes by combustion, chemical composition, deflagration, or detonation that meets the Consumer Fireworks or Display Fireworks Regulations Parts 1500 and 1507.

Display Fireworks – Fireworks devices intended for use in fireworks displays that are presented in conformance with the provisions NFPA 1123 and that are designated to produce visible and audible effects for entertainment purposes by combustion, deflagration, or detonation.

Lift Charge – The composition in an aerial shell that propels (lifts) the shell into the air when ignited usually consisting of a black powder charge ignited by a quick match fuse.

Loader(s) – Assistant(s) who loads or reloads aerial shells into mortars.

Monitor – Person designated by the sponsors for the display to keep the audience in the intended viewing area and/or have the discharge site and fallout area.

Mortar – Tube from which aerial shells are fired into the air.

Mortar Rack – Strong frame containing mortars. Such racks most often are used for barrages and finales and in electrically ignited displays.

Mortar Trough – Above ground structure filled with sand or similar material into which mortars are positioned for use in a fireworks display.

Operator – Person with overall responsibility for the safety, setup, and discharge of an outside fireworks display.

Ready Box – Storage container for aerial fireworks shells at the site of a fireworks display.

Shooter – Member of the fireworks display crew (either the operator or an assistant) who performs the actual ignition of the fireworks either by manual or electrical means.

Sponsor – Organization (person, group, or government agency) that arranges with a duly authorized fireworks supplier for the services in presenting a fireworks display or in providing fireworks for the use in a display.

Spotter – Member of the display crew (either the operator or an assistant) who observes the firing and bursting of aerial shells and other display fireworks for the purpose of detecting proper mortar angling, noting the occurrence of duds, and observing for other potential hazardous conditions.

❖ CLASSIFICATION OF FIREWORKS

Fireworks are classified as “explosive” for transportation purposes, under regulations of the US Department of Transportation (DOT), because of the chemical compositions contained in the fireworks devices. The federal agencies use the DOT system and definitions in their regulation affecting fireworks.

In December 1991, DOT revised its Hazardous Materials Regulations based on a U.N. recommendation. Fireworks shall now fall into two divisions:

- Explosives 1.3 (Formerly Class B fireworks)
Mass fire or deflagration hazard. Examples include many non-detonating military devices such as large flares and many propellants. “Special Fireworks” – larger devices used in public displays are included in this category.

- Explosives 1.4 (Formerly Class C fireworks)
Devises containing limited quantities of explosive or combustible chemical composition. The transportation hazard of these devises is rated “minimum” by DOT.

❖ ZONING

Emergency response personnel and apparatus will remain outside the display site during the show (NFPA 1123 3.3.3.). The display site will be established based on the formula in NFPA 1123 section 3.1.3, which is 70-ft./in. radius of the internal mortar diameter of the largest aerial shell to be fired in the display. Example: largest shell 8 inches x 70 feet = 560 feet radius.

The operator/contractor shall have primary responsibility for safety during fireworks displays. The operator shall be responsible for ensuring that a significant number of assistants are available for the safe conduct of the fireworks display. Only the operator and necessary assistants shall be permitted in the discharge area while the display is in progress.

❖ PRE-EVENT ACTIONS

Insure there are portable fire extinguishers available in sufficient quantities and located nearby the hazards.

Lay out emergency hose lines immediately adjacent to the hazards, with sufficient length to reach every part of the loading area with an effective stream of water.

The supply engine for the hose lines should be connected to a water main or to the water supply source apparatus for immediate use.

STFD personnel shall conduct a “walk through” of the display area and discharge site prior to the show commencing. Attention is to be directed toward the direction of launch of fireworks so that shells are aimed/propelled away from spectators, over the fallout area. Under no circumstances shall fireworks be angled toward spectator viewing area. Attention shall be directed toward:

- Unauthorized tents shall not be located within the display site.
- Spectator viewing areas and parking areas are not to be in the display area
- Adequate egress paths shall exist for spectators to leave the scene.
- Ensuring monitors are available around the display area to control spectators.

❖ **PERSONAL PROTECTIVE CLOTHING**

During the time fireworks are being discharged, STFD personnel shall be in, or have immediately available to themselves, their protective clothing ensemble. If emergency actions are initiated, STFD personnel shall wear all PPE.

❖ **EMERGENCY ACTIONS**

In the case of a misfire of one or more of the shells, maintain a safe distance, and do not enter the display area. Never attempt to fight a fire involving display fireworks. (MSDS for 1.3 Explosives – attached).

The operator shall be responsible for retrieving and handling products that misfire.

STFD personnel shall attempt to evacuate any official areas and provide necessary assistance to spectators.

❖ **WEATHER CONDITIONS**

If high winds, precipitation, or other adverse weather conditions exist such that a significant hazard exists, in the opinion of the operator and/or fire official, the fireworks display shall be postponed until weather conditions improve to a reasonable level.

SAGINAW TOWNSHIP FIRE DEPARTMENT

523 **OCCUPIED BUILDINGS – ALARM PROCEDURES**

Effective: December 2006

Page 1 of 1

STFD personnel responding to the scene of an automatic fire alarm (heat or smoke detector, water flow, etc) at structures which are occupied will utilize the following guidelines:

- Upon arrival, the crew/officer is to make contact with the occupant(s) to determine the extent of the problem, if any and if known.
- STFD crew members will enter the structure in full protective clothing with SCBA ready for use. Hand tools, lights and radios are to be taken into the structure.
- If smoke or fire is evident, the officer may call for a full structure fire response and proceed to set up operations for such an attack. Evacuation of the building must be started if not underway.
- If the alarm activation is false, or occurred due to cooking, renovation work, etc, and no fire is found the officer may deodorize and ventilate the structure as needed.
- STFD personnel will not reset fire alarms.
- All STFD responses to automatic alarms require completion of the *Alarm Activation Report* and the appropriate NFIRS report.

Original Adoption: July 2003

SAGINAW TOWNSHIP FIRE DEPARTMENT

524 **WMD/TERRORIST INCIDENTS**

Effective: December 2006

Page 1 of 1

In the event STFD is dispatched to an incident that could be, or is, classified as a terrorist incident, personnel will proceed with utmost caution to the scene.

Apparatus response will follow STFD Guideline No. 519 for Hazardous Materials incidents.

Initial responding apparatus are to stage away from the incident scene until the IC has conferred with the ranking police officer on scene and a preliminary operational plan is developed.

STPD officers will need to be consulted to determine if the scene is secure and controlled. STFD personnel should not normally attempt any mitigation, suppression or rescue efforts unless the police department has secured the scene.

Any WMD/terrorist incident shall be considered a "hazardous materials" incident. STFD procedures regarding hazardous materials and protective clothing shall be followed.

The highest ranking STFD officer/firefighter on scene, with HM Technician certification, shall be appointed Operations Officer to assist the Incident Commander. A unified command, with STPD, should be established.

Extreme caution shall be exercised when entering the hot zone of a terrorist/WMD incident. STFD personnel are to be vigilant; watching for possible secondary devices. In the event personnel deem the situation life threatening, a withdrawal of personnel until the incident stabilizes is entirely appropriate.

All equipment, clothing, etc. utilized at a terrorist/WMD incident shall be considered contaminated and appropriate cleaning/decontamination measures undertaken.

Original Adoption: July 2003

SAGINAW TOWNSHIP FIRE DEPARTMENT

525 FATAL FIRES

Effective: December 2006

Page 1 of 1

Upon notification or confirming knowledge of a fire fatality, the Incident Commander (IC) shall ensure the following personnel are notified:

- Fire Chief
- Saginaw Township Fire Department Investigators
- Saginaw Township Police Department – Fire Investigators

Once the IC has been made aware of the fatality, all operations around the incident shall take place as operationally necessary while limiting those involved and while attempting to not disturb the scene. As with all fire scenes, safety and property conservation still remains the priority.

The scene investigator as appointed by the Incident Commander/Fire Chief will work with other on scene investigators in determining the cause of origin, and assisting in the prosecution of any person or persons charged with or in connection with the act of arson or other related offense(s).

During suppression activity, if a body is discovered, continue suppression activity as operationally necessary while preserving evidence for investigation. The IC shall be notified in person of the findings.

Any communication to the media shall be approved by the Fire Chief.

Original Adoption: July 2003

SAGINAW TOWNSHIP FIRE DEPARTMENT

526 ***VIOLENT SITUATIONS***

Effective: December 2006

Page 1 of 1

The purpose of this procedure is to provide guidelines to insure the safety and protection of firefighters responding to situations where violence has occurred against another person(s) or property and/or a potential for violence against another person(s) or property exists.

All officers shall respond directly to the station. They are not to stop at the scene.

When acknowledging the call, ensure the Saginaw Township Police Department has been dispatched. If approaching a scene and no police unit has yet arrived, do not stop at the scene, stage out of the immediate area, a safe distance from the scene, until police advise an all clear.

If Saginaw Township Fire Department personnel encounter a violent situation on the scene of an incident, and a police unit is not there, police officers should be requested immediately and asked to respond at highest priority. An ETA should be obtained if at all possible.

Saginaw Township Fire Department personnel who encounter violence are to evacuate the area of the emergency incident and await police assistance.

Original Adoption: July 2003

SAGINAW TOWNSHIP FIRE DEPARTMENT

527 **ROADWAY SAFETY OPERATIONS**

Effective: January 2011

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❖ OVERVIEW

This procedure identifies parking practices for Saginaw Township Fire Department apparatus and vehicles that will provide maximum protection and safety for personnel operating in or near moving vehicle traffic. It also identifies several approaches for individual practices to keep firefighters safe while exposed to the hazardous environment created by moving traffic.

All personnel should understand and appreciate the high risk that personnel are exposed to when operating in or near moving vehicle traffic. Responders should always operate within a protected environment at any vehicle-related roadway incident.

❖ TERMINOLOGY

The following terms shall be used during operations, post-incident analysis, and training activities related to working in or near moving traffic.

- Traffic Incident – an emergency road user occurrence, a natural disaster, or other unplanned event that affects or impedes the normal flow of traffic.
- Traffic Incident Management Area/Temporary Traffic Control Zone – an area of roadway where temporary traffic controls are imposed in response to a road user incident, natural disaster, hazardous material spill or other unplanned incident. The area extends from the first warning device to the last TTC device or to a point where vehicles are clear of the incident and return to normal traffic flow.
- Advance Warning – notification procedures that advise approaching motorists to transition from normal driving status to that required by the temporary emergency traffic control measures ahead of them.
- Block – positioning a fire department apparatus on an angle to the lanes of traffic creating a physical barrier between upstream traffic and the work area. Includes 'block to the right' or 'block to the left'.

- Buffer Zone – the distance or space between personnel and vehicles in the protected work zone and nearby moving traffic.
- Downstream – the direction that traffic is moving as it travels away from the incident scene.
- Taper – the action of merging several lanes of moving traffic into fewer moving lanes.
- Temporary Work Zone – the physical area of a roadway within which emergency personnel perform their fire, EMS and rescue tasks at a vehicle-related incident.
- Transition Zone – the lanes of a roadway within which approaching motorists change their speed and position to comply with the traffic control measures established at an incident scene.
- Upstream -the direction that traffic is traveling from as the vehicles approach the incident scene.

❖ SAFETY BENCHMARKS

All emergency personnel are at great risk of injury or death while operating in or near moving traffic. There are several specific tactical procedures that should be taken to protect all crew members and emergency service personnel at the incident scene; these include:

- Never trust approaching traffic.
- Avoid turning your back to approaching traffic.
- Establish an initial “block” with the first arriving emergency vehicle or fire apparatus.
- Always wear structural fire fighting helmet, full protection clothing and high visibility vest or ANSI coat as required.
- Use fire apparatus and police vehicles to initially redirect the flow of moving traffic.

- Establish adequate advance warning and temporary traffic control measures that protect responders and move motorist safely through or around the emergency incident.
- Use traffic cones, signs, and/or lights where appropriate for sustained highway incident traffic control and direction.
- Aggressively terminate all roadway incidents.

❖ APPARATUS AND EMERGENCY VEHICLE BENCHMARKS

Listed below are benchmarks for safe parking of apparatus to protect the scene, patients, and emergency personnel.

- Always position first-arriving apparatus to protect the scene, patients, and emergency personnel.
 - Apparatus placement should provide a work area protected from traffic approaching in at least one direction. If necessary, block additional traffic lanes to provide a buffer between moving traffic and the work area.
 - Angle apparatus on the roadway with a “block to the left” or a “block to the right” to create a physical barrier between the work zone and approaching traffic.
 - Allow apparatus placement to slow approaching motorists and redirect them around the scene.
 - When practical, position apparatus in such a manner to protect the pump operator position from being exposed to approaching traffic.
 - Opening of roll-up doors on apparatus is recommended. Ground lights should be lit.
- Positioning of large apparatus must create a safe parking area for EMS units and other fire vehicles. Operating personnel, equipment and patients should be kept within the “shadow” created by the blocking apparatus at all times.

- When blocking with apparatus to protect the emergency scene, establish a sufficient size work zone that includes all damaged vehicles, roadway debris, the patient triage and treatment area, the extrication work area, personnel and tool staging area and the ambulance loading zone.
- Ambulance should be positioned within the protected work area with their rear patient loading door area angled away from the nearest lanes of moving traffic.
- Command shall stage unneeded personnel and emergency vehicles off the roadway or release them from the scene.
- At all intersections, or where the incident may be near the middle lane of the roadway, two or more sides of the incident will need to be protected.
- Police vehicles must be strategically positioned to expand the initial safe work zone for traffic approaching from opposing directions. The goal is to effectively block all exposed sides of the work zone. The blocking of the work zone must be prioritized, from the most critical or highest traffic volume flow to the least critical traffic direction.
- For first arriving engine or truck companies where a charged hoseline may be needed, block so that the pump panel is “downstream”, on the opposite side of on-coming traffic. This will protect the pump operator.
- At intersection incidents, consider requesting police response. Provide specific directions to the police officers as to exactly what your traffic control needs are. Ensure that police vehicles are parked in a position and location that provides additional protection of the scene.

❖ INCIDENT COMMAND BENCHMARKS

The initial-arriving company officer and/or the Incident Commander must complete critical benchmarks to assure that a safe and protected work environment for emergency scene personnel is established and maintained including:

- The first arriving apparatus officer or the Incident Commander should within fifteen (15) minutes of arrival:
 - Estimate the magnitude of the traffic incident
 - Estimate the expected time duration of the traffic incident
 - Estimate the vehicle queue length
 - Set up the appropriate temporary traffic controls (signs/cones) for these estimates
- The first arriving apparatus officer or Incident Commander should place all traffic incidents/traffic disruptions in one of the following classifications:
 - Minor Incident; traffic disruptions of less than thirty (30) minutes. Minor incidents typically can be handled using TTC equipment carried on the apparatus.
 - Intermediate Incident; traffic disruptions of thirty (30) minutes to two (2) hours. The Incident Commander should establish an MDOT compliant temporary traffic control zone. Additional equipment and resources may be required. Consider requesting assistance from the local, county or state highway departments.
 - Major Incident; traffic disruptions of over two (2) hours. Traffic control equipment required at major incidents is typically beyond the capabilities of the fire department. As soon as possible, the Incident Commander should request assistance from local, county or state highway departments.
- Assure that the first-arriving apparatus establishes an initial block to create a safe work area.
- Assure that all ambulances on-scene are placed within protected work area (shadow) of the larger apparatus and patient loading is done from within the protected work zone.
- The initial company officer and/or Incident Commander will operate as the Safety Officer until this assignment is delegated.

- Continually re-evaluate the effectiveness of implemented TTC measures. If motorists are not responding as required, modify the traffic control measures, reposition apparatus or consider closing the roadway to ensure responder safety.
- Command shall assure that strobe systems are turned OFF and that other emergency lighting remains ON.
- At residential medical emergencies, Command shall direct ambulances to park at the nearest curb to the residence for safe patient loading whenever possible.

❖ EMERGENCY CREW PERSONNEL BENCHMARKS

Listed below are benchmarks for safe actions of individual personnel when operating in or near moving vehicle traffic.

- Always maintain an acute awareness of the high risk of working in or near moving traffic.
- Never trust moving traffic.
- Always look before you move.
- Always keep an eye on the moving traffic.
- Avoid turning your back to moving traffic.
- Personnel arriving in crew cabs of fire apparatus should exit and enter the apparatus from the protected 'shadow' side, away from moving traffic.
- Officers, apparatus operators, crew members in apparatus with individual jump seat configurations must exit and enter their units with extreme caution remaining alert to moving traffic at all times.
- Protective clothing and helmet must be donned prior to exiting the emergency vehicle.

- Use traffic cones, signs, and/or lights where appropriate for sustained highway incident traffic control and direction.
- All personnel must wear an ANSI 107-2004 Class II, ANSI 207-2006 Public Safety Vest, or ANSI 107, 2004 Class III jacket. Personnel exposed to potential flame, high heat or hazardous materials or personnel performing technical rescue operations are exempt from this requirement.

❖ SPECIAL OPERATIONAL BENCHMARKS

- Night or Reduced Light Conditions
 - Insure that vehicle headlights and/or scene lighting do not blind approaching traffic.
 - Illuminate cones with lights
 - Consider additional fire apparatus for additional upstream “Block” or advanced warning.
- Limited access, high volume highway incidents
 - Park on the same side and in the same direction of travel as the incident. Do not create a “split scene.”
 - All fire apparatus and personal vehicles responding to an incident may use established ‘Emergency Vehicle Turn Arouds’ on divided highways. Drivers must use extreme caution when slowing prior to the turn around and should not complete the turn until traffic is clear or all traffic has stopped. Apparatus and POV’s clearing the incident shall not use emergency or authorized vehicle turn arounds.
 - Apparatus and/or personnel will not cross the median to reach an incident.
 - Officers responding POV shall park downstream of the incident work zone.
 - Establish an initial block that creates a protected work area and sufficient buffer zone for responders.
 - Engine or Ladder truck establishes upstream block (optional) two lanes plus paved shoulder.
 - Place cones and /or illuminated by lights upstream of apparatus last cone approximately 150 feet “upstream” of apparatus.

- Driver/operator of apparatus sounds a series of long blasts on apparatus air horn as necessary.
- Use police department vehicles for additional blocking.
- Stage additional companies off highway, or at upstream entrance ramps.
- Establish liaison with Police Department.
- Terminate incident aggressively.

SAGINAW TOWNSHIP FIRE DEPARTMENT

528 STRUCTURE FIRES

Effective: January 2011

Page 1 of 3

- Priority one is safety, do not take unnecessary risks.
- The Incident Command System shall be used on all fires.
- All fire personnel shall comply with this entire policy during any fire suppression activity.
- All utilities such as gas and electric shall be turned off when possible before crews enter a structure. The appropriate utility company shall be notified and dispatched to the scene through STFD dispatch.
- The Passport Accountability System shall be used.
- The plan of attack shall be based on the RECEO VS matrix which is as follows;

R - Rescue, a rescue effort or not: This will determine the next objective.

E - Exposure, is there an exposure problem, this will be the next task.

C - Confinement, Contain / control the fire in as small of an area as possible.

E - Extinguish, Extinguish the fire.

O -Overhaul, Overhaul the area of fire to ensure complete extinguishment.

V - Ventilation, may take place at any time necessary for a given objective.

S - Salvage, may take place at any given time depending on the objective.

- Rescue:

Determine if rescue is needed, ventilation may need to be performed prior to entry. A minimum of two fire fighters shall enter the structure with full protective turnout gear on including SCBA, have an attack line of at least 1 ¾". The fire fighters should have a hand light, some type of entry tool (axe, haligan etc.), Thermal Imaging Camera (TIC), and an HT. Prior to entering the structure, the rescue crew shall get the approval from the Incident Commander. As soon as possible, a rapid intervention team (RIT) shall be established. While searching for victims, crews shall maintain contact with each other as well as command / operations. Crews shall maintain contact with their hose line and while performing a systematic check for victim(s).

- Exposure:
If there is an exposure problem, this must become the next objective. Hose line(s) must be operated at such a location as to prevent fire and heat damage to adjacent property(s). Hose lines should be at least 1 ¾" in size. The water stream being used for exposures shall be directed onto the structure being protected.
- Confinement:
Make every effort to contain the fire in a controllable area.
- Extinguish:
Extinguish the fire using an offensive or defensive fire attack. Fire personnel shall be in full PPE including SCBA and shall use a minimum 1 ¾" attack line with foam. Crews entering a structure shall be in communication with the incident commander or his / her designee and have prior permission to enter. Crews on interior attack shall also have in their possession, a flashlight and an entry tool (axe, halogen bar etc.) and Thermal Imaging Camera (TIC). Any interior attack team shall be staffed by at least two fire fighters / officers. SCBA'S shall remain worn until deemed SCBA "safe" by the Incident Commander. During the suppression process, all crews should keep in mind to preserve as much evidence as possible to aid in determining the fire cause and origin. A rapid intervention team (RIT) shall be established as soon as possible.
- Overhaul:
Overhaul is to locate and extinguish any and all "hidden" fires. During the overhaul phase, fire crews shall wear full PPE including SCBA's until the Incident Commander allows otherwise. The use of the air monitoring device may be used to sample the air. The use of the thermal imaging camera is recommended in determining "hot spots". During this phase, keep in mind protecting any possible evidence for cause and origin and notify the Incident Commander or an Officer if there is anything suspicious. A minimum 1 ¾" attack line shall remain in the structure throughout this process. Property conservation shall be considered and remain a high priority during this process. Property owners, occupants, and any other civilians shall not be allowed within the perimeter of the structure and or property without the consent of the Incident Commander.

- Ventilation:
Ventilation is the removal of heated gases and smoke from a structure. This may need to be done at anytime. It will be determined by the Incident Commander as to when it will be accomplished. Crews shall select or be directed as to the type and location of ventilation to be performed. Crews shall wear full PPE which may include SCBA's depending on their location of activity. (Refer to SCBA policy for guidelines). All equipment being used shall be properly carried and used in a safe manner and according to the manufacturer's recommendations. A water line shall never be placed down a vertical ventilation hole. When a ladder is being used, a fire fighter shall toe the ladder whenever someone is climbing or descending the ladder. Ladders shall not be used within ten feet of any wires. If fire fighters go on the roof, a roof ladder shall be used and the roof shall be sound tested prior to walking on it. A minimum 1 3/4" line shall be assigned to the ventilation crews and shall be manned as well as charged throughout the ventilation process. Once ventilation has been established, this information shall be relayed to the Incident Commander.
- Salvage:
Salvage is working to preserve as much property as possible. This may be done throughout an incident. Various activities constitute salvage. It may be putting down a salvage tarp to keep an area clean, to removing property from the ravages of fire. The proper PPE shall be worn depending on the fire fighters activity (see the policy on PPE & SCBA for guidelines).

SAGINAW TOWNSHIP FIRE DEPARTMENT

529 **VEHICLE FIRES**

Effective: May 2009

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- Priority one is safety, do not take unnecessary risks.
- The Incident Command System shall be used on all fires.
- All fire personnel shall comply with this entire policy during any fire suppression activity.
- The Passport Accountability System shall be used.
- The plan of attack shall be based on the RECEO S matrix which is as follows;

R - Rescue, a rescue effort or not: This will determine the next objective.

E - Exposure, is there an exposure problem, this will be the next task.

C - Confinement, Contain / control the fire in as small of an area as possible.

E - Extinguish, Extinguish the fire.

O -Overhaul, Overhaul the area of fire to ensure complete extinguishment.

S - Salvage, may take place at any given time depending on the objective.

- Rescue:
Determine if rescue is needed.
- Exposure:
If there is an exposure problem, this must become the next objective. Hose line(s) must be operated at such a location as to prevent fire and heat damage to adjacent property(s). Hose lines should be at least 1 ¾" in size. The water stream being used for exposures shall be directed onto the structure being protected.
- Confinement:
Make every effort to contain the fire in a controllable area.

- Extinguish:
Extinguish the fire using an offensive or defensive fire attack. Fire personnel shall be in full PPE including SCBA and shall use a minimum 1 ¾" attack line with foam. SCBA'S shall remain worn until deemed SCBA "safe" by the Incident Commander. During the suppression process, all crews should keep in mind to preserve as much evidence as possible to aid in determining the fire cause and origin.
 - Overhaul:
Overhaul is to locate and extinguish any and all "hidden" fires. During the overhaul phase, fire crews shall wear full PPE including SCBA's until the Incident Commander allows otherwise. During this phase, keep in mind protecting any possible evidence for cause and origin and notify the Incident Commander or an Officer if there is anything suspicious. Owners, occupants, and any other civilians shall not be allowed within the perimeter of the hot zone without the consent of the Incident Commander.
 - Salvage:
Salvage is working to preserve as much property as possible. This may be done throughout an incident.
- Apparatus shall be placed at a prudent and safe distance, and preferably upwind.
 - If at all possible, the vehicle's wheels should be chocked.
 - 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 LPG fuel or electricity.
 - As fire fighters approach the vehicle from the side(s), fire fighters should attempt to cool the underside of vehicle first, and then start the attack.
 - The gas tank cap(s) are not to be removed at any time.

- When the situation presents itself, the negative side battery cable shall be disconnected.
- It is important to remember some vehicles have shock absorbing bumpers both front and rear, under fire conditions these may become flying objects.
- It is important to remember most vehicles are equipped with air bags. In the event the air bag has not yet activated, it is possible to have an activation at any time, be careful.

SAGINAW TOWNSHIP FIRE DEPARTMENT

530 **TRASH COMPACTOR/DUMPSTER FIRES**

Effective: May 2009

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The purpose of this policy is to provide guidance for a trash compactor or dumpster fire.

Upon receiving an alarm for either type of fire:

- The Incident Command System shall be used.
- Fire fighter safety shall be priority one.
- Determine if any occupants or adjacent buildings are in danger. If so, mitigate as necessary.
- A minimum 1 ¾" hose line should be assigned this task.
- Apparatus shall be placed at a prudent and safe distance, and preferably upwind.

❖ TRASH COMPACTOR FIRE

Immediately notify a wrecker company to remove the compactor from the building to prevent an exposure problem. Position a crew on the interior side of this compactor to assist in confinement. Once the compactor is separated from the building, extinguish as able using proper PPE.

❖ DUMPSTER FIRE

If the fire has not vented, a fire fighter using proper PPE and a pike pole should open the lid and flood the dumpster.

Original Adoption: May 2009

SAGINAW TOWNSHIP FIRE DEPARTMENT

531 CHIMNEY FIRES

Effective: April 2012

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- Priority one is safety, do not take unnecessary risks.
- The Incident Command System shall be used on all fires.
- The Passport Accountability System shall be used.
- STFD tactical operations are to include:
 - Size up of the structure
 - Size of the building, how many stories
 - Embers, smoke, sparks or flame venting from the chimney
 - Evidence of fire extension into areas adjacent to the chimney unit.
 - Determine whether the fire may have spread.
 - all floors of the structure, the attic and the basement are to be surveyed
 - Special attention should be directed to the side of the house where the chimney goes up and through the walls.
- If fire or heavy smoke is located inside or outside the structure, the IC shall call for a structure fire activation.
- If the fire is confined to the chimney, follow these procedures:
 - Use the thermal imaging camera at any chimney fire to check location, extinguishment or extension of the fire.
 - Spread salvage cover(s) in front of fire box.
 - Extinguish any fire remaining in the fire box or fireplace using an ABC dry chemical extinguisher or water extinguisher.
 - Remove fireplace contents from the structure in a metal pail or trash can.

- Consider using PPV to limit smoke damage – be certain the chimney flue is open.
 - Extinguish fire in chimney by use of ABC dry chemical extinguisher. Aim nozzle of the extinguisher up into the chimney. A few short discharges should extinguish the fire.
- After the fire is declared out, perform a thorough secondary check all the floors and the attic to ensure no smoke or fire remains in the structure.
- Placement of personnel on the roof of any structure is to be avoided as much as possible. If the IC should order a roof operation (checking for extinguishment or extension), air packs, a roof ladder and extension ladder must be used. A fire fighter shall toe the ladder whenever someone is climbing or descending the ladder. Ladders shall not be used within ten feet (10') of any wires. The roof shall be sound tested prior to walking on it. A minimum 1 3/4" line shall be assigned to the roof crew and shall be manned as well as charged throughout the process.
- Personnel operating in the interior or exterior shall be in full PPE and SCBA, and all operating crews are to be equipped with a radio (roof or interior).
- STFD personnel are to enter structures utilizing our salvage procedures (tarps/visqueen). The IC should control the number of personnel being committed to the interior operations if the fire is contained to the chimney (to control damage to the owner's property).