LINDENWOLD FIRE DEPARTMENT POLICY DIRECTIVES & OPERATIONAL GUIDELINES MANUAL

2008 EDITION

The following is a breakdown of our Policy Directive & Operational Guidelines Manual Index system:

Section One is for Policy Directives

1000 series are for all Policy Directives and they are broken down as follows

♦ 1000 to 1199 are General PD's

♦ 1200 to 1299 are Operational PD's

♦ 1300 to 1399 are Training & Safety PD's

♦ 1400 to 1499 are Management Support PD's

Section Two is for the Operational Guidelines Manual

2000 Series are Operations Guidelines and grouped as follows

♦ 2000 to 2399 are General Operations Guidelines

♦ 2400 to 2499 are Response OG's

♦ 2500 to 2599 are Safety OG's

♦ 2600 to 2699 are Rescue OG's

♦ 2800 to 2899 are Haz-Mat OG's

3000 Series are Training Guidelines and broken down as follows:

♦ 3000 to 3499 are General Training OG=s

♦ 3500 to 3999 are Training Bulletins

4000 Series are Logistics Guidelines

5000 Series are Fire Prevention Guidelines

6000 Series are Management Support Guidelines

7000 Series are Emergency Medical Service Guidelines

Policy Directives

I have found that great people do have in common an immense belief in themselves and in their mission. They also have great determination as well as an ability to work hard. At the crucial moment of decision, they draw on their accumulated wisdom. Above all, they have integrity."[3]

1000's General Policy Directives

I have found that great people do have in common an immense belief in themselves and in their mission. They also have great determination as well as an ability to work hard. At the crucial moment of decision, they draw on their accumulated wisdom. Above all, they have integrity."

Policy Directive 1001

ORGANIZATIONAL STRUCTURE

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

AUTHORITY

The Lindenwold Fire Department obtains its authority to operate under the rules of the State of New Jersey. Specifically, NJSA40A: 14-70, provides language to establish Fire Districts, Boards of Fire Commissioners, Powers, Members, Election, Term of Office, and Vacancies.

HISTORY

The Lindenwold Fire Department (to be written)

MISSION STATEMENT

"The mission of the Lindenwold Fire Department is to promote fire prevention, and to protect life and property from the destruction of fire in a professional, well trained, safe, and efficient manner to the residents of the Borough of Lindenwold"

GOALS

The goal of the Lindenwold Fire Department is to create a Fire Department organization structure that:

- Is capable of meeting its mission through leadership structure and clear expectation.
- Is able to develop, implement and manage the programs it is charged to perform.
- Commits to strengthen the internal processes and relationships.

Planning:

A successful organization must know where it is and where it is going. Strategic Planning allows us to examine the community that we serve in order to plan for effective services in the future. During this process, all elements of the organization are evaluated to determine the perspective needs for both the short and long-term future. Strategic planning must involve all aspects of the organization and include input from the government officials, civic leaders, and residents that we serve.

Structure:

The structure of progressive government agencies is quickly adapting to the changing demands placed upon them by the public that they serve. Since we exist as a public entity, we are held to a higher degree of accountability with respect to the use of our most valuable resource - people. As a public safety provider, we are required to operate efficiently in two totally independent environments. The first environment is that of the emergency scene which requires a significant amount of discipline and control. Opposite the emergency scene is the normal day-to-day functions performed by a modern public service safety entity.

FUNCTIONAL AREAS

The Table of Organization displays both the chain of command and functional areas of authority necessary to meet the objectives pledged within the Department's mission statement.

The Lindenwold Fire Department is essentially led through the Office of the Fire Chief (OFC). This office consists of the Chief of Department, 2 Deputy Chiefs, 2 Assistant Chiefs, and 2 Battalion Chiefs.

The next level of coordination is provided by our Unit Leaders. Reporting to the Office of the Fire Chief, Unit Leaders provide the oversight and direction to carry out the responsibilities assigned to their functional area.

Additional personnel are assigned to each of these specific units of the Fire Department to ensure that they can adequately carry out their assigned duties. Unit Leaders are responsible to ensure that they meet the unit objectives during the year and set a positive example for their personnel to follow. In addition, Unit Leaders are required to act when employees show a sustained history of unsatisfactory performance. Failure to do so would quickly erode the unit morale and the Leader's effectiveness to command.

This document outlines the various positions within the organization and describes the level of responsibility and accountability respectively.

The Board of Fire Commissioners appointed a Chief of Department who is responsible to coordinate and carry out all associated activities relating to efficient operation of the Fire Department. The primary responsibility of the Chief of Department is to ensure that all divisions are working collectively and with one thought in mind - *"serving the residents of Lindenwold."* The Chief of Department and his staff think from a visionary and strategic frame of mind. This will allow the Board to effectively prepare for future needs and demands placed upon the fire and emergency service delivery system within Lindenwold Borough.

The Chief of Department:

Oversees all duties directly or indirectly involved with the day-to-day operation of the Lindenwold Fire Department. Will act solely as the Liaison to the Lindenwold Board of Fire Commissioners, local or state officials and any other mutual agencies that may impact this fire department. Will delegate any and all responsibilities as necessary to line officers and/or qualified personnel. Will ensure safety, integrity, & provide guidance whenever necessary to accomplish the mission of the Lindenwold Fire Department. Will respond to any and all incidents when it is necessary for command and/or support of the Incident Management System (IMS). Will ensure that all fire department records and inspections are maintained, including, but not limited too: N.F.I.R.S. , accountability tags & i.d. cards, Blue and Red Light Permits, personnel records, training records, S.C.B.A. records, apparatus records, equipment records, & any other applicable state, federal, or local records that may apply. Will act as the primary public information officer. Will be responsible for the operating budget of the fire department in conjunction with the Board of Fire Commissioners. Will be responsible for the appointment & replacement of line officer's according to the criteria set forth by local, state, and federal standards. Will be the final step in any personnel grievance process concerning the safe and efficient operation this fire department.

Deputy Chief - Operations

Will act as the second in the chain of command below the Fire Chief. Will act in the Fire Chief's role when specifically directed by the the Fire Chief or in the Fire Chief's incapacity to perform. Will oversee Battalion 1 and Battalion 2 of the Lindenwold fire Department. Will coordinate incident responses and fireboxes via automatic and mutual aid agreements. Will develop and maintain equipment inventories, replacement, and maintenance programs. Will develop and maintain personal protective equipment maintenance and replacement programs. Will develop and maintain communication equipment. Will respond to any and all incidents when it is necessary for command and/or support of the Incident Management System (IMS).

Deputy Chief - Technical Services

Will act as third in command in the chain of command. Will act in the Fire Chief's role when directed by the Fire Chief, Deputy Chief of Suppression Services, or in the incapacity of the previous mentioned. Will direct all aspects of the Training Division of the Fire Department. The aspects include, but are not limited too: class scheduling, budgeting, training records, etc. Will oversee the fire Prevention Bureau in all aspects directly related to the safety and efficiency of the fire department and its relation to suppression services. Will respond to any and all incidents when it is necessary for command and/or support of the IMS.

Assistant Chief -Training Division

Will act as fourth in command in the chain of command. Will act in the Fire Chief's role in the same capacity as stated in the previous line officer's roles. Will directly assist the Deputy Chief of Technical Services. Will be responsible for all aspects of the training division. The aspects include, but are not limited too: in house training and driver's training. Will respond to any and all incidents when it is necessary for command and/or support of the IMS.

Assistant Chief - Health and Safety

Will act as fifth in command in the chain of command. Will act in the Fire Chief's role in the same capacity as stated in the previous line officer's roles. Will develop and maintain an operational risk management program. Will develop and maintain a safety program. Will direct all assistant incident safety officers. Will maintain all "map books", right-to-know information, and emergency contact information. Will oversee all aspects of Bangor Avenue station. Will respond to any and all incidents where it is necessary to command and/or support IMS.

Battalion Chief

Will act as sixth in command in the chain of command. Will act in the place of Deputy Chief of Suppression Services when directed by the Deputy Chief and/or the Fire Chief. Will act as Battalion/station commander for the companies assigned to their respective Battalion (I.e. Squrt, Ladder, Engine, etc.) will be responsible for participation percentages of the personnel within their Battalion. Will work with the Deputy Chief of Suppression Services on all areas related to the day-to-day operation of the battalions. Will ensure all equipment and apparatus checks are current and being performed on the required timelines. Will forward all reports to the D/C of Suppression Services on a monthly basis. Will supervise all Captains and Lieutenants with the exception of the Training Division Captain. Battalion Chiefs will be responsible for the recommendation of the Captain's and Lieutenants.

Company Officers - Lieutenant / Captain

Company Officers provide the first line of supervision for members assigned under their command. They are charged with ensuring the readiness of their personnel and equipment, completing assigned activities within the company local, and to respond and negate emergency incidents. Company Officers assist the Station Commanders in routine duties and responsibilities to ensure the efficient management of the Station. One of the primary responsibilities performed by the Company Officer is the training and development of their personnel. This is an ongoing duty that is essential to the overall mission of the Fire Department.

Fire Marshal's Office (FMO)

The Fire Marshal serves as the Fire Official for the Borough of Lindenwold. In this position, the Fire Marshal and our Fire Inspectors are responsible to inspect all facilities in accordance with the Uniform Fire Safety Act. In addition, their personnel serve as the Department's representative within the business community in the Borough of Lindenwold. In this role, they are to achieve compliance with the fire code, while at the same time, educating the property owners in those methods that reduce and/or eliminate the likelihood of fire and its inherent risks. Division staff also provide follow-up to problems identified by the field companies during their routine response to emergency incidents. It is incumbent upon the Division staff to resolve conditions that result in repetitive alarms within Lindenwold Borough.

Training and Safety Divisions

The Training and Safety Division is responsible to ensure that all personnel are properly trained in accordance with state and federal guidelines. In addition, the training staff is required to see that all members of the organization annually meet the mandated training standards as set forth by the Department. The Division is required to oversee the safety-related programs and to recommend new and innovative ways to ensure the safety of our personnel. Clear, timely and effective reporting is a critical charge assigned to this Division as they investigate all incidents and injuries within the Department. On the emergency scene, the Training Division staff respond and perform those duties associated with the Incident Safety Officer in support of the Incident Commander. In performing their duties as the Incident Safety Officer, they are also charged with evaluating our personnel and firefighting companies. This evaluation will afford them the insight required to improve our existing training and recommend new initiatives.

Management Support

(to be developed)

Firefighter

(to be developed)

Policy Directive 1002

Disciplinary Actions

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

Personnel are expected to manage their own behavior in a manner that conforms to the rules and regulations of the Department. Discipline is a function of behavior modification and can take either a positive or a negative form. The Officer or Unit Leader will have the authority for the efficiency, counseling, and discipline of personnel under his/her command. .

POLICY

The following guidelines shall be followed when initiating Disciplinary Actions:

A. Counseling

1. Counseling is an informal discussion between a member and the immediate

supervisor to increase the member's efficiency and value to the Department in the areas of conduct, attitude, habits, or work methods.

2. Counseling will not be considered a form of discipline; however, it will be the first step in clarifying standards, evaluating the member's strengths and weaknesses, and solve any problems. The Supervisor will clearly state the expected performance of the member during the counseling session.

3. Whenever counseling is conducted with a Member, a written report must be

submitted immediately containing the following information:

a. The name, rank and present assignment of person being counseled;

b. The date, time and location of the counseling;

c. Issuing Officer/Supervisor will complete the counseling reporting form citing

standard clarifications and place a copy in Officer's/Supervisor's Station file;

d. Issuing Officer/Supervisor will forward reporting form to the Chief of Department via the Chain of Command; at which point the information will be entered into the Employees Personnel Database with the form placed into the employees personnel discipline file at Fire Administration;

e. An Employee may add his/her comments concerning the counseling in the designated area of the form.

B. Departmental Discipline

1. Disciplinary Action

Department members, regardless of rank, shall be subject to disciplinary action

according to the nature of the offense for violating their oath and trust by committing an offense punishable under the laws or statutes of the United States, the State of New Jersey or municipal ordinances; or failure, either willfully or through negligence or incompetence, to perform the duties of their rank or assignment; for violation of any general order or rules of the Department; or failure to obey any lawful instruction, order or command of a superior officer. Disciplinary action in all cases will be decided on the merits of each case and in conformity with controlling State law.

2. Establishing Elements of Violation

Existence of facts establishing a violation of the law, ordinance or rules is all that is necessary to support any allegation of such violation as a basis for disciplinary action. Nothing in Policy Directive 1004 prohibits disciplining or charging members or employees merely because the alleged act or omission does not appear herein if such conduct is otherwise without lawful purpose and violates some law, ordinance, or rule governing the member's conduct at the time it occurred.

3. Levels of Discipline

The following Levels of Discipline may be assessed against any member of the

Department as disciplinary action:

a. ***Level I Offenses***

1. Oral Reprimand

2. Written Reprimand

* Any rule, charge or disciplinary actions, where the disciplinary action for a

first offense includes an oral reprimand and disciplinary action for a second

offense of the same infraction includes a written reprimand.

With any Level I Offense, a Fire Officer/Supervisor shall have the authority to

issue a reprimand to any employee. Upon doing so, the Fire

Officer/Supervisor shall prepare and distribute the disciplinary report in accordance with Policy Directive #1002.

b. ***Level II Offenses***

1. Suspension (with or without pay)

2. Demotion

3. Dismissal from Service

* Any rule, charge or disciplinary action, where the minimum disciplinary action for a first offense is a suspension or greater, or where there has already been disciplinary action against an employee for the same infraction under a Level I Offense (oral & written reprimands) shall be deemed a Level II Offense.

c. Whenever a Fire Officer/Supervisor meets with an employee regarding a Level I or Level II Discipline issue, the employee will be informed of his/her right --- to

be provided --- and given time to obtain --- a *Disciplinary Witness*. The *Disciplinary Witness* *s*hould make him/herself available at a reasonable time within the time they are requested. The member or employee being disciplined

shall be so disciplined and granted all procedural rights and safeguards in accordance with Federal and State law and procedures. The employee shall also have the option to waive his/her right for a Disciplinary Witness. If the employee waives his/her right to representation it will be noted in the formal report and initialed by the employee. Whenever a Disciplinary Witness is requested, the meeting will not be conducted until the Disciplinary Witness is present.

4. Authority to Discipline

a. Department discipline rests with all Supervisory members of the Lindenwold Fire Department.

b. All Fire Officers/Supervisors have the authority to issue Level I Discipline.

c. The Chief of Department, in consultation with subordinate Fire Officers/Supervisors, will issue Level II Discipline.

5. Issuing of Discipline

a. Whenever disciplinary action is taken or recommended, a written report must be submitted immediately containing the following information:

1. The name, rank and present assignment of the person being disciplined;

2. The date, time and location of the misconduct;

3. The section number of the violated rule and common name of the infraction;

4. A complete statement of the facts of misconduct;

5. The written signature and rank of the preparing Officer/Supervisor and the employee being disciplined.

b. Oral Reprimand

1. Issuing Officer/Supervisor will gather the facts of the infraction;

2. Issuing Officer/Supervisor will present oral reprimand to the employee citing infraction;

3. Issuing Officer/Supervisor will complete the oral reprimand reporting form, placing a copy in Officers/Supervisors station file;

4. Issuing Officer/Supervisor will forward reporting form to the Chief of Department via the chain of command; at which point the information will be entered into employees' personal database with the form placed into employee's personnel discipline file at Fire Administration.

c. Written Reprimand

1. Issuing Officer/Supervisor will gather the facts of the infraction;

2. Issuing Officer/Supervisor will present written reprimand to the employee citing infraction;

3. Issuing Officer/Supervisor will complete the written reprimand reporting form, placing a copy in Officers/Supervisors station file;

4. Issuing Officer/Supervisor will forward reporting form to the Chief of

Department via the chain of command; at which point the information will be entered into employees' personal database with the form placed into employee's personnel discipline file at Fire Administration.

d. Suspension, Demotion, Dismissal from Service

1. Whenever an infraction results in any Level II Discipline --- i.e. suspension, demotion or dismissal from service --- the steps listed under Department Disciplinary Hearings will be followed.

2. The Fire Officer/Supervisor enforcing an infraction that will result in this level of Discipline, will meet with the Battalion Chief, Assistant Fire Chief and Chief of Department to discuss the facts, prior to charges being issued.

e. Issuing of Discipline

Each level in the chain of command must agree upon and place their signature on the appropriate form and forward reports bearing on disciplinary matters. No member or employee shall alter or cause to be altered or withdraw any disciplinary report. Disciplinary reports in transit through the chain of command shall not be delayed, but must be reviewed, agreed upon with their signature on appropriate form, and forwarded as soon as possible.

6. Emergency Suspension

a. Members shall not be suspended until after the member has had a Departmental hearing and has been found guilty, except in cases of severe nature when a Fire Officer/Supervisor deems an emergency suspension of the member is of immediate necessity for the safety and welfare of the public and Department. This imposed suspension shall be until the member is afforded an appropriate hearing. The Officer/Supervisor making the emergency suspension will immediately contact the Chief of Department. The Officer/Supervisor will forward a written memo to the Chief of Department outlining his/her actions and the facts surrounding the emergency suspension. The Chief of Department shall immediately submit a report explaining such action to the appropriate representative of the Board of Fire Commissioners.

b. Follow-Up on Emergency Suspension

A member or employee receiving an emergency suspension shall be required to

report to the Chief of Department on the next available day at a time scheduled by the Chief of Department. The Fire Officer/Supervisor imposing or recommending the suspension along with a Disciplinary Witness, who shall also report to the Office of the Fire Chief at the same time.

7. Misconduct Observed by Fire Personnel

Whenever any Fire Officer or Supervisor observes or is informed of the misconduct of another member or employee, which indicates the need for disciplinary action, he shall take authorized and necessary action as outlined under the levels of Discipline.

C. DEPARTMENT DISCIPLINARY HEARINGS

1. Whenever an internal investigation establishes probable cause that a member is guilty of violating a Departmental rule or regulation, state statute, or the standard of behavior required of all fire suppression personnel, the penalty for which is to be permanently reflected on the member's personnel record, charges shall be prepared by the Chief of Department after consultation with subordinate Fire Officers in accordance with the requirements of state statutes and personally served upon the respective member. The charges shall contain:

(a) The Department instituting the action.

(b) The name, address and title of the member against whom the action is being

instituted.

(c) The charge(s) (rules and regulations, state statute(s), general standard, etc.)

allegedly violated.

(d) Specification of the alleged facts upon which the charge(s) are based.

(e) Notification as to whether the member is suspended pending the determination of the hearing.

(f) The time, date and place at which the hearing is scheduled to be held.

(g) The penalties sought to be imposed to the member as a result of the alleged

charge(s).

(h) The signature of the proper authority and his/her official title.

2. The disciplinary hearing shall be scheduled as soon as practical, but no later than thirty (30) days, after said notice is personally served upon said member, subject, of course, to the granting of reasonable requests for postponements by said member.

3. Where a disciplinary hearing has been postponed at the request of the respective member pending the determination of criminal or quasi-criminal charges filed on the basis of the same factual situation which gave rise to the charges, said hearing must be held within thirty (30) days after the Chief of Department receives notice of such disposition. The duty to advise the Chief of Department that said judicial determination has been made is that of the respective member.

4. “Personal service” means actual service upon the member as well as actual service upon any members of the member’s family over 18 years of age residing in the residence of said member.

5. Every member formally charged with the violation of a Department rule or regulation shall have the opportunity to testify in his/her own defense, produce relevant evidence in support of his/her defense, produce competent witnesses to testify to relevant matters in support of his/her defense, and cross-examine any witness who has testified against him/her. The disciplined employee (including his/her Disciplinary Witness) has the right to conduct reasonable discovery which would include request for production of documents and written answers to propounded interrogatories.

6. The Board of Fire Commissioners designated legal counsel will prosecute the complaint. An impartial Hearing Officer or Panel, skilled at this task, will be selected by the Fire District. The cost of the Hearing Officer will be the responsibility of the Board of Fire Commissioners.

7. In order that all parties may be afforded a fair and equal opportunity to be heard and that the Hearing Officer may be completely informed in the matter and enabled to render a proper determination based on all the facts and applicable laws and rules, all hearings shall be conducted in an informal manner, without reference to any formal rules or procedure.

8. The Hearing Officer may, at his/her discretion, clear the hearing room of all persons when the evidence pertains to scandalous or indecent conduct of any sort, or is such that its public disclosure would not be in the best interest of the public and might do irreparable harm to any person or person not a party to the hearing. The Hearing Officer may also exclude all persons not having a direct interest in the matter being heard.

9. The Hearing Officer shall admit all testimony having reasonable, probative value, but shall exclude immaterial, irrelevant or unduly cumulative testimony.

10. The Hearing Officer shall give effect to the rules of privilege as provided by law.

11. The member is presumed innocent and the burden of proof is upon the Department to prove the member's guilt by credible evidence presented during said hearing. All hearings may, in the discretion of the Hearing Officer, be recorded by:

(a) Stenographers duly sworn to make an accurate stenographic recording of the

proceeding.

(b) Sound recording device to be operated under the supervision and direction of the Hearing Officer.

(c) A certified shorthand reporter.

12. After considering all the evidence in support and in defense of the particular charge of misconduct, the respective Hearing Officer shall consider same and render his/her verdict as soon as practical thereafter.

13. Although the verdict may be verbal at the time of the hearing, the determination must be reflected in a written decision which must be personally served upon the respective member as soon as practical after the termination of said disciplinary hearing.

D. APPEAL PROCEDURE

Any member of the Department who has been tried and convicted upon any disciplinary charge or charges may obtain review by appeal to the Superior Court of New Jersey in accordance with New Jersey State statutes, or arbitration through the grievance procedure.

E. LOG

1. Discipline documentation will be maintained in a separate folder as part of each member's personnel file and the personnel database at Fire Administration.

2. In the front jacket of this file, there will be a log containing a chronological sequence of all discipline on file.

3. Access to the Disciplinary file will be limited to the Fire Chief, Deputy Chief's, Assistant Chief's, Battalion Chief's, Administrative Assistant, Board of Commissioners, the employees immediate Supervisors and the employee.

4. A member may review their counseling and/or disciplinary file at a reasonable time by written request to the Chief of Department via the Chain of Command.

5. A written log will be kept of any person accessing a members counseling and/or disciplinary log.

F. Investigator's Authority/Reporting

Investigators assigned to an investigation are the direct representatives of the Fire Chief and, as such, shall receive the cooperation of all members of the Department while conducting their investigations. Prior to any interrogation, the employee will be informed of his/her rights and obligations in accordance with the "Pre-Interview Advisement Form" (Appendix I). The sole responsibility of the investigator shall be the gathering of all the facts regarding the allegations. In so doing, he/she must be objective and thorough when submitting his/her

report. His/her opinions, conclusions, or personality shall not be interjected into the case. By adhering to the foregoing principles, the case can be concluded with optimum fairness for all persons concerned.

Appendix I

Lindenwold Fire Department

PRE-INTERVIEW ADVISEMENT FORM

1. You are being questioned as part of an official investigation of this agency into potential violations of department rules and regulations. This investigation concerns: record the concerns

2. You will be asked questions specifically directed and narrowly related to the performance of your official duties and your fitness for office.

3. You have the right to refuse to answer any questions or make statements that might incriminate you in a criminal matter.

4. If you fail to exercise this right, anything you say may be used against you in a criminal proceeding.

5. The right to refuse to answer a question on the grounds of your right against self-incrimination does not include the right to refuse to answer on the grounds that your answer may reveal a violation of a department policy, rule, or regulation that is not a criminal offense.

6. You may be subject to departmental discipline for refusal to give an answer that would not implicate you in a criminal offense.

7. Anything you say may be used against you only in any subsequent department charges, but also in any subsequent criminal proceeding.

8. You have the right to consult with a representative of your choice, and have them present during the interview.

I have read and understand the contents of the above statement on this day of

____________, 200 .

I : ( ) do ( ) do not at this time want a copy of the transcript or tape recordings of this interview. I understand that I may request a copy at a later time. If I do want a copy, I realize that there will be a nominal charge for the same.

Signature:

Time:

Witnessed by:

Location:

Other Present:

Policy Directive 1003

SEXUAL & WORKPLACE

HARASSMENT

EFFECTIVE DATE: October 1 , 2008

REVISION DATE:

GENERAL INFORMATION

Objective

The purpose of this policy is to develop and maintain an awareness of the personal dignity of others by fostering a work environment free of unlawful harassment, and to establish procedures for dealing with unlawful harassment when it occurs. This policy applies to harassment of or by employees/volunteers from or toward anyone, including any supervisor, co-worker, the public or

independent contractor. All employees, have a right to a work environment free from all forms of unlawful discrimination and conduct which can be considered harassing, coercive or disruptive, including sexual and workplace harassment. Harassment is a form of employee misconduct which undermines the integrity of the employment relationship. Harassment debilitates morale and interferes with work productivity and therefore, will not be tolerated. Any employee who

engages in harassment is subject to discipline, up to and including dismissal. A copy of this Order will be posted permanently in a prominent location on the station bulletin board.

Definitions:

Prohibited Conduct

Sexual Harassment - Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct, gestures or communication of a sexual nature when:

(a) Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment; or

(b) Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, or

(c) That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, or creating an intimating hostile or offensive employment environment.

Workplace Harassment-Workplace harassment generally refers to any activity directed toward a person which:

(a) Would not have occurred but for that person's race, color, religion, sex, sexual orientation or preference, national origin, handicap or disability, Vietnam-era or disabled veteran status, age, marital status, citizenship status or any other status or category protected by law status; and

(b) Is severe or pervasive enough to cause a reasonable person in that status to believe that the workplace has become hostile or abusive, i.e. slurs, jokes or other verbal, graphic or physical conduct relating to an individual's membership in a protected class

(c) Harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, physical or mental disability, marital status, veteran status, citizenship status, sexual orientation or other protected group status. Any form of harassment related to an employee's protected group status violates this policy and will result in appropriate disciplinary action up to and including termination of employment.

Physical Assaults of a Sexual Nature

(a) Sexual assault or criminal sexual contact or the attempt to commit these offenses; or

(b) Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.

Unwanted Sexual Advances, Propositions or Other Sexual Comments

(a) Sexually oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience;

(b) Preferential treatment or promise of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; or

(c) Subjecting or threatening to subject an employee to unwelcome sexual attention or conduct; or

(d) Intentionally making performance of the employee's job more difficult because of the employee's sex. Sexual harassment also occurs when one person harasses another solely because of the victim's gender. This type of sexual harassment may involve unwelcome sexual demands or overtures, but it may also take the form of other harassing conduct not necessarily sexual in nature. For example, this would include comments about the lesser

abilities, capacities, or the "proper role" of females. It also includes subjecting a woman or a man to non-sexual harassment solely because of her or his gender.

(e) Sexual harassment is prohibited whether the harasser is male or female, and whether the harassment is opposite sex or same-sex harassment.

Sexual or Discriminatory Displays or Publications Anywhere in the Organization's Workplace

by the Organization's Employees

(a) Displaying or otherwise publicizing in the work environment, pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually revealing, sexually suggestive, sexually demeaning, or pornographic; or

(b) Displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace, other than restrooms and similar semi-private locker/changing rooms.

Retaliation for Sexual and/or Workplace Harassment Complaints

(a) Disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work-related matters with any employee because that employee has complained about or resisted harassment, discrimination or retaliation; or

(b) Intentionally pressuring another person to give false information about an alleged incident of sexual and/or workplace harassment for the purpose of covering up such incident.

Quid Pro Quo

No supervisory employee shall threaten or insinuate either directly or indirectly, that an employee's refusal to submit to sexual advances will adversely affect the employees continued employment, evaluation, compensation, assignment, advancement, or any other condition of employment. Similarly, no supervisory employee shall promise or suggest either directly or indirectly, that an employee's submission to sexual advances will result in any improvement in any term or condition of employment for the employee. All workplace harassment is forbidden and will not be tolerated and covers all employees. The above list of definitions is illustrative and should not be construed as an all inclusive list of

prohibited acts under this policy.

POLICY

A. **Responsibilities**

1. Employees

(a) Employees subjected to sexual and/or workplace harassment are encouraged, whether directly or through a third party, to notify the alleged harasser that the behavior in question is offensive and unwelcome.

(b) Failure to inform the alleged harasser that the behavior is unwelcome does not prevent the victim from filing a complaint pursuant to this Policy.

(c) Employees subjected to sexual and/or workplace harassment are encouraged to promptly report all such incidents to the Chief of Department or Deputy Fire Chief pursuant to procedures established in this policy.

(d) Employees who observe any behavior by another employee which constitutes sexual and/or workplace harassment shall promptly report the incident to the Chief of Department or Deputy Fire Chief pursuant to procedures established in this policy.

2. Supervisors/Unit Leaders

(a) In order to ensure the integrity of the work environment, Unit Leaders and/or Supervisors are required to ensure adherence to and compliance with this policy;

(b) If a Unit Leader and/or Supervisor learns of conduct that violates the policy, the supervisor must either (1) assist the victim in reporting the violation or (2) report the violation him- or herself, if the victim does not want to come forward.

(c) Unit Leaders and/or Supervisors are also responsible for monitoring the work

environment to ensure that retaliation does not occur.

B. **Reporting Sexual and/or Workplace Harassment**

1. The Fire District encourages the prompt reporting of complaints so that rapid response and appropriate action may be taken. Any complaint should be reported within 60 days to be considered current. Nevertheless, due to the sensitive nature of these problems, all complaints will be investigated, regardless of when they are filed.

2. Harassment or discrimination does not have to occur on Fire District property during regular work hours for an employee to file a complaint.

3. Complaint Procedure

(a) Any employee who feels he or she has been subject to harassment should report the incident directly to the Fire Chief.

(b) The Fire Chief will ask the employee to complete a Harassment Complaint Form. Employees, however, are not required to complete the complaint form to initiate a harassment complaint under this policy.

(c) Alternatively, any employee who feels he or she has been subject to harassment should report the incident directly to the Deputy Fire Chief. The Deputy Fire Chief will ask the employee to complete a Harassment Complaint Form. Employees, however, are not required to complete the Complaint Form to initiate a harassment complaint under this policy.

(d) Any individual uncomfortable reporting an incident to the Fire Chief or the Deputy Fire Chief, should feel free to go to any Fire Commissioner which he or she feels most comfortable to relay the problem.

(e) The LFD shall conduct an investigation into the harassment complaint to determine the merits of the allegations. The Chief of Department or the Deputy Fire Chief shall designate an objective investigator to determine the validity of any complaint. The objective investigator may include the Chief of Department or the Deputy Fire Chief or any third party deemed appropriate. The investigation shall be completed in a reasonable time to resolve the issue and minimize the effects of such investigation on the parties involved..

(f) The investigation will, at a minimum, include an interview with the employee bringing the complaint and the accused. Both the complaining employee and the accused will be advised of the outcome of the investigation, but not all the details of the investigation. If the LFD determines that the complaint has merit, the accused shall face appropriate disciplinary action based upon the severity of the complaint and any prior history of past charges against the individual. Disciplinary action may include a written warning, suspension, demotion, and/or termination of employment. Any disciplinary action shall be consistent with applicable collective bargaining agreements, the LFD Personnel

Policies, and applicable due process safeguards.

(g) Documentation of all actions taken at this stage shall be confidentially maintained.

(h) The investigation shall be conducted in a manner and to the degree appropriate to the scope and nature of the complaint.

(i) The investigation may include separate interviews with all persons whom the

complaining employee or someone else identifies as being involved in or having knowledge of the alleged harassment.

(j) The alleged harasser will be informed of all complaints and given the opportunity to fully respond.

(k) A report of the investigation will be prepared.

C. **Protection of All Parties**

1. All complaints will be addressed promptly and thoroughly investigated.

2. All parties to the complaint shall be afforded all of the protection as in any internal affairs investigation.

3. To the extent possible, the sexual and/or workplace harassment investigative proceedings will be conducted in a manner which protects the confidentiality of the complainant, the alleged harasser and all witnesses. All parties involved in the proceedings will be advised to maintain strict confidentiality, to safeguard the privacy and reputation of all involved. Any employee who unnecessarily compromises the confidentiality of an investigation will be subject to appropriate discipline.

4. The LFD encourages victims of harassment to bring their complaints to management by ensuring that no reprisals or retaliation will result from the good faith reporting of harassment. It is a violation of this policy for any personnel to retaliate against another because he or she filed a complaint or otherwise participated in the complaint procedures.

5. In the event that the Fire District determines the complaint to be intentionally dishonest, appropriate disciplinary action may be taken against the employee who caused the complaint to be filed.

D. **Discipline**

1. If, as a result of any investigation, it is found that harassment has occurred, appropriate action shall be taken.

This may include the following:

(a) disciplinary actions up to and including discharge from the Department against the person who fails to abide by the Department's policy against harassment;

(b) changes in job responsibilities;

(c) changes in reporting responsibilities;

(d) transfer to another job or department; or

(e) requiring employee or employees to undergo counseling, sensitivity training or other appropriate educational seminars.

2. All information disclosed during the investigation and all action shall be held strictly confidential.

3. Retaliation in any form against a complainant or anyone who participates in the complaint process or investigation process is strictly prohibited and may result in appropriate disciplinary action, including termination of employment.

Policy Directive 1004

DISCIPLINARY CODE

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

The maintenance of uniform minimum rules and regulations is an integral component to the Department's operation. These guidelines are established to ensure that every member respects the values set forth by the Department.

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POLICY

Relationship of Offenses to Penalties

1. The offenses herein shall guide the Chief of Department and his/her subordinate Fire Officers in administering fair and uniform penalties for violations of Department Rules of Conduct.

2. Offenses not included in the list shall result in penalties similar to those specified for similar offenses of comparable seriousness.

3. Repeated violations of the Rules of Conduct shall be indicative of a member's disregard of the obligations of all members and shall be cause for dismissal. This may apply regardless of the severity of the offenses, regardless of any reckoning period, and regardless of whether these violations are of the same type.

4. Although progressive discipline is a method utilized to correct negative behavior in the work place, there are infractions based on their seriousness nature, that require an immediate higher level of discipline to be issued. The Department reserves the right to do so based on just cause.

5. Suspension, Fine and Demotion for Disciplinary Purposes – The Board of Fire

Commissioners and/or the Chief of Department may suspend without pay, or with reduced pay, fine or demote an employee due to inefficiency, incompetence, misconduct, negligence, insubordination, or for other sufficient cause.

6. Causes for Removal – Any one of the following shall be cause for removal from the service, although removals may be made for sufficient causes other than those listed:

(a) Neglect of duty.

(b) Blatant incompetence or inefficiency.

(c) Incapacity due to mental or physical disability.

(d) Insubordination or serious breach of discipline.

(e) Chronic or excessive absenteeism.

(f) Disorderly or immoral conduct.

(g) Willful violation of any of the provisions of the rules or regulations or other statutes relative to the employment of public employees.

(h) The conviction of any criminal act or offense.

(i) Negligence of, or willful damage to public property or waste of public supplies.

(j) Conduct unbecoming an employee in public service.

(k) The use or attempt to use one's authority or official influence to control or modify the action, political or otherwise, of any person.

RULES, CHARGES AND DISCIPLINARY ACTIONS

The following is a list, not exhaustive, of rules, charges and disciplinary actions, which may be taken against Firefighters and Fire Officers:

Rule 1: Accepting bribes or gratuities for permitting illegal acts: Level II Offense

Disciplinary action for first offense – dismissal.

Rule 2: Involved in a crime of moral turpitude that negatively affects the operation of the Department: Level II Offense

Disciplinary action for first offense – dismissal.

Rule 3: Repeated violations of Departmental Rules & Regulations, or any other course of conduct indicating that a member has little or no regard for his responsibility as a member of the Department: Level II Offense

Disciplinary action – dismissal.

Rule 4: Sexual harassment: Level II Offense

Disciplinary action for first offense – 10 day suspension.

Disciplinary action for second offense – dismissal.

Rule 5: Failure to report, in writing, offers of bribes or gratuities to permit illegal acts: Level II Offense

Disciplinary action for first offense – 5 day suspension.

Disciplinary action for second offense – 10 day suspension.

Disciplinary action for third offense – dismissal.

Rule 6: Knowingly and willfully making a false entry in any Departmental report or record: Level II Offense

Disciplinary action for first offense – 10 day suspension.

Disciplinary action for second offense – dismissal.

Rule 7: Intoxication on duty: Level II Offense

Disciplinary action for first offense – 10 day suspension.

Disciplinary action for second offense – dismissal.

Rule 8: Consumption and/or distribution of controlled dangerous substances while on-duty and off-duty: Level II Offense

Disciplinary action for first offense - 10 day suspension.

Disciplinary action for second offense - dismissal.

Rule 9: Communicating or imparting confidential information, either in writing or verbally, to unauthorized persons: Level II Offense

Disciplinary action for first offense – 10 day suspension.

Disciplinary action for second offense – dismissal.

Rule 10: Willfully damaging Department property and/or equipment: Level II Offense
Disciplinary action for first offense – 5 day suspension.

Disciplinary action for second offense – dismissal.

Rule 11: Removing official documents from the Department without permission: Level II Offense

Disciplinary action for first offense – 10 day suspension.

Disciplinary action for second offense – dismissal.

Rule 12: Intoxication off duty, not in uniform, and arrested: Level II Offense

Disciplinary action for first offense – 5 day suspension.

Disciplinary action for second offense – 10 day suspension.

Disciplinary action for third offense – dismissal.

Rule 13: Failure to properly supervise subordinates, or to prefer disciplinary charges, or to take other appropriate disciplinary action: Level II Offense

Disciplinary action for first offense – 5 day suspension.

Disciplinary action for second offense – demotion.

Disciplinary action for third offense – dismissal.

Rule 14: Failure to properly care for assigned equipment and vehicles, damaging same due to neglect: Level II Offense

Disciplinary action for first offense – 5 day suspension.

Disciplinary action for second offense – 10 day suspension.

Disciplinary action for third offense – dismissal.

Rule 15: Neglect of duty: Level II Offense

Disciplinary action for first offense – 5 day suspension.

Disciplinary action for second offense – 10 day suspension.

Disciplinary action for third offense – dismissal.

***** For rules 17 - 40, the Level II Discipline will be recommended by the Chief of**

Department and his/her subordinate Fire Officers/Supervisors based on the severity of the infraction and issued as outlined in Department Disciplinary Hearing.

Rule 17: Fighting or quarreling with members of the Department as prescribed in this code:

Disciplinary action for first offense – oral reprimand – Level I

Disciplinary action for second offense – written reprimand – Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

** A physical altercation will automatically result in a written reprimand for first*

offense.

Rule 18: Refusal to obey proper orders from a superior:

Disciplinary action for first offense – written reprimand - Level I

Disciplinary action for second offense or subsequent offense – Level II

Rule 19: Failure to comply with the Chief's orders, policy directives, regulations, etc., oral or written, and also those of superiors and supervisors:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 20: Failure to possess and maintain a current and valid New Jersey State vehicle operator's license or Identification:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 21: Using rude or insulting language or conduct offensive to the public:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 22: Publicly criticizing the official action of a superior officer:

Disciplinary action for first offense – written reprimand - Level I

Disciplinary action for second offense or subsequent offense – Level II

Rule 23: Odor of alcoholic beverage on breath while on duty; confirmed by testing:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 24: Failure to recognize and satisfy any just debts which negatively affect the Department:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 25: Conduct subversive of good order and the discipline of the Department:

Disciplinary action for first offense – written reprimand - Level I

Disciplinary action for second offense or subsequent offense – Level II

Rule 26: Using profane or insulting language to a superior officer or any member of the Department:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 27: Absence without leave for 60 days without any notification to Chief of Department

Disciplinary action for first offense – Level II Discipline

Rule 28: Absence without leave for 40 hours for full time employees with no notification to the Chief of Department

Disciplinary action for first offense – Level II Discipline

Rule 29: Failure to conduct proper, thorough and complete investigations:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 30: Failure to report as witness when subpoenaed or ordered by superior officer:

Disciplinary action for first offense – written reprimand - Level I

Disciplinary action for second offense or subsequent offense – Level II

Rule 31: Failure to be home without legitimate reason after reporting sick:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 32: Failure to obtain any required medical treatment or certificate while on sick leave:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 33: Failure to submit a properly written required report within a reasonable prescribed period of time as per regulations:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 34: Unexcused tardiness:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 35: Changing residence or telephone number without giving prompt and proper notification:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 36: Unauthorized persons in Department vehicles:

Disciplinary action for first offense – oral reprimand - Level I.

Disciplinary action for second offense – written reprimand - Level I.

Disciplinary action for third offense or subsequent offense – Level II Discipline.

Rule 37: Untidy appearance and dress while in uniform:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 38: Not in full prescribed uniform:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 39: Failure to give prescribed identification when answering telephone:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Rule 40: Refusal to give name and rank when properly requested:

Disciplinary action for first offense – oral reprimand - Level I

Disciplinary action for second offense – written reprimand - Level I

Disciplinary action for third offense or subsequent offense – Level II Discipline

Policy Directive 1005

PUBLIC COMPLAINTS

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

The Lindenwold Fire Department desires to maintain a positive relationship with the public that we serve. As with any organization, situations arise that cause individuals to lodge verbal and written complaints. It is our policy to proactively handle each event to the best of our ability. Our experience shows that most often, we can resolve the complaint by explaining our actions and answering related questions. The most important action in answering concerns identified by the public is to do so quickly and honestly.

Definitions

Verbal

A complaint that is received verbally at any level within the organization.

Written

A complaint that is received in writing, usually at the Fire Administration Building.

POLICY

Verbal Complaints

These complaints may easily be resolved by the Company Officer, Battalion Chief and/or Unit Leader within the chain of command.

If a verbal complaint cannot be handled at any of the levels mentioned above, a memorandum shall be sent to the Chief of Department via the chain of command. The memorandum should include a description of the complaint, attempted remedy, and a point of contact for the complainant.

If a verbal complaint is handled at any level, a courtesy notification will be made to the Chief of Department by the Battalion Chief or Unit Leader

Written Complaints

These complaints will be resolved by the Chief of Department or his/her designee. If a written complaint is received at any level within the organization, it shall be forwarded to the Chief of Department via the chain of command.

Handling Complaints

All complaints will be processed immediately or as the situation warrants.

Any complaint will be handled in a professional and courteous manner.

Written complaints will be kept on file at the Fire Administration Building.

Policy Directive 1006

WRITTEN COMMUNICATION SYSTEM

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

The LFD Communication System is the foundation of our Department as a para-military organization. Every member must have a clear understanding of the intent and application of the information contained within this system. Supervisors at every level share responsibility to develop, update, introduce and follow the Policy established by this system.

Definitions

Communications In General

Written communication including email are required business tools in every organization. Everyone has a duty to ensure that these tools do not replace the most effective method of communication - conversation.

Policy Directive

A Directive is a publication that gives instruction on administrative policy statements of the Department. Directives are intended to be applied for an indeterminate duration and will be numbered consecutively.

The Fire Chief is responsible for overseeing the formulation of Directives.

Operational Guidelines

A publication that will cover specific functions that guide our performance, readiness and supportive actions. The Deputy Fire Chief, in conjunction with respective Fire Officers and Unit Leaders, is responsible for the formulation of Operational Guidelines. Operational Guidelines will be used as part of the In-Service Training Program.

Chief’s Orders

Information and instruction surrounding daily operations. Information contained in these Orders can be new or updated information. One copy will be posted on the Company bulletin board for thirty (30) days, or posted on the LFD website.

Chief's Orders will be maintained for one (1) year or until such communication becomes permanent in nature within the Department, Rules and Regulations, Policy Directives, or Operational Guidelines.

General Memorandums

Departmental communications that are temporary in nature. One copy will be posted on the Company bulletin board for thirty (30)days, or posted on the LFD website. GMs will be discarded after one (1) year.

Manuals

Publications of a permanent nature, too voluminous to be issued as a “Policy Directive” or “Operational Guideline.” An example of this is the IFSTA “Essentials of Firefighting”, Hahn’s Fire Pump Manual, Scott 4.5 Instruction Guide, etc.

Training, Safety & Operational Bulletins

Publications that are topical in nature addressing new equipment, new and updated firefighting operations, safety messages, and temporary operational issues.

Verbal Message

A verbal request made between a supervisor and subordinate and/or supervisor to supervisor is considered an order. Orders are completed in full and without delay. Circumstances that impede members from completing the action required within the order shall be brought to the attention of the individual making the request.

Written Correspondence

Written correspondence is defined as communication by exchange of letters. With the advent of technology, we have a number of mediums to exchange communications both within and outside the Fire Department.

POLICY

A. Distribution

1) Policy Directives and Operational Guidelines will be distributed as needed by the Office of the Fire Chief at Department meetings to Battalion Chiefs and Company Officers and staff meetings to Unit Leaders. Chief's Orders and General Memorandums will be transmitted electronically to all Fire Officers and Unit Leaders.

a. The CHFD Policy Manual in the public folders section of Microsoft Outlook will be updated at the beginning of each month as needed.

b. The Policy Directive and Operating Guideline indexes will be updated at the

beginning of each month on the public folders section of Microsoft Outlook.

2) All Policy Directives will be reviewed by a members Supervisor and signed for by all members.

4) Training & Safety Bulletins and Manuals will be distributed to all Fire Officers and Unit Leaders by e-mail or hand delivery.

5) Operational Bulletins will be distributed by e-mail with approval of the Chief of Department and/or his designee.

Operational Bulletins will be classified into two categories:

a. *Response* and b. *Procedures*

a. *Response* criteria will include road closures, hydrants out-of-service, buildings in

transition notification, and occupancy changes (i.e. church sleepovers). These

bulletins will not require prior approval before distribution.

b. *Procedure* criteria will include any item which temporarily alters established

Operating Guidelines. These bulletins will require prior approval before distribution.

6) All Supervisors will review this information with their members, ensuring that they are familiar with the contents and aware of their responsibilities in relation to these written communications.

7) Printed copies of all written communications will be kept in designated binders at Fire Administration.

Receipt of OG or PD manual

1.Members are to place their names on the front cover of the manual.

2. Members are responsible to maintain this manual in good condition.

3. Members will incorporate new and updated directives as they are issued.

4. Each member will sign a Policy Directive Verification Form

5. Manuals will be maintained in the members' assigned locker or desk with

the latest directive and in good order.

8) Officers and Unit Leaders will check their e-mail daily or at the earliest possible timer new communications.

B. New or Revised Communications

1) Any member can submit a revision to the Fire Chief via the chain of command. All changes will be highlighted for ease of discernment.

2) The formulation of a new Policy Directive or Operational Guideline can be submitted to the Fire Chief via the chain of command. New subjects may also be assigned by the Deputy/Assistant Chiefs. Policy Directive and Operational Guideline formats are attached to the end of this document.

C. Correspondence

1) An Interoffice Memorandum is a method of internal communication in the organization between one (1) party and another. Interoffice memorandums should follow the chain of command where indicated in Policy Directives and Operational Guidelines. An interoffice memorandum used to conduct business between Divisions and/or individuals are not required to follow the chain of command; however, individuals should be "carbon copied" as needed. The Interoffice Memorandum template can be accessed from any word processor, with the inter-office memo heading. Font size should be 12 and the style should be Times New Roman on these documents.

2) Letters Using Department Letterhead

Any correspondence to people outside the Department, using Department letter head, must be signed and approved by one of the members listed below:

Chief of Department, Fire Marshal, Deputy Fire Chief, Assistant Fire Chief, Battalion Fire Chief. The Division Head must approve all draft correspondence prior to distribution. Font size should be 12 and the style should be Times New Roman on these documents.

4) E-mail should be used for simple requests or informational purposes and should not replace face-to-face communications.

5) Reports are written summaries of special assignments, topics or events. The main text in this document should consist of the font size 12 and style of Times New Roman. Headings can increase to a font size of 16 and be boldface.

E. Examples of Correspondence:

Interoffice Memorandum

LINDENWOLD FIRE DEPARTMENT

CAMDEN COUNTY, NEW JERSEY

Interoffice Memorandum

DATE:

TO:

FROM:

RE:

TEXT OF MEMO BEGINS HERE

Adding Comments - The following information is to be included when there is a

comment to be made via the chain of command:

Date:

From:

Comment:

Signature

(initial and forward) Company Officer ,Station Captain, Battalion Chief

Department Head ,Assistant Fire Chief, Chief of Department

Correspondence on Letterhead

Date

Name

Street

City, State Zip

Dear ____________:

TEXT OF LETTER BEGINS HERE

Sincerely,

Name

Rank

cc:

OG Layout

Subject

OPERATIONAL GUIDELINE

Division: Operations

Section:

Effective Date:

Revision Date:

GENERAL INFORMATION (SUMMARY)

Summarize the purpose, rationale or intent of this Operational Guideline. The OG should identify the responses/actions to be implemented. May also need to state who it applies to,etc… List the types of incidents, if applicable. Format them with some type of bullet point.

EXAMPLE:

• Suspicious letters, packages and substances

•

•

PROCEDURES

List the procedures to take in implementing the OG. Format in outline format (see below example).

EXAMPLE:

A. Dispatch

1. LPD will screen all calls……………………………..et al.

2. ditto

3. ditto

4. ditto

B. Deployment

1. Unit will respond…………………….et al.

2. ditto

3. ditto

BY ORDER OF THE CHIEF OF DEPARTMENT

PD Layout

Policy Directive NUMBER (ASSIGNED BY OFC)

SUBJECT

EFFECTIVE DATE:

REVISION DATE:

GENERAL INFORMATION

Objective

List the "purpose", "rationale", or "intent" of the policy directive.

EXAMPLE:

The purpose of this policy is to centralize reporting and coordination of leave requests in order to ensure that adequate operational levels………………………etc…

Definitions

List the different terms of the policy that need to be defined. Try to keep separate and format with an underline (if applicable).

POLICY

List a set of guidelines or steps that should be followed. These are your sub-topics. Formatting the subtopics can be done by bolding and/or numbering each one (see below example).

EXAMPLE:

The following guidelines shall be followed when requesting leave(s):

1) Procedures for Requesting Scheduled Time Off

2) 60-Day Window

BY ORDER OF THE CHIEF OF DEPARTMENT

LINDENWOLD FIRE DEPARTMENT

Latest Date OG _______

4. ditto

B. Deployment

1. Unit 6301 will respond…………………….et al.

2. ditto

3. ditto

BY ORDER OF THE CHIEF OF DEPARTMENT

Latest Date Page

Policy Directive 1007

LFD Ethics

Effective Date: October 1, 2008

Revision Date:

GENERAL INFORMATION

Objective

It is the purpose of this Policy Directive to help guide the Lindenwold Fire Department and its employees in emphasizing ethics as an approach to everyday business. As in any similar type policy, the laws that govern our community, state and federal government believe the principles within this document. All personnel will be governed by these publications and shall be aware of the contents of same and their responsibilities for compliance when appropriate.

POLICY

We believe working at the Lindenwold Fire Department is a public trust. The vitality and stability of an organization like ours rely on the public's confidence in the integrity of our members. Whenever the public perceives a conflict between the private interests and the public duties of an appointed government employee or staff personnel in a public organization, that confidence is imperiled.

Ethics and integrity are the cornerstones of the Department's ability to serve the public interest. They are also the cornerstones of developing, earning and maintaining the trust and respect of the citizens of Lindenwold. The Lindenwold Fire Department has the duty both to provide the citizens they serve with

standards by which they may determine whether public duties are being performed and to apprise their employees and members of the behavior which is expected of them while conducting their duties. Our goal is to provide a method of assuring a standard of ethical conduct for the Lindenwold Fire Department members and employees that is clear, consistent and uniform in its application, and to provide its members and employees with advice and information concerning possible conflicts of interest which might arise in the conduct of their public duties. Further, it requires its members and employees to be independent, impartial, and responsible to the public. This document will be liberally construed in favor of protecting the public's interest in full disclosure of conflicts of interest and promoting ethical standards of conduct for Department members and employees.

RESPONSIBILITY

Personal responsibility is important for every member of the Department. If mediocrity in ethics is allowed to become the normal operating procedure for a department, then the integrity of the department is compromised. Accordingly, this policy establishes standards of conduct for all members and employees of the Lindenwold Fire Department under the jurisdiction of the Board of Fire Commissioners, Fire District 1 , Lindenwold, whether elected or appointed, paid or unpaid, and they shall comply with the following provisions.

1. Disqualification From Acting on Department Business

a) Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the member's or employee's independence of judgment or action in the performance of official duties and fail to disqualify him or herself from official action in those instances where the conflict occurs;

b) Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any matter upon which the member or employee is required to act in the discharge of his or her official duties, and fail to disqualify himself or herself from acting or participating;

c) Fail to disqualify himself or herself from acting on any transaction which involves the Department and any person who is, or at any time within the preceding twelve (12) month period has been a private client of his or hers, or of his or her firm or partnership;
d) Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any contract or transaction to which the Department or any Department agency may be a party, and fails to disclose such interest to the appropriate Department authority prior to the formation of the contract or the time the Department or Department agency enters into the transaction; provided, that this paragraph shall not apply to any contract awarded through the public bid process in

accordance with applicable law.

2. Improper Use of Official Position

a) Use his or her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the member or employee, rather than primarily for the benefit of the Department; or to achieve a private gain or an exemption from duty or responsibility for the member or employee or any other person; b) Use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any Department funds or Department property, for a purpose which is, or to a reasonable person would appear to be, for other than a Department purpose; provided, that nothing will prevent the private use of Department property which is available on equal terms to the public generally, the use of Department property in accordance with municipal policy for the conduct of official Department business (such as the use of a Department automobile), if in fact the property is used appropriately; or the use of Department property for participation of the Department or its officials in

activities of associations of governments or governmental officials; c) Except in the course of official duties, assist any person in any Department transaction

where such Department member or employee's assistance is, or to a reasonable person would appear to be, enhanced by that member or employee's position with the Department; provided that this subsection; but shall not apply to: any member or employee appearing on his or her own behalf or representing himself or herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited by ordinance; d) Regardless of prior disclosure thereof, have a financial interest, direct or indirect, personally or through a member of his or her immediate family, in a business entity doing, or seeking to do, business with the Department, and influence or attempt to influence the selection of, or the conduct of business with, such business entity by the Department.

3. Accept Gifts or Loans

a) Solicit or receive any retainer, gift, loan, entertainment, favor, or other thing of monetary value from any person or entity where the retainer, gift, loan, entertainment, favor, or other thing of monetary value has been solicited, or received or given or, to a reasonable person, would appear to have been solicited, received or given with intent to give or obtain special consideration or influence as to any action by such member or employee in his or her official capacity; provided, that nothing shall prohibit contributions which are solicited or received and reported in accordance with applicable law.

4. Disclose Privileged Information

a) Disclose or use any privileged or proprietary information gained by reason of his or her official position for a purpose which is for other than a Department purpose; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

5. Hold Financial or Beneficial Interest in Department Transaction.

a) Regardless of prior disclosure thereof, hold or acquire a beneficial interest, direct or indirect, personally or through a member of his or her immediate family, in any contract which, in whole or in part, is, or which may be, made by, through, or under the supervision of such member or employee or which may be made for the benefit of his or her office; or accept, directly or indirectly, any compensation, gratuity, or reward in connection with such contract from any other person or entity beneficially interested therein, in violation law. b) Regardless of prior disclosure thereof, be beneficially interested, directly or indirectly, in

any contract or transaction which may be made by, through or under the supervision of such member, in whole or in part, or which may be made for the benefit of his office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contracts or transaction from any other person beneficially interested therein.

6. Prohibited conduct after leaving the Department

a) No former member or employee shall disclose or use any privileged or proprietary information gained by reason of his/her Department employment unless the information is a matter of public knowledge or is available to the public on request; b) No former member or employee shall, during the period of one (1) year after leaving Department Office or employment:

• Assist any person in proceedings involving the agency of the Department with which he or she was previously employed, or on a matter in which he or she was officially involved, participated or acted in the course of duty

• Represent any person as an advocate in any matter in which the former member or employee was officially involved while a Department member or employee;

• Participate as a competitor in any competitive selection process for a Department contract in which he or she assisted the Department in determining the project or work to be done or the process to be used. c) A Department member, who contracts with a former Department member or employee for expert or consultant services within one (1) year of the latter's leaving Department office or employment, shall promptly inform the Administrator about the agreement.

Policy Directive 1008

EMPLOYEE ACKNOWLEDGEMENTS

EFFECTIVE DATE: October 1,2008

REVISION DATE:

GENERAL INFORMATION

Objective

The Fire Department, by virtue of its occupational nature, experiences a family relationship or "brotherhood" with its personnel., and thus, employees are generally lifetime. It is therefore viewed desirable to recognize special, selected occasions occurring in the personal lives of employees through an acknowledgment entailing monetary value. As a further note, this procedure does in fact have precedence through fire organizations (pre-consolidation) in the management of such events.

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POLICY

Guidelines to be observed in honoring events warranting (but not limited to)

recognition/acknowledgment:

! Wedding: Department Card

! Birth: Department Card

! Family Illness: Department Card

! Family Death (immediate or close relation): Floral Arrangement

RESPONSIBILTY

The Board of Fire commissioners or Fire Chief shall expedite such acknowledgments as notification of events as outlined herein are received.

In addition, it is understood that this policy shall pertain to all personnel. The members' immediate supervisor or designee shall report the required information to the Chief of Department for action. The LFD will incur the cost of the acknowledgement.

Policy Directive 1011

PERSONNEL ACTION FORM

EFFECTIVE DATE: October 1.2008

REVISION DATE:

GENERAL INFORMATION

Objective

The purpose of this policy is to provide a method for proper notification to all parties and promote efficient reporting and documentation of any personnel actions involving Department members.

POLICY

This policy covers all members of the Lindenwold Fire Department as specified herein. This form may be generated by any member of the Lindenwold Fire Department, but must be submitted by a Chief Officer or Unit Leader.

The Personnel Action Form shall be used upon occurrence of a reportable action to Fire Administration, Operations, Training or any other section of the Department on behalf of any member. A listing of some of the types of actions intended to be reported using this form includes, but is not limited to:

• Retirement of a Department member

• Resignation of Department member

• Discharge of Department member

• Change of member's address, phone number, etc.

• Light duty assignment

• Any other personnel issue that must be brought to the attention of a division within the LFD Any Supervisor may fill out the form for the specific action and forward it to any Chief Officer. If necessary, include any other supporting documentation. The receiving Officer shall take whatever action is required or refer it to the appropriate person. A copy of the executed form shall be filed as necessary to document the activity taken.

LINDENWOLD FIRE DEPARTMENT

CAMDEN COUNTY, NEW JERSEY

Personnel Action Form

(Please Print or Type)

LINDENWOLD FIRE DEPARTMENT

= = = = = = = = = = = = PERSONNEL ACTION FORM = = = = = = = = = = = =

FROM:

DATE:

TO:

Copies To:

Precedence: Routine__ Priority___ Immediate-Member unable to respond until action taken___

Action: Member Retired____ Member Resigned _____ Member Discharged ______

Personal Information Change ______ Light Duty ______ Other ______

Date of Action:

Name:

Comments:

ID Number:

Street:

City/Zip:

Work Phone:

Home Phone:

Cell Phone:

Officer Name:

Rank:

Signed:

Date:

Phone:

Other Documents Attached: Yes No Type:

I have found that great people do have in common an immense belief in themselves and in their mission. They also have great determination as well as an ability to work hard. At the crucial moment of decision, they draw on their accumulated wisdom. Above all, they have integrity."

Action Taken:

Signed:

Date:

Directions: Requesting Officer shall fill out the form sections as needed. It must be signed by a Station Commander or Chief Officer or Unit Leader and then will be sent to the appropriate person. Receiving Officer shall take necessary action, or arrange for action. Receiving Officer shall report action taken on form, then sign and date the form. The form shall then be delivered to requestor and a copy filed as appropriate.

Policy Directive 1015

FAB & Station PROTOCOLS

EFFECTIVE DATE: October 1,2008

REVISION DATE:

GENERAL INFORMATION

Objective

In order to work effectively and present a professional image to our internal and external customers, the following protocols will be followed. Department members tending to business at the Fire Administration Building will conduct themselves courteously and professionally.

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POLICY

The following guidelines shall be followed by employees who work from the Fire

Administration Building:

Confidentiality

Employees within the Fire Administration Building are exposed to many confidential situations. Reports, meetings and general business can reveal information that is personal in nature or should not be released unless done so by the Chief of the Department and his/her designee. The release of sensitive information is extremely unprofessional and will be thoroughly investigated by the Department. The reputation of the Chief of the Department, his staff and the civilian employees shall be safeguarded by those who work within this facility.

Telephone Systems

Continuity shall be maintained to ensure that the general business lines are answered at all times. The Administrative Staff will coordinate all breaks and time off to allow for uninterrupted answering of the telephone. We want our customers to know we are always open! All incoming lines shall be answered by the Administrative staff. Complete written messages will be recorded for each call and placed in an area for retrieval. Under no circumstances should pager or home telephone numbers be released to individuals who are not members of the Lindenwold Fire Department. If an emergency arises, record the number to be called and page the requested member with the desired number.

Personal calls will be limited to five (5) minutes.

Attire

Fire Department members shall dress in their approved Uniform. Volunteer personnel are not required to wear there issued uniform.

Members *On-Duty* reporting to the Fire Administration Building on business or for meetings will also comply with this protocol.

Civilian employees will wear clothing that presents a professional image and is suitable for work in a business environment.

Pictures, Signs, Postings

In order to maintain a professional appearance and to regulate the aesthetic look of our facility, all items considered for hanging must be approved by the Fire Chief.

Time Off, Hours of Operation

All District employees will complete the appropriate Time-Off Request Form. After receiving approval for leave, the individual’s name and days off will be recorded on a calendar for that purpose. The Fire Administration Building will maintain prescribed hours to efficiently manage our duties and responsibilities as assigned. All employees within the Administrative Division shall work

0830 am to 1700 pm. One Administrative staff person shall be granted leave at any given time. It is prohibited for all Administrative employees to be off or away from the Fire Administration Building at one time during normal business hours. Regardless of your assigned duties, requests from our internal and external customers will be recorded and forwarded to the responsible individual.

Overtime

Approval for overtime can only be granted by the Chief of Department. Overtime will only be utilized for emergency situations that have developed due to

circumstances that cannot be planned for or anticipated.

Opening and Securing Fire Administration

The first employee to arrive at the Fire Administration Building will complete the following:

1) Turn on necessary lighting.

2) Check the climate control setting.

3) Review any faxed documents and forward to the intended employee.

The last employee to exit the Fire Administration Building will complete the following:

1) Turn off all overhead lighting

2) Check coffee station, turn off warmers

3) Secure doors

Breaks

Smoking breaks will be outside only. To safeguard against accidental fires, all smoking material will be discarded in approved containers. Ensure that the Administrative telephones are answered during all breaks.

Policy Directive 1016

COMPUTER AND TECHNOLOGY USE

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

The Lindenwold Fire Department holds a high regard for the collection and management of information that supports operations and provides a continued format to measure our effectiveness. This data is collected and then printed through the use of the Department's various computer programs, equipment, and technology. The sole purpose of our investment in computers, programs and training is to enhance operations and further our mission to the residents of Lindenwold. In order to ensure that the Department's equipment is not utilized

in a manner that is inconsistent with our organizational theory and that may cause public scrutiny, the following Directive will outline the use of our equipment. This policy applies to any member who has access to computer and technology equipment utilized by the Department.

Definitions

Department Computer

Any Department PC, portable or network-based computer.

Department Facsimile

Any Facsimile machine that is utilized in a Fire Facility or in conjunction with a vehicle mounted cellular telephone.

Department Copier

Any equipment that is capable of duplicating material. This will include Station copiers and any portable duplicating equipment.

On-Line Service

This will include any services that provide On-Line access that is capable of browsing, communicating or down loading information.

Approved Programs

Only those programs that have been authorized by the Office of the Fire Chief will be permitted on any Department Computer equipment.

Scanning Equipment

Equipment that is capable of scanning documents onto computer disks.

E-Mail

Any form of electronic mail that is utilized to communicate between individual members, groups and as a general method of communicating to all members who have such addresses.

Cell Phone- Text Pager

Equipment capable of receiving and/or transmitting text or voice communications.

POLICY

The following guidelines shall be followed when utilizing Fire Department computer programs, equipment and technology:

A. General

1. All computers, copiers and fax machines are intended to facilitate business communications within the Lindenwold Fire Department.

2. The Board of Fire Commissioners and their representatives have access at all times to E-Mail communications sent or received on our computers and E-Mail system.

3. All communications sent or received on our computers or E-Mail system are the property of the Board of Fire Commissioners.

4. Employee privacy does not extend to such communications whether intended for business or personal purposes.

5. No employee will install any passwords, software or encryption keys to any program without the express consent of the Chief of Department. No member shall open or disable Department computer equipment for repairs, modifications, additions or alterations.

6. Technology resources may not be used to facilitate operation of a personal business such as sale of goods or consulting.

7. The use of any CD ROM equipped computer will be limited to those disks that are firematic in nature and/or previously approved by the Office of the Fire Chief.

8. Employees who violate these policies may be subject to disciplinary action in accordance with PD 1004 Discipline Code.

9. Members are prohibited from removing computer equipment from Department facilities unless authorized to do so by the Chief of Department.

B. Network Usage

1. Personal software or devices may not be loaded or attached to any Department owned equipment without written authorization by a designated department manager via the Chain of Command. This includes downloading, uploading or any other form of installing data, programs or software. Shareware programs fall under the same guidelines as Software and cannot be installed.

2. Use of the network via any connections to access or download large non-business related files is prohibited. Examples include video, audio, MP3 files and games.

3. Transmission, distribution, or storage of any information or materials in violation of federal, state or municipal law is prohibited. Software that is copy written or licensed may not be shared or illegally distributed. Copyright violations are federal offenses that may result in civil and criminal penalties to employees and the Lindenwold Fire Department.

4. The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national

origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization. Authorized Members will be issued an access password to login to the network and access the E-mail program. This password shall be issued by the Department Technology Committee. Any necessary changes to passwords

will be forwarded, by e-mail, through a Company Officer or Unit Leader via the Chain of Command.

5. The Departments intranet site will be routinely used to relay information and announcements relevant to the general employee population. Each authorized member will be given an individual password to access the appropriate database programs regarding ESP, NFIRS, or Pre-plans.

6. Members shall not attempt to gain access to any area of the software/data files, or any area of the network, they are not specifically authorized to access. Members writing incident reports will have access to the NFIRS sections of the ESP Software. Access to any other areas is prohibited without written authorization from the Fire Chief.

C. E-Mail Usage

1. E-mail must follow the same code of conduct as expected in any other form of written or face-to-face communication.

2. Messages sent or received via e-mail may be *public records* and must meet the same standards as if they were tangible documents or instruments. Users must manage their e-mai in accordance with record retention policies and procedures.

3. E-mail accounts must be managed within assigned capacities. Messaging must be stored to alternative locations (like hard drive or back-up disk) on a regular basis and deleted from the e-mail system. Personal messages should be deleted immediately.

4. Frequent deletion of old and/or unneeded e-mail is the responsibility of each user. As accounts become overburdened, LFD hardware will automatically delete old records to make room for new.

5. The e-mail system is limited. All users should remember that e-mail messages become part of the official Lindenwold Fire Department records and may legally become available for inspection by the press, public, or through civil or criminal court systems.

6. To insure that Fire Department communications or reports are not altered, except by the writer, or intended user, it is very important that passwords not be "shared". Members shall not give their passwords to any other Member, regardless of rank.

D. Internet Usage

1. Use of the internet via Fire Department resources shall be limited to Fire Department Business, Fire Service related resources and Educational purposes. In addition, usage must be in compliance with all Federal, State and Local Laws and Department.

2. Personnel must maintain the safety and security of the Department's network and resources when using the internet.

E. Monitoring and Employee Privacy

The Lindenwold Fire Department needs to be able to respond to proper requests resulting from legal proceedings that call for electronically-stored evidence. The Lindenwold Fire Department owns all data stored on its network and systems (including e-mail, voicemail, and internet usage logs) and reserves the right to inspect and monitor any and all such communications at any time. The Department may conduct random and requested audits of employee accounts in order to ensure compliance with policies and requirements, to investigate suspicious activities that could be harmful to the organization, to assist Units in evaluating performance issues and concerns and to identify productivity or related issues that need additional educational focus within the Department. Internet and e-mail communications may be subject to public disclosure and the

rules of discovery in the event of a lawsuit. The Department's internet connection and usage by individuals are monitored. There is no right to privacy in an employee's use of Department technology resources.

F. Equipment or Systems Breakdown

Any Department member who experiences problems with their computer, network or programs will follow the procedures as outlined in OG 4001 (Emergency Repairs for Fire Department Buildings). Members are encouraged to troubleshoot their difficulty locally to their level of expertise and/or training prior to requesting assistance from Fire Administartion.

G. HIPPA Regulations

1. Confidential information should be protected at all times, regardless of the medium by which it is stored. Examples of confidential information include but are not limited to: individually identifiable health information concerning patients, company financial and business information, patient lists and reports, and research data. Staff members should take all necessary steps to prevent unauthorized access to this information.

2. Making fraudulent statements or transmitting fraudulent information when dealing with patient or billing information and documentation, accounts or other patient information, including the facsimile or electronic transmission of patient care reports and billing reports and claims.

3. Providing information about, or lists of, LFD staff members or patients to parties outside LFD.

4. The appropriate use of Laptop Computers, Personal Digital Assistants (PDA's), and remote data entry devices is of utmost concern to LFD. These devices, collectively referred to as "remote devices" pose a unique and significant patient privacy risk because they may contain confidential patient, staff member or company information and these devices can be easily

misplaced, lost, stolen or accessed by unauthorized individuals.

5. Remote devices containing confidential or patient information must not be left unattended.

6. If confidential or patient information is stored on a remote device, access controls must be employed to protect improper access. This includes, where possible, the use of passwords and other security mechanisms.

7. Remote device users will not permit anyone else, including but not limited to user's family and/or associates, patients, patient families, or unauthorized staff members, to use company owned remote devices for any purpose.

Policy Directive 1017

WELLNESS-FITNESS INITIATIVE

EFFECTIVE DATE: October 1 2008

REVISION DATE:

GENERAL INFORMATION

Objective

The Lindenwold Fire Department has recognized the need to ensure that its Firefighters have Aerobic Fitness, Muscle Endurance and Muscular Strength to perform safely and effectively in the Fire Service. For these reasons, the Department supports a Wellness and Fitness Initiative that is developed specifically for each Member of the Department, with the ultimate goal of improving the quality of life of the Members.

POLICY

TO BE WRITTEN

MAINTENANCE OF EQUIPMENT

1. All fitness training equipment will be provided or approved by the Fire Department.

2. Requests for repair or maintenance will be made to fire administration.

3. All equipment will be restored properly after each use. Each area will be kept neat and clean (vacuum and wipe down with a damp cloth).

4. Designated personnel will be responsible for completing a yearly inventory of all Physical Fitness Equipment assigned to the department.

TRAINING

1. Before participating in your prescribed exercise program, a warm-up period of 5 to 10 minutes should be followed to prepare your body for the demands of Physical Exercise. Calisthenics or a slow jog are examples of a warm-up exercise.

2. Stretching should also be included at the end of your warm-up for 5 to 10 minutes. All stretches should be performed in a slow and deliberate manner with no pain.

3. A cool down period of 5 to 10 minutes should follow all physical exercise. The cool down period is a steady decline for your exercise level.

4. Any on injury must be reported as outlined in OG 2508.

5. Members shall train with partners for "spotting" procedures and safety.

6. Members should avoid over training; signs and symptoms are: fatigue, lack of motivation, aching joints, tired and sore muscles.

7. Company Members should work out together.

NON-MEMBER USE OF EQUIPMENT

1. Prior authorization is required.

2. Individual must complete a hold-harmless agreement.

3. By signing such waiver, these individuals will be held accountable for their actions while using the Fire Department Facility. Failure to maintain the gym and its equipment will result in the loss of the use of the facility.

Policy Directive 1022

FAMILY & MEDICAL LEAVE ACT

EFFECTIVE DATE: October 1,2008

REVISION DATE:

GENERAL INFORMATION

Objective

In order to effectively manage the demands of the workplace with the needs of our members' families, the following directive outlines the Family and Medical Leave Act and the New Jersey Family Leave Act.

POLICY

A. Eligibility and Duration

An employee may be eligible for Family/Medical Leave as set forth in the Federal Family and Medical Leave Act (FMLA), 29 U.S.C. & 2601 et seq., and/or the New Jersey Family Leave Act, N.J.S.A. 34:11B-1 et seq.

An eligible employee may be granted a family/medical leave:

(1) For the birth or adoption of a child of the employee and to care for the newborn child.

a. Leaves will not be granted on an intermittent or reduced leave schedule, i.e., a leave scheduled

that reduces the usual number of hours per work week or hours per work day. An example of

intermittent leave is having every Tuesday off in order to attend therapy treatments for a serious

health condition. An example of a reduced leave is having your work schedule reduced to 5

hours each day.

b. Entitlement for such leave will expire at the end of the 12-month period beginning on the child's date of birth or placement.

(2) For the placement with the employee of a child for adoption or foster care.

a. Leaves will not be granted on an intermittent or reduced leave schedule.

b. Entitlement for such leave will expire at the end of the 12-month period beginning on the date of adoption or placement.

(3) To care for the employee's spouse, son, daughter, or parent with a serious health condition.

a. Leaves may be granted on an intermittent or reduced leave schedule if medically necessary.

(4) For a serious health condition that makes the employee unable to perform the functions of the

employee's job.

a. Leaves may be granted on an intermittent or reduced leave schedule if medically necessary.

(5) To care for the employee's parent-in-law with a serious health condition.

a. Leaves may be granted on an intermittent or reduced leave schedule if medically necessary.

Any leave granted by the Lindenwold Fire Department for one of the above mentioned reasons will be counted against an eligible employee's 12-week entitlement.

In order for an employee to be eligible for a family/medical leave for the purposes of paragraphs 1, 3 and 5 above, the employee must have been employed for 12 months prior to the commencement of the leave and worked at least 1,000 hours during that period. Employees may also be eligible for a leave for the purposes of paragraphs 2 and 4 above if the employee has worked at least 1,250 hours during the 12- month period prior to the commencement of the leave.

Under the New Jersey Family Leave Act, an eligible employee can receive no more than 12 weeks of leave within a 24-month period. Under the Family and Medical Leave Act, an eligible employee can receive no more than 12 weeks of leave within a 12-month period. Some of the reasons for leave listed above are only available under one of these laws. For example, leave for the employee's parent-in-law with a serious health condition is only available under the New Jersey Family Leave Act. If an employee requests an intermittent or reduced leave schedule that is foreseeable based on planned medical treatment of the employee, the Department may require the employee to transfer temporarily to an alternative position for which the employee is qualified in order to accommodate any recurring periods of leave. Employees transferred in such circumstances will receive equivalent salary and benefits. Employees requesting a family/medical leave must make a reasonable effort to schedule the treatment, either for themselves, their child, spouse or parent so as not to unduly disrupt the Department's operations.

B. Employee Notice & Medical Certification Requirements

(1) An employee must notify the Department by written memorandum and provide medical certification (DOL WH-380 Form) at least 30 days in advance for foreseeable leaves such as birth, adoption or planned medical treatment. If the need for the leave is not foreseeable, the employee or the employee's spokesperson is required to give notice as soon as practical. For foreseeable leaves needed to care for a seriously ill family member, the employee must notify the Department in writing at least 15 days in advance.

(2) An employee's written request for leave and medical certification for his/her own serious health condition must be delivered by the employee to his/her Unit Leader for processing. An employees request to care for a family member must be delivered by the employee to his/her Unit Leader and then forwarded to the Fire Chief for processing.

(3) When an employee's leave, due to his or her own serious health condition or to care for a seriously ill family member is foreseeable, the employee is required to provide a written medical certification before the leave begins. In the event such a leave is not foreseeable, the medical certification must be provided within 15 calendar days from the date of the circumstances prompting the employee's need for such leave. Failure to provide such information may result in the denial of the leave. (4) The medical certification must be made by a licensed health care provider and include:

a. The date on which the serious health condition commenced and its probable duration;

b. A statement that the employee is either unable to perform his or her job or one or more essential functions of it, or; a statement that the employee is needed to care for an immediate family member; and

c. If intermittent or reduced leave is available and requested, the probable duration of such schedule and an estimate of the number and interval between treatments.

(5) Proof of a family relationship may be requested to support an employee's family leave request.

(6) All certifications must be submitted in a timely manner or leave may be delayed or terminated. Depending upon the circumstances, further medical opinions may be required by the Department at the Department's expense.

(7) The employee must notify the Department at least every 30 days, or such shorter intervals as directed by the Department, of the status of the condition which provided the basis for the leave and the employee's intent to return to work. Unless otherwise precluded by the form of leave e.g. emergency leave, the Department shall inform the employee if he/she will be required to provide notification at shorter intervals than 30 days prior to the commencement of the employee's leave. During a covered leave, the employee must also provide medical recertification to the Department at least every 30 days.

(8) If the employee decides not to return to work, he/she must immediately notify the Department in writing.

(9) The Department will promptly transmit a letter notifying the employee of the effective date for the commencement of FMLA leave.

C. Duration of Leave

(1) An employee's family/medical leave will not exceed 12 work weeks during any calendar year. The Department will use the calendar year method to determine FMLA leave.

(2) Where applicable, only the amount of family/medical leave actually taken intermittently or on a reduced leave schedule will be charged against an employee's leave entitlement.

D. Pregnancy Leave

(1) When an EMT, Firefighter or employee becomes pregnant, she must inform her supervisor as soon as she becomes aware of her pregnancy. The determination as to when the member should go on leave due to pregnancy or health complications related to pregnancy will be based on professional medical advice. The District will make appropriate assignments for the member based on the advice of medical professionals in connection with fitness for duty.

(2) A member of the District who applies for State Temporary Disability Benefits as a result of

incapacity due to pregnancy must first exhaust her earned sick leave time. The District will require the member to use all earned sick leave time before the member can apply for TDB. This policy is consistent with the requirements of the New Jersey Division of Unemployment Compensation which administers TDB compensation.

(3) When the period of incapacity has ended, should an employee be eligible for additional leave for “bonding” or care for a newborn child, the member may not use sick leave. However, the member may use accrued personal or vacation time during such period of “bonding” or child care.

(4) The policy of the District is to comply with the federal Pregnancy Discrimination Act. To that end, the District will not tolerate any conduct, action, or behavior by any member or members which is discriminatory against another member based on pregnancy.

E. Coordinating Paid and Unpaid Leave

(1) If an employee is on a family/medical leave because of the employee’s own serious health

condition, the employee must use any accrued sick leave for the period of their medical disability.

Once an employee’s accrued sick time has been exhausted, the employee must use any remaining accrued paid leave time, such as vacation time, until it is exhausted.

(2) If an employee requests to use family/medical leave relating to birth of a child, placement of a child for adoption or foster care, or care for a spouse, child, or parent who has a serious health

condition, the employee must use any accrued sick leave for the period of the medical disability.

Once an employee's accrued sick time has been exhausted, the employee must use any remaining

accrued paid leave time, such as vacation time, until it is exhausted.

(3) Care for an employee's parent-in-law with a serious health condition falls under the NJFLA. The employee must use any accrued sick leave for the period of the medical disability. Once an

employee's accrued sick time is exhausted, the employee must use any remaining accrued paid

leave, until it is exhausted.

(4) Once applicable accrued paid leave time is exhausted, the balance of the family/medical leave

shall be unpaid. The use of accrued paid leave time will not extend an employee's 12 week

family/medical leave period. Intermittent family/medical leave time, when permitted, is on the

basis as described above. In accordance with law, the Employer shall make deductions on an

hourly basis for reduced or intermittent family/medical leave taken by eligible exempt (salaried)

employees.

(5) If an employee is out of work receiving Worker's Compensation benefits, the Department will count lost time from work against any entitlement the worker may have under the Family and Medical Leave Act.

F. Secondary Employment

(1) Members are prohibited from engaging in secondary employment or other gainful activity when they are incapacitated from working their fire department job due to their own serious health condition and out on FMLA.

(2) Members are prohibited from engaging in secondary employment or other gainful activity when they are incapacitated from working their fire department job due to a work related injury.

(3) A member is permitted to engage in secondary employment or other gainful activity he/she already has when they are on family leave under the NJFLA and caring for a family member or "bonding" with their new born child. Under the NJFLA you may also begin a new secondary

job/gainful employment as long as the hours in the new secondary job/gainful employment do not exceed one half of the hours (weekly) of your Fire Department job.

G. Return from Leave

(1) When an employee returns from a family/medical leave within the 12 week period, the employee will return to the employee's own job, or a similar job offering equal pay, benefits and working conditions, unless otherwise allowed by law. However, an employee has no greater right to reinstatement, continued employment or other benefits than if they had been continuously employed during the family/medical leave period.

(2) If the family/medical leave was for an employee's own serious health condition, the employee must submit a fitness for duty certificate from the employee's doctor prior to returning to work.

(3) If an employee fails to return to work at the conclusion of a family/medical leave and no further leave has been granted, the employee may be terminated.

Policy Directive 1023

JURY DUTY, SUBPOENAS,

AND DEPOSITIONS

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

The purpose of this policy directive is to outline the necessary steps a member must take in notifying the Fire Department when he/she has been served with a Jury Duty Notice, a Subpoena or a Deposition request. A member will follow these instructions to make sure that the proper information concerning these legal matters is reported in a timely manner to their Supervisor and to

ensure that the Fire Department minimum staffing needs are always maintained.

Definitions

Jury Duty Notice

An official notice from a court requesting a citizen to report to the court for potential Jury Duty

service.

Subpoena

An official notice from a court requesting an individual to appear before the court or designated

location to offer testimony in a legal matter.

Deposition

An official notice from a court or an officer of the court requesting an individual to report to a designated location to give written or oral testimony.

Official Duties

This refers to a specific time when an employee was on duty and serving in an official capacity as a member of the Fire Department.

POLICY

(to be written)

Policy Directive 1024

The LFD Way

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective/Introduction

To be developed

Policy Directive 1026

American Flag Protocols

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

The Lindenwold Fire Department is a *paramilitary* organization. As such, Members should be familiar with customs of our national emblem.

The Laws pertaining to the flag of the United States of America are found in U.S. Code Title 4, Flag and Seal, Seat of Government and the States; Chapter 1, Title 18, Chapter 33, Crimes and Criminal Procedures; Title 36, Chapter 10, Patriotic Customs and Observances. These Laws are supplemented by Executive Orders and Presidential Proclamation.

Definitions

Colors: Another way to refer to the flag of United States of America

Union: Blue area of flag containing fifty (50) stars

Field: Area of flag containing seven (7) red and six (6) white stripes

POLICY

A. **Displaying the Colors**

1. It is the universal custom to display the flag from sunrise to sunset. The flag may be flown after sunset, if illuminated, when patriotic effect is desired. Unless

otherwise directed, **the colors will be raised at 0730 hours and lowered at 1700**

hours each day at all fire stations. Colors will be placed at half mast when

directed by the President of the United States, the Governor of New Jersey or the Chief of Department.

2. The flag is not to be flown during inclement weather unless directed and the flag is an all weather type.

3. The flag will be hoisted briskly and lowered ceremoniously.

4. When the flag is to be placed at half mast, the flag will be raised to the top of the pole and then lowered to the half mast position.

5. When displayed against a wall in the horizontal position, the Union (stars) will

appear on the left. When displayed vertically, Union also appears on the left.

When hanging the flag from the Ladder, this procedure will face the

crowd or activity.

6. National Colors will be to the right of all other flags when carried (Color Guard), in the center when displayed with other flags and to the right when crossed with another flag.

7. When National Colors are draped on a casket (only Members who are veterans of military service) the Union will be placed at the head, to the right.

8. The displaying of flags are permitted on Apparatus, providing the chauffeur's

view is not blocked and worn flags are removed from the Apparatus and

forwarded to Logistics.

9. The Prisoner of War / Missing in Action POW / MIA flag will be displayed

below the National Colors.

B. **Folding the Flag**

1. Two Members will face each other, holding the colors waist high and horizontally at the end.

2. The field (stripes) is folded, lengthwise, over the union (stars). Hold bottom to top and edges together securely.

3. Fold flag again, lengthwise, folded edge to open edge.

4. A triangular fold is started at the field end of the flag, from the end to the heading by bringing the field (striped) corner of the folded edge to meet the open edge.

5. The outer point is turned inward, parallel with the open edge, forming a second triangle.

6. Repeat the triangular folding until entire length of flag is folded. Tuck the remaining margin into the folds at the Union.

7. When complete, only the Union (blue) should be visible.

C. **Care and Maintenance**

Dirt will cut fabric, dull color and cause wear. Most flags for outdoor use can be washed in mild detergent and air dried (wet flags should never be folded). Flags intended for indoor or parade use should be dry cleaned. Flags requiring repair or replacement will be forwarded to Fire Administration.

Policy Directive 1029

Conscientious Employee Protection Act

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

The New Jersey Conscientious Employee Act (“CEPA”) N.J.S.A. 34:19-3, also known as the “Whistleblower Act” prohibits an employer from taking any retaliatory action against certain protected employee actions as outlines in N.J.S.A. 34:19-3.

“CEPA” now requires New Jersey employers with ten (10) or more employees to provide annual notice to all employees of their rights under “CEPA”. An employer shall conspicuously display, and annually distribute to all employees, written or electronic notices of its employees’ protections, obligations, rights and procedures under this act. Each notice shall be in English, Spanish and at the employer’s discretion,

any other language spoken by the majority of the employer’s employees.

POLICY

A. Prohibited Action

1. An employer shall not take any retaliatory action against an employee because the employee does any of the following:

a. Discloses, or threatens to disclose to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation promulgated pursuant to law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;

b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation promulgated pursuant to law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into the quality of patient care; or

c. Objects to, or refuses to participate in any activity, policy or practice which the employee reasonably believes:

1. is in violation of a law, or a rule or regulation promulgated pursuant to law or, if the

employee is a licensed or certified health care professional, constitutes improper quality

of patient care;

2. is fraudulent or criminal; or

3. is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment.

2. The protection against retaliatory action provided by this act pertaining to disclosure to a public body shall not apply to an employee who makes a disclosure to a public body unless the employee has brought the activity, policy or practice in violation of a law, or a rule or regulation promulgated pursuant to law to the attention of a supervisor of the employee by written notice and has afforded the employer a reasonable opportunity to correct the activity, policy or practice. Disclosure shall not be required where the employee is reasonably certain that the activity, policy or practice is known to one or more supervisors of the employer or where the employee reasonably fears physical harm as a result of the disclosure provided, however, that the situation

is emergency in nature.

B. Posting of Notices

1. An employer shall conspicuously display, and annually distribute to all employees, written or electronic notices of its employees' protections, obligations, rights and procedures under this act, and use other appropriate means to keep its employees so informed.

2. Each notice posted or distributed pursuant to this section shall be in English, Spanish and at the employer's discretion, any other language spoken by the majority of the employer's employees.

3. The notice shall include the name of the person or persons the employer has designated to receive written notifications pursuant to section 2 of this policy.

C. Other Rights

Nothing in this act shall be deemed to diminish the rights, privileges, or remedies of any employee under any other federal or State law or regulation or under any collective bargaining agreement or employment contract; except that the institution of an action in accordance with this act shall be deemed a waiver of the rights and remedies available under any other contract, collective bargaining

agreement, State law, rule or regulation or under the common law.

D. Contact Person

1. The Fire Chief is the designated contact person concerning the Conscientious Employee Protection Act.

2. Any questions or concerns regarding the Conscientious Employee Protection Act will be placed in writing and sent directly to the Fire Chief.

Policy Directive 1031

New Jersey Pay to Play

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

N.J.S.A. 19:44A known as the Pay to Play Law outlines the way Government Agencies in the State of New Jersey acquire certain goods and services.

POLICY

A. Contracts for Goods and Services

1. The Director of Management Support and the Director of Facilities and Procurement will follow the guidelines established by this law for any contract which exceeds the amount authorized in the current legislation.

2. Pay to play manuals will be kept and maintained in the offices of each of these units.

3. Vendors will be required to complete business entity disclosure certifications

B. Annual Contracts For Professional Services

1. Contracts for professional services, the cost of which exceeds the amount authorized in the current legislation and is to be awarded through a non-fair and open process, must be annually approved by resolution of the Board of Fire Commissioners.

2. Professional services are listed, but not limited to:

a. Auditor

b. Insurance Broker

c. Health Insurance Benefits

d. Legal Services

e. Engineers

f. Architect

3. A business entity disclosure certification will be completed when professional services are awarded.

Operational Policy Directives

Policy Directive 1201

RISK MANAGEMENT PLAN

EFFECTIVE DATE: OCTOBER 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

The Lindenwold Fire Department has developed, implemented, and operates a Risk Management Plan. The intent of this Plan is:

 To serve our customers both internally and externally.

 To limit the exposure of the Fire Department to situations that could have harmful

undesirable consequences to the Department and its members.

 To provide the safest possible work environment for the members of the Department.

POLICY

The following procedures and responsibilities apply to the Risk Management Plan:

Procedures

A. The Risk Management Plan (the Plan) is intended to follow NFPA 1500, Standard for Fire Department Occupational Safety and Health.

B. Fire Department Policies and Procedures shall ensure that the risks associated with the

Operations of the Fire Department are identified and managed.

C. The Plan shall cover Administration, Training, Fire Prevention, Vehicle

Operations, Protective Clothing and Equipment, Operation at Emergency and Non-

Emergency incidents and other related activities.

D. The Plan shall include the following components:

1) Risk Identification - what are the potential problems?

2) Risk Evaluation - what is the likelihood of an occurrence of a given problem and the severity of its consequence.

3) Risk Control Techniques - what solutions are there for elimination or mitigation of a potential problem?

4) Risk Management Monitoring - evaluate the effectiveness of the process; is every member committed to doing their part?

E. Methodology:

1) Reports and records on the occurrence and severity of accidents, injuries, and occupation illnesses in the Lindenwold Fire Department.

2) Reports received from the Fire District's Insurance Carriers.

3) Specific occurrences that are identified as needing Risk Management.

4) National trends and reports that are applicable to the Cherry Hill Fire Department.

5) Knowledge of the risks that are encountered by the Fire Department within Lindenwold.

6) Any additional area that is identified by the Fire Department and its personnel.

Responsibilities

A. The Fire Chief has the responsibility for the implementation and operation of the Department's Risk Management Plan.

B. The Department Safety Officer has the responsibility of developing, managing, and revising the Risk Management Plan.

C. All members of the Lindenwold Department have the responsibility for ensuring their health and safety based on the requirements of the Risk Management Plan.

IMPLEMENTATION

In order for the Risk Management Plan to be successful, specific "Strategies" and "Tactics" will need to be utilized.

A. STRATEGIES:

1) Review records and reports on the frequency and severity of accidents, injuries and occupational illnesses.

2) Review reports from the Fire District's Insurance Carriers.

3) The knowledge of specific occurrences and specific situations that are identified in Lindenwold.

4) Review national trends and reports that are applicable to the Lindenwold Fire Department.

5) Review areas identified by Department members.

B. TACTICS:

1) Identify risks during Training, Physical Fitness, Non-Emergency Vehicle Driving, and Station Activities i.e. maintenance, office functions.

2) Identify risks during fire ground operations, EMS, Hazardous Materials Incidents, Special Operations, and Emergency Vehicle Operations.

3) Evaluate the risks based upon the frequency and severity (low, medium, high).

4) Address the risks in order of priority and select a means of controlling them.

C. PLAN EVALUATION:

1) The Lindenwold Fire Department Risk Management Plan will be reviewed on a yearly basis. This will be done during the month of October, to coincide with the yearly inspection report submitted to the Insurance Carrier.

2) Recommendations and revisions will be based on annual accident and injury data, significant incidents that occurred during the year, and input from the Department

Personnel.

RECORDKEEPING

A. The Fire Department shall maintain records on all accidents, injuries, exposures to communicable diseases and toxic products, or deaths that are job related.

B. The Fire Department shall maintain a confidential Health File on each member.

C. The Fire Department shall maintain training records on each member to include dates and subjects.

D. The Fire Department shall maintain inspection, maintenance, repair and service records for vehicles and equipment used for emergency operations and training.

SAFETY COMMITTEE

A Safety Committee shall be established and shall serve in an advisory capacity to the Chief of Department. The Committee shall comprise of the Department Safety Officer and individual Representatives from our units (companies, FAB).

SAFETY AND HEALTH POLICY STATEMENT

The Lindenwold Fire Department considers no phase of its operation more important than safety and health protection. We will provide and maintain safe and healthful working conditions and establish and insist upon safe work methods and practices at all times.

Safety and health shall be an integral part of all operations including planning, development, administration and transportation. Accidents have no place in our Department. We will work consistently to maintain safe and healthful working conditions, to adhere to proper operating practices and procedures designed to prevent injury and illness, and to observe Federal, State, local and Department safety and health regulations. Each level of management must reflect an interest in Department safety and health objectives and is required to set a good example by always observing the rules as a part of their normal work routine. Management interest must be vocal, visible and continuous, from top management to departmental supervisors. All employees are expected to follow safe working practices, obey rules and regulations and to work

in a way which maintains the high safety and health standards developed and sanctioned by the Department. We urge all employees to make our safety and health program an integral part of their daily operations. Then the total elimination of accidents and injuries will become not just an objective, but a way of life.

Policy Directive 1206

UNIFORMS

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

The purpose of this policy is to establish rules and regulations for the Lindenwold Fire Department relative to the type of uniforms, associated equipment, the manner in which they will be worn, and the appearance of all uniformed personnel. The Fire Department's appearance is the first mark observed by the customers we serve. A clean, properly fit and appropriate uniform along with the neat and well-groomed image of our personnel builds confidence and exemplifies a professional image apropos to the type of service we provide.

POLICY

(policy to be written)

Policy Directive 1207

INCIDENT REPORTING

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

In order to properly document services provided by our Department, formal written reports are required each time we provide service. The collection of fire data is imperative to support the overall planning and management functions of a modern fire department. Incident reports must be factual, legible and complete in content. The Lindenwold Fire Department utilizes the form developed by the National Fire Incident Reporting System.

POLICY

A. *Call for Service*

1) A call for service shall be classified as a request, either internal or external, to provide emergency or non-emergency service. Formal dispatches, radio reports, walk-ins or telephone alarms are all calls for service. A Camden County Fire Radio run number will be requested for each request for service.

2) Fire Incident Reports must be written every time companies answer calls for service. If

not formally dispatched the Company Officer will request a County Run number via F-2 and announce the location and nature of the assignment.

3) Fire Incident Reports must be completed and entered at the earliest possible time.

B. *Reports*

1) Narratives are used to effectively document the actions taken at an incident by the Fire

Department's resources.

Minor Incident - The first Company Officer to arrive at an incident will retain all report

writing responsibility and computer entry.

Major Incident - The first Company Officer to arrive at an incident will retain all report

writing responsibility along with the Incident Commander. Other responding officers will

submit a brief but concise narrative in the remarks section of the incident report, outlining

their Companies actions. The Incident Commander will review all narratives to ensure accurate documentation.

2) Five (5) areas within the formal report require a written narrative.

a. ***Conditions of Arrival*** - This is a summary by the First Officer, covering his/her initial

findings. (This information is not your radio report but the facts of your summary

after the incident.)

Example (Bad) – Nothing Showing

Example (Bad) – Section not completed

Example (Good) – Arrived on location and found nothing showing from division “A”

of a 2 story single family dwelling 45 x 60 with the residents on the exterior.

Example (Good) – Arrived on location and found fire and smoke showing from

divisions “A” & “B” of a 2 story single family dwelling 45 x 60 with a report of

residents unaccounted for or residents accounted for on the exterior.

Example (Good) – Companies were dispatched for the AFA. Sq. 63 arrived with

nothing showing from a 1 story warehouse 350’ x 200’ construction. The building

was being evacuated. The manager reported a dryer fire that was extinguished in the

A/B corner of the building with a smoke condition.

b. ***Actions Taken by Company*** - This is a summary of the tasks completed by a specific

Company. The First Officer should include any orders that are given to in-coming companies in this area. Other responding Officers will complete their Company actions in the remarks section of the incident report.

c. ***Actions taken at Motor Vehicle Accidents*** – This is a summary description of the actions taken by Fire Department Resources involving motor vehicle accidents:

1. Hazard Mitigation

Fire Department operations consisted of basic vehicle stabilization, and use of hand tools, securing vehicle hazards, i.e. battery, fluids, etc. and glass and other material from the roadway as a result of the accident.

2. Minor Extrication

Fire Department operations consisted of basic vehicle stabilization, securing vehicle hazards and the use of power and/or hydraulic rescue tools to open or remove vehicle doors to provide access to patient for medical care and removal of patient(s) from the vehicle.

3. Major Extrication

Fire Department operations consisted of advanced vehicle stabilization, securing vehicle hazards and the use of power and/or hydraulic rescue tools to gain access to patients for medical care and removal of patient(s) from the vehicle; consisting of vehicle door removals, roof removal (partial or full), dashboard displacement, third door access or any extensive access and disentanglement procedures.

d. ***Incident Commander Narrative*** - This is a summary of all the actions taken at an incident. A description of the property, conditions, strategy and tactics and any other Fire

Department actions should be included here.

The Incident Commander narrative will be completed when:

1. Water lines are utilized to suppress a fire with property damage, to which they respond.

2. Motor Vehicle Accident with entrapment and/or fatalities to which they respond.

3. When a *business* is closed or civilians are evacuated/relocated by order of the Fire Department.

4. Major incidents that require a Chief Officer to respond and take command or when two or more companies are in service at a single incident (Notification should be made to the Battalion Chief to respond).

5. Any incidents involving a Firefighter casualty.

6. Any "All Hands" incident.

REPORTING MODULES

A. The Basic Module

Used for every incident and is comprised of 13 sections.

1. **Section A** - FDID, State, Incident Number, Incident Date, Exposure Number

2. **Section B** - Location, Response from Field

3. **Section C** - Incident Type (ensure that codes in this module reference codes in the structure module; i.e. 111 & 1, not 111 & 2)

4. **Section D** - Aid Given or Received (Mutual Aid given in another County requires their County run number).

5. **Section E** - Dates and Times: Record for all major fires or incidents. For any minor fire or incident without an "official CCFR" under control time, the Officer should use the time of his/her secondary report as the under control time. Special

studies area is to record any use of a thermal imaging camera, smoke detector, AED or another defined collection of information (This area needs to be completed on each incident).

6. **Section F** - Actions Taken

7. **Section G** - Resources and estimated dollar loses and values: Loss estimates will be considered for both structure and contents and based on damaged caused by fire, smoke, water and overhaul. Pre-incident value will also be recorded here.

8. **Section H** - Casualties, Detector Performance, and Haz-Mat Release

9. **Section I** - Mixed Used Property - Captures data on the overall use of a structure on a property. Leave blank if not a mixed use. (mid or high rise with business on the 1st floor, single store in a mall or shopping center)

10. **Section J** - Property Use

11. **Section K** - Persons/Entities Involved

12. **Section L** - Remarks (Action Taken)

13. **Section M** - Authorization - Officer in charge and Officer making report

B. The Fire Module

Used for any Fire that extends beyond a non-combustible container. The structure module is used in conjunction with the fire module and together they are comprised of 13 sections.

A. FDID, State, Incident Date, Station, Incident Number and Exposure Number

B. Property Details

C. On-Site Materials or Products

D. Ignition - Completed by Officer

E. Case of Ignition - or FMO Investigator

F. Equipment Involved in Ignition

G. Fire Suppression Factors

Fire

H. Mobile Property Involved in Ignition

I. Structure Type, Building Status, Height, Floor Size

J. Fire Origin, Spread, Floors Damaged by Fire

K. Material Contributing most to flame spread

L. Detectors

Structure

M. Automatic Extinguishment System

C. Civilian Fire Casualty

1. The Civilian Fire Casualty Module captures data involving any *Civilian* casualty associated with a fire-related incident. The lead Fire Investigator will complete all Civilian casualty reports. This will be done by the Fire Marshal's Office (FMO).

2. If a casualty is recorded as an injury and the victim subsequently dies, a change on the casualty form must be submitted.

3. The casualty module consists of 16 sections.

4. Follow OG 2415; Fire Marshal Response for Burn Injuries.

D. Fire Service Casualty

1. The Fire Service Casualty Module is used to report *Fire Service*, injuries, death or exposure involved with an incident.

2. An Exposure occurs when Fire Service Personnel are exposed to a toxic substance or harmful physical agent through any route of entry (inhalation, ingestion, absorption or direct contact).

3. The Department Safety Officer will complete all Fire Service Casualty Forms.

4. The Fire Service Casualty Module consists of 11 Sections.

E. Hazardous Materials

1. The Haz-Mat Module is utilized to document reportable Haz-Mat incidents.

 A reportable Haz-Mat incident is when Haz-Mat resources were used for assessing, mitigating or managing the situation.

2. If more than one Hazardous Material is involved, one module is completed for each material released. The following information is collected on this form:

a. Hazardous material identification

b. Container information

c. Release amounts and location

d. Actions taken

e. Mitigating factors

3. The Civilian Fire Casualty Module should not be used for this area, unless there is a fire involved. An EMS module can be completed for any Civilian injury or fatality.

4. The Haz-Mat module consists of 16 sections.

F. The Wildland Fire Module

1. Used to document reportable wildland fires.

2. A reportable wildland fire is any fire involving a vegetative fire that occurs in the wildland (development is essentially non-existent).

3. The wildland module consists of 14 sections.

H. The Apparatus/Personnel Module

1. Used to identify the Apparatus and Personnel sent to an incident. The Officer completing this report will make sure all Apparatus/Personnel are logged into the report.

2. The equipment use field will be completed to document equipment usage by each Company into the data base. Each Company Officer is required to document this.

3. Mutual Aid Companies actions will be identified in the Battalion Chief narrative.

4. Apparatus Use – Fire: All responses that are not EMS related; EMS: EMS related response including patient care (primarily) at an MVA.

I. Quality Assurance

1. The Incident Commander will do a cursory review of the

previous reports Those reports that are not in accordance with this Guideline will be returned to the reporting officer for correction.

2. The Incident Commander will inform the Officer of the incomplete report, indicating the necessary corrections.

J. Report Writing Basics

1. The basic purpose of a Fire Incident is to record the facts. Incident documentation reports identify the incident and the actions of our personnel in mitigating the situation.

2. Reports should be accurate, objective, clear, complete and concise.

3. Keep notes during incidents to ensure all details are accounted for.

4. Do not forget the 5 W's and the 2 H's - Who, What, Why, When, Where, How and How Many.

- Who was involved?
- What happened?
- Why you did what you did or why something happened?
- When did it happen?
- Where the event transpired?
- How it occurred (if you know)?

- How many (structures, victims, etc.)?

5. Think before you write in the narrative sections. Prepare documentation in chronological order. This allows the reader to understand the writers account of the incident more clearly. Proofread all documentation after it is prepared. (Does it read well, and does it say what you want it to say?).

K. Cover Assignments

1. Out of town covers by LFD Companies: Company Officers should provide an accurate written summary, accounting for their actions while providing calls for service out of town. This will afford the Local Department the necessary information to complete their report.

2. In town covers by Mutual Aid: It will be the responsibility of the Ranking Officer whose local the incident occurred to make the NFIRS entry into the LFD Data Base. When completing the NFIRS Report, enter the apparatus number of the local where the incident occurred, then note in the remarks section the cover company that handled the incident.

3. The Lindenwold Fire Department incident field notes for mutual aid will be used for both of these categories.

Request for Incident Reports

1. All requests for incident reports will be made to the Chief Fire Marshal in writing. A service fee will be required for all reports not requested by the property owner.

2. The Fire Marshals office should be contacted by phone (856-346-0935) prior to a copy of a fire report being issued.

3. The Fire Marshal's Office shall maintain a file of all requests for incident reports.

Policy Directive 1208

POST INCIDENT ANALYSIS

EFFECTIVE DATE: OCTOBER 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

The objective of the Post Incident Analysis (PIA) is to review an incident in an effort to improve future operations by identifying training needs and correcting any deficiencies in plans, procedures, tactics and/or strategy. In addition, positive actions that resulted in success will also be reviewed.

POLICY

The following guidelines shall be followed when evaluating an incident:

A. Applicability

1) Serious injury or death occurs;

2) Large fire problems or major losses;

3) Serious Haz-Mat incident;

4) Building collapse;

5) Any complex operation; and/or

*6) “All Hands” residential fires.

B. Participants

1) All companies involved in the incident.

2) Representatives from the “Training Division”.

3) Appropriate staff personnel.

5) Incident Commander.

6) Outside agencies when appropriate.

*7) LFD Personnel only.

C. Approach

1) If the same basic questions are not asked at each PIA, the opportunity to detect trends and repeated deficiencies is lost. The following questions will be answered at each PIA:

a. Safety at the incident;

b. Problems encountered;

c. Corrective measures recommended;

d. Were operational procedures followed and if a weakness is found in a procedure, was it promptly corrected?;

e. Acknowledgment of exceptional performances.

D. Post Incident Analysis Coordinator

1) The PIA coordinator should have a thorough knowledge of the disaster, directives, as well as the responsibilities of each Company involved.

a. Incident Commander

E. Rules

1) Personal attacks are not acceptable.

2) Recommendations must be constructive.

3) PIA may be formal or informal.

4) PIA Officer will maintain control.

5) Only constructive criticism allowed.

6) Stick to objectives of particular incident.

7) Set time limits for questions and meeting.

F. Support Information

1) The PIA Coordinator will assign an Officer to assist in gathering the documents necessary for the PIA.

a. List time, date and weather conditions.

b. Companies dispatched.

c. Type of building structure.

d. Draw layout of scene including Company placement.

e. Pre Plan if available.

f. Video, newspaper media, photographic aids.

g. E911 phone and dispatch tapes.

h. List unique problems.

i. List of lessons learned.

G. PIA Chronology

In order to relay incident information and decisions as they occur, the following shall serve as a template for each PIA.

1. Introduction - ground rules by the PIA Coordinator.

2. Company Officer by order of arrival.

3. Initial Commander.

4. Incident Commander.

5. Safety Officer.

6. Review of highlights - PIA Coordinator.

H. Documentation

Incident critique can produce significant benefits when properly administered. It can improve future performance by identifying training needs and correcting any deficiencies in plans, procedures, tactics and/or strategy. Without this review, these deficiencies may go undetected and result in repeated poor performance.

Lessons learned will be shared with all members of the Lindenwold Fire Department. After the critique, the PIA officer will prepare a narrative draft which will include "Lesson Learned". It will be forwarded to the Office of the Chief. The Chief and/or Deputy Chief will review before distribution.

Policy Directive 1209

KNOX BOX POLICY

EFFECTIVE DATE: OCTOBER 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

To establish an accountability procedure for the Knox Box Rapid Entry System used by the Lindenwold Fire Department.

POLICY

The following guidelines shall be followed for the Knox Box System:

A. Responsibility

1) The Chief or his/her designee will sign a document indicating possession

of the key for installation in the assigned apparatus. These documents will be kept on file as a permanent record of issuance of the Knox Key.

2) One key will be issued to each piece of Fire Department apparatus.

3) At no time will a key be issued to a member to be carried on his/her person. The keys will be assigned to a unit only.

B. Key Tag System

1) All keys will be issued with an accompanying plastic key tag. The Key Tag will be lettered to reflect the Unit number assigned and the name and number of the Fire Department in the event that a key is lost or misplaced. The front side of the Key Tag will have the unit number only. The backside of the Key Tag will include the name, address, and phone number of the Fire Department Administrative offices. The back of the Key Tag will also include a warning message referencing criminal prosecution should the key be stolen or misused by an unauthorized individual.

2)Key Tags will have a 1" metal key ring on each end.

3) The Knox Box Keg Tags shall be installed on the apparatus in such a way that it will not be confused with other keys. At no time will a Knox Key be removed from the Key Tag and placed in a key cabinet or key drawer.

C. Daily Inspection

1) The Knox Key will become part of the apparatus check.

2) If a Knox Key is discovered missing on the inspection, the member must report this condition to his immediate supervisor. The supervisor will report the missing key in writing to the Chief. An additional notification will be made

to the Chief Fire Marshal.

3) The daily inspection allows the station officer to examine the responses for the last period, making it possible to determine a location where the key may have last been used. This determination may help in locating the lost key.

4) Every effort will be made to locate the missing key. If this effort fails, a new Knox Key will be issued, but not until a new Key Tag is obtained for that unit.

D. Impact

1) The Knox Box Rapid Entry System is designed to allow Fire and EMS units unimpeded access to buildings or areas of buildings during emergency responses.

2) All keys necessary to achieve this are kept on site and are accessed by unlocking the Knox Box at the location by the use of the Knox Box Key.

3) The Knox Key and identification code assigned to the Lindenwold Fire Department is used by this agency only. It will open any Knox Box located within this jurisdiction.

4) It is extremely important to the continued success of this program to carefully account for the Knox Key at all times. A lost or stolen key could lead to illegal entry into a building by a person or persons not authorized to do so.

5) Loss or theft of a Knox Key could result in the change-over of all Knox Box locks and the reissuing of new keys. As this is both a time and cost issue, we must make every effort to prevent this from occurring.

6) Loss or theft of a Knox Key leading to an unauthorized entry into a building, could lead to a negative response from the public that could adversely affect or cancel the entire Knox Box program.

E. Inventory

1) The following units will be authorized for Knox Keys.

Fire

Squrt 63

Squad 63

Engine 63

Ladder 63

Policy Directive 1210

RESIDENTIAL FIRE ALARM BATTERY

SMOKE DETECTOR LOAN PROGRAM

EFFECTIVE DATE: OCTOBER 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

To provide a procedure that will allow the Lindenwold Fire Department to offer adequate smoke detector protection to those private residences that experience fire alarm system malfunctions or failures, while the affected systems are repaired and placed back in working order.

POLICY

The following guidelines shall be followed when implementing the residential fire alarm battery alarm smoke detector program:

When a responding Company Officer, or member acting in the role of company officer determines that a private dwelling or residence having an automatic, hard wired, or battery operated smoke detection system that can no longer be left in service due to malfunction, damage, or repeated responses, may offer to the resident on a temporary basis battery powered smoke detectors.

A. Procedure

1) The Company Officer/Acting Company Officer shall, once a determination is made that the current fire alarm system protecting the dwelling unit is in-operative, and must be place out of service, offer to the current owner/occupant the battery operated smoke detectors carried in the smoke detector kit on the responding fire apparatus. The “Smoke Detector Waiver of Liability” (to be developed” form will be filled out and signed by the owner/occupant of the private residence and the issuing Fire Department Officer or Acting Officer.

2) At this time, the smoke detector(s) can be issued to the person responsible for the property and whose name appears on the waiver form. The owner must make every effort to have the malfunctioning fire equipment repaired or replaced within 24 hours of receipt of the loaner smoke detector(s). If the 24 hour time period is not practical due to the time of day or day of week, it will be the decision of the Company Officer to determine the amount of time that is reasonable for the smoke detectors on loan to remain in the possession of the owner/occupant.

3) At no time will the smoke detector(s) be issued if the waiver of liability is not properly executed. Moreover, at no time will these smoke detectors be issued to any person other than the owner occupant of a one or two family dwelling unit.

4) The issuing Company Officer/Acting Officer shall forward a copy of the waiver form to Fire Administration immediately upon issuing smoke detectors to a

resident utilizing this program.

B. Initial Issue

1) The following Fire Department Units will be outfitted with the smoke detector kits and waiver forms. Squrt 63, Squad 63, Ladder 63, and Engine 63.

2) It will be the responsibility of the Company Officer to maintain an adequate supply of smoke detectors and batteries for this program. Only “premium” alkaline batteries will be used. The batteries in these units should be replaced twice per calendar year. The smoke detectors will be renewed on an annual basis to insure that we are supplying new and properly functioning equipment to the customer.

3) A record of all smoke detectors issued will be kept by the Fire Marshal’s office.

C. Smoke Detector Waiver of Liability Form

The waiver forms will be a three-part NCR form. The top page (original) will be sent to the Fire Prevention Division for storage as part of the permanent record. The issuing company will keep page two, and the resident will receive the third page.

Policy Directive 1213

BLUE EMERGENCY LIGHTS

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

In accordance with the State Motor Vehicle Law (39.3-54.7) active members of volunteer fire companies or volunteer first aid squads may display blue emergency lights on their vehicles. The following policy shall outline the requirement to obtain and use those lights while serving as an

active volunteer member of the Lindenwold Fire Department.

Policy

The following guidelines shall be followed when displaying blue emergency lights:

A. General Requirements

1. Members who have been charged with any of the following offenses will not be

permitted to obtain a blue light permit:

- Reckless driving

- Driving under the influence

- Leaving the scene of a motor vehicle accident

- Improper use of emergency warning devices or blue lights

- Possessing 6 or more violation points

2. The applicant of a blue light permit must comply with all applicable laws associated with the blue light and motor vehicle operation at all times. At no time does the Fire Department sanction illegal operation of the blue light nor do we support the disregard

of the rights and safety of others. Members using the blue emergency lights will obey all traffic signals and posted speed limits.

3. Applicants for blue light permits must complete their one (1) year probation period prior to submitting application for said permit.

4. Members who fail to maintain active status or become unemployed with the Lindenwold Fire Department will immediately forfeit their blue light permit to the Chief of Department.

5. If at any time a member's driving privileges are revoked they will immediately forfeit their blue light permit to the Office of the Fire Chief.

B. Application

1. The member must pick up an application package from fire Administration.

2. The member must return the completed applications to Fire Administration for

processing with a copy of the current NJ Drivers License, vehicle registration, and current insurance card.

3. Office of the Fire Chief will issue the approved permit once it is received from the Lindenwold Police Department.

7. The blue light permit must be renewed every four (4) years.

8. Any inaccurate or false information will be grounds for denial of the application.

C. Use of Blue Emergency Light

1. Volunteer Firefighters

a. Will utilize light to respond to their assigned station.

b. Are not permitted to respond to the scene unless authorized by the Incident

Commander.

2. Fire Police

a. Will utilize light to respond to their assigned station or emergency scene for "All Hands" fires or an active emergency.

b. Will not utilize light to respond to utility wires down, or other non-emergency traffic control situations. Once on location blue lights may be used as necessary for a warning device.

Policy Directive 1214

Pre-Incident Planning

EFFECTIVE DATE: OCTOBER 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

"A pre-incident plan is one of the most valuable tools available for aiding responding personnel in effectively controlling an emergency." *-National Fire Protection Association*

Pre-Incident Planning provides vital information about a specific occupancy which affects the decisions made and actions initiated at the incident, thereby providing the Incident Commander a most important safety tool. This planning illustrates to our customers professionalism as well as concern for their safety, property, and livelihood. The goal of this policy directive is to create a comprehensive process for completing and maintaining preplan information on Lindenwold properties. This process is outlined in detail to create a uniform preplanning method. A Pre-Incident Planning Guide will be kept in a three-ring binder beside each fire fighter work station to ensure members have the instructions and tools needed to thoroughly and accurately complete a property's preplan. This Guide will include the policy directive, examples of detailed property drawings, and help in using the Preplan Library Database Program. The Guide will also include blank versions of the forms needed throughout the preplanning process.

POLICY

(to be developed)

Policy Directive 1215

RECRUIT/PROBATIONARY FIREFIGHTER

EFFECTIVE DATE: OCTOBER 1, 2008

REVISION DATE:

GENERAL INFORMATION

(to be developed)

Training & Safety Policy Directives

Policy Directive 1301

Training Program Management

EFFECTIVE DATE: JULY 1, 2002

REVISION DATE:

GENERAL INFORMATION

Objective

The purpose of this policy is to define the minimum training requirements necessary to ensure the safety of our members and to comply with all the applicable laws, regulations, and standards.

The Mission Statement of the Lindenwold Fire Department Training Division is (to be developed)

Definitions

This policy will apply to all active firefighting members of the Lindenwold Fire Department. For the purpose of this policy the following definitions will be used:

Training Lesson

A scheduled training session that covers a particular topic on emergency operations. This session may include practical as well as classroom instruction.

Lead Instructor

The Primary Instructor who will organize, present and document a training lesson for the Division of Training.

Assisting Instructors

Will assist Lead Instructor with organizing, presentation and documentation of a training lesson for the Division of Training.

Classroom Instruction

The presentation of approved material in a classroom setting that will utilize teaching techniques in accordance with NFPA 1041 Fire Service Instructor Professional Qualifications and as presented in IFSTA, Fire Service Instructor, current edition.

Practical Instruction

The method of instruction that will include demonstration of skills pertaining to a particular topic. Practical skills will be taught in accordance with NFPA 1041 Fire Service Instructor Professional Qualifications and as presented in IFSTA, Fire Service Instructor, current edition and Fire Protection Publications, Fire Company Training Evolutions, current edition.

Annual Training

Documented instruction that may include classroom or practical sessions. This training is developed and delivered in accordance with Federal, State and Department Policy.

Examples include:

Infectious Disease, Right To Know, CPR and SCBA Practical.

POLICY

A. The Division of Training and Safety (the "Division") will manage, schedule and ensure proper documentation of **ALL** training lessons delivered within the Lindenwold Fire Department. This does not preclude Officers from conducting company level training as needed. The Division will conduct a yearly needs assessment in order to see that the Fire Department=s training is meeting

both current and future needs. This should also include any future training needs as determined by State and Federal laws.

B. The Lindenwold Department has adopted the Firefighter I and II Training Program from the University of Maryland Fire Rescue Institute (MFRI) as the core basic training curriculum taught to all active firefighters and fire officers. This level of training meets the requirements as outlined in NFPA-1001. In addition to the above, there are other levels of training that need to be achieved and maintained by the members of the Department.

(to be developed)

The Division will determine the training needs in these particular areas on a yearly basis. The Division will also routinely examine its current resources to deliver such programs and access changes in delivery needed to attain these goals. Furthermore, the Division is not limited to conducting training only in these specified areas.

C. The curriculum for Training courses will be developed and delivered as required by Federal and State laws and in accordance with National Standard for Fire Service organizations. All course materials shall be structured in a manner that follows a logical format in the teaching, learning, motivation models, as set forth in NFPA 1041 and IFSTA Fire Service Instruction (current edition).

(1) Teaching

Provide an experience or practical lesson that causes an observable change in

behavior.

(2) Learning

An observable change in behavior following an experience or practice.

(3) Motivation

All stimulation and maintenance of behavior directed towards goals.

All Training courses will be in written training formats and will include the

following:

Topic Body of Lesson

Level of Instruction Reference Utilized

Time Frame Preparation

Materials Needed Overview

Motivation Attendance Sheet

Learning Objective

D. The Division will prepare an annual training schedule to institute all Departmental training with the ability to adjust such protocol as may be needed.

E. It shall be the responsibility of every individual member to attend annual and monthly training as provided by the Division of Training and in accordance with PD 1302 .

F. The Training Division will oversee the recordkeeping for individual members

G. Should an active member miss a scheduled mandatory monthly lesson, the member's Company Officer shall prepare a written memorandum to the Training Chief , noting which members(s) have missed the prior month's training and why. The Training Chief shall then prepare a written memorandum to the Fire Chief

listing those member(s) assigned to his/her shift who missed mandatory scheduled training with an explanation as to why.

H. All Company Officers who are listed as the Lead Instructor for any training program will organize, present and document all training lessons. The Training Division shall have the authority to attend any training lesson, unannounced, to monitor course content and evaluate instructor performance. The Training Division will then review the evaluation with the Instructor:

I. If a member is on extended sick leave, approved by the Fire Chief, member should attend scheduled monthly training when possible.

Policy Directive 1302

MANDATORY MEMBERSHIP REQUIREMENTS

EFFECTIVE DATE: OCTOBER 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

In order to provide a uniform level of training and comply with mandated standards, the following policy will be adhered to.

POLICY

A. Firefighters

In accordance with the areas of authority described in the Definitions section, the following procedures shall be in effect:

1) Members must maintain the following training for active service:

a. Attend initial and annual (refresher) infectious disease training.

b. Initiate, follow up, and maintain Hepatitis B vaccine series, and provide complete documentation to the Training and Safety Division if administered other than through the Fire District. If, however, a member for whatever reason elects to decline the series, a form of waiver declaring such refusal must be signed by that member for retention by Fire Administration.

c. Attend and pass annual SCBA Training in accordance with the New Jersey Division of Workplace Standards 12:100-10.10(e) and ANSI Z388.5 Section 8.5

d. Attend Initial and Annual (refresher) Training, in accordance with the Worker Community "Right to Know Act" (N.J.A.C. 8:59).

e. Attend annual CPR re-certification in accordance with General Memorandum 23-94.

B. Firefighters

Any firefighter who fails to maintain the minimum training and certification standards; by missing three (3) consecutive department monthly training lessons and/or any of the annual regulatory training lessons, will be reassigned to the "Inactive" roster. Personnel who become inactive must return all fire department property, including pagers, protective clothing and badges to the Chief. Personnel transferred to the inactive roster are restricted from riding/participating and may request to return active by executing the following:

a. Inactive member makes request to the Fire Chief.

b. The Fire Chief completes a Personnel Action Form. The Fire Chief will notify the Training Division to review the personnel's training records.

c. The Training Chief will determine what training requirements are needed to return to active status.

d. The Training Chief will confirm by written memorandum with the fire Chief what Training is required and for the Fire Chief to reissue PPE, equipment in order for the member to participate in training.

e. Once the member attends three (3) monthly training lessons and/or the necessary regulatory training lessons, the Training Chief will confirm this to the Fire Chief.

f. The Fire Chief will complete a Personnel Action Form and indicating that the member has returned to active status.

g. If tenure of inactive status exceeds one year, individual will be required to receive a medical clearance for fitness for duty.

APPENDIX I

ANNUAL TRAINING

A. Bloodborne Pathogens

B. Cultural Diversity

C. SCBA Practical Proficiency

D. Right to Know

E. CPR Re-certification (bi-annual)

F. Mandatory Monthly Training

MONTHLY TRAINING LESSONS

A. Training session which teaches one (1) lesson of firematic principles/practices.

B. Taught at Lindenwold Fire Department's Training Center in accordance with the advertised training schedule.

HOW DO I REMAIN COMPLIANT?

A. Attend one (a) training lesson per month.

B. Arrive promptly with PPE

Policy Directive 1303

VOLUNTEER MEMBERSHIP

PROCEDURES

EFFECTIVE DATE: OCTOBER 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

In order to provide a uniform and comprehensive system for matriculating new members into the Lindenwold Fire Department, the following procedures for application, acceptance, indoctrination and assignment of duties are established. ***Definitions***

General Requirements

Eligibility for Application and Entry Level Service

Applications

Formal process for requesting opportunity to serve and flow chart outlining phases of application process.

Recruit/Probationary

New Member to organization. Recruit status exists through all phases of indoctrination, including the completion of Firefighter I for Volunteer Firefighters.

Investigation/History

Formal process of validating potential candidates' credentials and eligibility status.

Physical Examination

Medical clearance for "Fitness for Duty" as determined by Fire Department physician.

Approved Application

Those applicants who meet the minimum entrance requirements as specified by the Board of Fire

Commissioners.

Denied Application

Those applicants who fail to meet the minimum entrance requirements as specified by the Board of Fire Commissioners.

Classifications of Membership

Levels of Service Eligibility

- Recruit Junior Firefighter
- Recruit Firefighter
- Firefighter - Active Status
- Firefighter - Inactive Status
- Support Firefighter and Administrative Officer - Active Status
- Fire Police

Training Requirements

Minimum level of training required for each respective classification for continued service.

Resignation

Voluntary termination of service.

Termination

Involuntary removal from the Fire Department for cause such as failure to maintain minimum training requirements; failure to return to active duty within the prescribed time from a leave of absence; failure to notify the Department after moving to a new place of residency - outside of reasonable response distance; failure to complete prescribed recruit and indoctrination training specified for new members; and violations of the Department's Rules of Conduct as specified within the Discipline Code. (PD-1002 and PD-1004)

Roster

Approved registry of members by Line Number per station.

Line Number

member's identification number for documenting and recording service.

POLICY

It shall be the policy of the Lindenwold Fire Department to accept only those new members who meet the minimum eligibility requirements for entrance as specified by the Board of Fire Commissioners through this Policy Directive. It is further the policy of the Board of Fire Commissioners that members are required to maintain all Training Requirements, as specified within PD 1301 and PD 1302, for continued duty based on classification of membership.

A. General Requirements

1) The following requirements exist for eligibility:

a. Must be at least 16 years of age for Junior and 18 years old for Firefighter.

b. Must complete and submit a Departmental Application Package.

c. Must possess a valid New Jersey State Driver's License.

d. Must have no convictions for criminal activity.

e. Must meet all requirements for continued active service as specified by the Board of Fire Commissioners.

B. Application and Application Process

(to be developed)

2) Recruit Firefighter - Junior Firefighter

Candidates who are a minimum of 16 years old are eligible to join a fire company as a "Junior Firefighter". Within the application package, Junior Firefighters must present signed parental consent forms, one for membership in general and the second form is for consent for a medical examination/drug screen for fitness for duty.

Junior firefighters are subject to the same indoctrination/orientation procedures for all new members. The role of the junior firefighter is that of an apprentice, with activities governed by Federal, State and Departmental rules and regulations for minors. Junior firefighters shall be considered in a training/learning/observing mode until reaching the age of eighteen (18). Upon attainment of the age of 18, a Junior Firefighter will complete the background investigation of the application process. The training and participation levels are as specified by the Board of Fire Commissioners, through the Training Division.

Junior Firefighters are NOT permitted to:

a. Wear SCBA or enter a structure on fire or perform any firefighting.

b. Operate within or near any hazardous environment, interior or exterior or be exposed to any hazardous atmospheres or conditions.

c. Operate a charged hand line larger than 1.0" in diameter.

d. Operate on Aerial Apparatus - Training/Emergency or Otherwise.

e. Operate on Ground Ladders or Roofs of Structures or above grade.

f. Operate below grade/confined space operations.

g. Operate any portable power/hydraulic tools, torches or flame producing devices.

h. Sleep in fire stations.

i. Be in fire stations after 2200 hours weekdays/2300 hours Friday, Saturday or Sunday.

j. Participate at any level without the permission and supervision of a firematic officer/supervisor.

k. Operate above or beyond the standard of training and authorization.

3) Firefighter - Active Status

Active Firefighters are personnel who have met, and continue to meet, all mandatory and

performance standards for continued service. Firefighters primary responsibilities are the

physical activity of fire suppression and rescue inside buildings/structures on fire. These

personnel are trained and certified in the use of Self-Contained Breathing Apparatus,

receive medical clearance for fitness for use for respiratory protection, have been fitted

for and assigned a personal SCBA facepiece and be expected to pass annual proficiency

examinations for continued service. The Department also mandates annual Right-to-

Know and Infectious Disease Control training for all personnel. These considerations

exist within the annual drill and training parameters. Firefighters are required to enter

and operate within hazardous environments, to the extent of their training and appropriate

levels of Personal Protective Equipment (PPE), for the purposes of rescue, incident

mitigation or other specified activities. Firefighters are encouraged to certify as

Emergency Medical Technicians.

4) Firefighter - Inactive

Any firefighter who fails to maintain the minimum training and certification standards;

by missing three (3) consecutive department monthly training lessons and/or any of the

annual regulatory training lessons, will be reassigned to the "Inactive" roster. The

Training Chief will advise the Chief of any member not maintaining the minimum training by written memorandum. The Chief will complete and distribute a Personal Action Form to the Board of Fire Commissioners indicating the member is inactive. Personnel who become inactive must return all fire department property, including pagers, protective clothing and badges to their Station Chief or Station Captain. Personnel transferred to the inactive roster are restricted from riding/participating and may request to return active by executing the following:

a. Inactive member makes request to the Chief return to active status.

b. The Chief completes a Personnel Action Form and submits it to the Board of Fire Commissioners. The Office of the Chief will notify the Training Chief to review members training records.

c. The Training Chief will determine what training requirements are needed to return to active status.

d. The Training Chief will confirm by written memorandum with the Chief what Training is required and for the Chief to reissue PPE, equipment in order for the member to participate in training.

e. Once the member attends three (3) monthly training lessons and/or the necessary regulatory training lessons, the Training Chief will confirm this to the Chief via written memorandum.

f. The Chief will complete a Personnel Action Form and submit it to the Board of Fire Commissioners and the Training Division indicating that the member has returned to active status.

g. If tenure of inactive status exceeds one year, individual will be required to receive a medical clearance for fitness for duty.

5) Support Firefighter - Active

Support Firefighters are authorized to respond on emergency vehicles, as indicated, but are not authorized to participate in structural and non-structural firefighting, rescue assignment, hazardous materials incidents or any other incident that places the individual in imminent danger without appropriate Personal Protective Equipment, training or abilities. The duties authorized are logistical and will support emergency incidents, as follows:

a. Scene Lighting

b. Equipment Movement - Exterior (Interior only when authorized)

c. SCBA Cylinders/Cascade - recharging and replacing cylinders

d. Equipment Restoration & Inventory Management

e. Communications - Aides/Runners

f. Rehabilitation - Assisting EMS/Fire Personnel with Personnel Rehabilitation

g. Scene Security - Critical Zone Designations and Supervision

h. EMS (EMT) provided there are no medical conditions which may place the member at an elevated level of risk in the performance of such duties and the member has maintained his/her certification to an appropriate standard of care

i. Any other assigned duties where SCBA would not be required and such activity does not place the individual to an increased level of risk as a result.

Response (Support Firefighters)

Support Firefighters may respond on fire apparatus in the fifth & sixth riding positions, provided that "Firefighters" are not available for those riding positions. They may drive support vehicles, where authorized and designated, provided that they have received proper training/certification as a driver. Support Firefighters are not authorized to perform the functions assigned to the fifth and sixth riding positions. They will only be authorized to participate to the levels specified above.

Eligibility

Support Firefighter is not an entry-level membership classification. To be eligible for Support Firefighter, an active firefighter/member must meet any one of the following criteria:

a. Have served at least ten (10) years as an active "Firefighter" prior to making such request, or

b. Have reached the age of fifty-five (or older) , or

c. Have developed a medical condition that precludes the individual from performing the duties of "Firefighter", however, would allow performance as a Support Firefighter.

Any active firefighter who is eligible for a change in status to Support Firefighters, and desires to make such a change, may do so by making a written request to the Chief. Requests shall be forwarded to the Board of Fire Commissioners prior to approval. If approved, the Office of the Fire Chief shall complete a Personnel Action Form and forward the same to the Station Chief or Captain and the Training Division.

Training Requirements - Support Firefighters

Support Firefighters will be required to maintain annual certifications (except SCBA) and attend monthly drills, as specified by the Training Division, in order to serve the organization in this capacity.

Training Requirements – Administrative Officer

An Administrative Officer will be required to attend annual RTK in order to serve the organization in this capacity.

6) Support Firefighter - Inactive Status

Any Support Firefighter who fails to meet the minimum training and certification standards established for the position will be reassigned to the "inactive" roster.

Personnel who become inactive must return all fire department property, including;

pagers, personnel protective equipment and badges. Personnel transferred to the inactive

roster are restricted from riding/participating in emergency incidents and training

assignments and may request to return to active status by following the procedures under

"Firefighter-Inactive" within this policy directive.

7) New Member Service Authorization

New members are prohibited from any service prior to the review and authorization by

the Department's Training Officer. Once the member has been cleared, a Personnel

Accountability Tag (PAT) will be issued to him/her. This tag serves as authorization to

participate in training and response.

E. Protective Clothing & Identification

It shall be the discretion of the Chief of Department to specify the type/color of personal

protective clothing purchased and issued by the Lindenwold Fire Department. Personnel are not authorized to wear any personal protective clothing that was not issued by the

Department. Junior and Recruit/Probationary Firefighters will be issued and wear green or orange frontice pieces on their helmets during their 1st year probationary period. As new members complete their probationary requirements, their identifications will change accordingly. Junior members will change to orange upon their 18th birthday.

F. Change in Membership Status

Each member of the Lindenwold Fire Service is accounted for through the Fire

Administration. This is done for several reasons. While the Volunteer Organization

maintains a personnel file/service record in their station, the District maintains and accounts for the service activity of all personnel. For that reason, it is imperative that any changes in a given member's status must be reported to Fire Administration on a Personnel Action Form.

In reporting a leave of absence, medical leave (non-service connected), injuries, Military Leave, Family Leave, etc., Personnel Action forms must be sent by the Station Chief or Captain to the Office of the Fire Chief. The level of service that a person can provide is contingent upon his/her status. Active members are supporting their Fire Companies and meeting the mandatory training and certification requirements through Training. Inactive members will need to be identified and reported to the Fire Administration Building and their return to service will be channeled back through the Training Division.

Policy Directive 1304

INFECTIOUS DISEASE CONTROL

EFFECTIVE DATE: OCTOBER 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

The purpose of this policy is to provide a comprehensive infection control system, which maximizes protection against communicable diseases for all members and the public that they serve. Other objectives include:

1. To institute measures to protect employees from exposure to blood and other body fluids.

2. To institute safety procedures to be used when providing care to any patient with a

communicable disease or any patient exhibiting the Cardinal Signs of Communicable Disease.

3. To assist personnel in making decisions concerning use of personal protective equipment and resuscitation equipment as well as decontamination, disinfection and disposal procedures.

4. To protect the rights of all personnel who in the line of duty may be exposed to or contract a communicable disease.

5. To provide all members with the necessary training, immunizations and personal protective equipment (PPE) needed for protection from communicable diseases.

6. To recognize the need for work restrictions based in infection control concerns.

7. To regard all patient contacts as potentially infectious. Universal Precautions will be observed at all time and will be expanded to include all body fluids and other potentially infectious material (body substance isolation).

8. To prohibit discrimination of any member for health reasons, including infection and/or seroconversion with Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV).

9. To encourage participation in member assistance and Critical Incident Stress Debriefing (CISD)

programs.

10. To identify those tasks and corresponding job classifications for which it can be reasonably anticipated that an exposure to blood, other body fluids, or other potentially infectious materials may occur.

Definitions

This Department recognizes that communicable disease exposure is an occupational health hazard. Communicable disease transmission is possible during any aspect of emergency response, including in-station operations. The health and welfare of each member is a joint concern of the chain of command and this Department. While each member is ultimately responsible for his/her own health, the department recognizes a responsibility to provide as safe a work place as possible. The goal of this program is to provide all members with the best available protection from occupationally acquired communicable disease.

Cardinal Signs of Communicable Disease

Fever, skin rash and/or weeping lesions, jaundice, diarrhea or cough.

Cleaning

The removal by scrubbing and washing, as with hot water, soap or suitable detergent or by vacuum cleaning, of infectious agents and of organic matter from surfaces on which infectious agents may find favorable conditions for surviving and multiplying.

Communicable Disease

An illness due to specific infectious agent which arises through transmission of that agent from an infected person, animal or object to a susceptible host, either directly or indirectly.

Contact

A person or animal that has been in such association with an infected person or animal or a contaminated environment as to have had opportunity to acquire the infective agent.

Contamination

The presence of an infectious agent on a body surface; also on or in clothes, bedding, toys, surgical instruments or dressings, or other inanimate articles or substances including water, milk or food. Contamination is distinct from pollution, which implies the presence but not necessarily infectious matter in the environment. Contamination on a body surface does not imply a carrier state.

Decontamination

A process or method whereby an object or material is freed of biological contaminants and rendered safe for human handling.

Disinfection:

Killing of infectious agents outside the body by chemical or physical means directly applied.

Exposure

Any contact that is likely to transmit a communicable disease from one person to another. For instance being stuck by a needle that is contaminated with blood of another person, having blood splashed into the eye, mouth or onto the skin that is not intact.

Host

The organism from which a parasite obtains its nourishment.

Incubation Period

The time interval between exposure to an infectious agent and appearance of the first sign or symptom of the disease in question or the first time transmission is possible.

Infectious Disease

A clinically apparent disease of human or animals resulting from an infection.

Infestation

Parasitic attack or subsistence on the skin and its appendages, as by insects, mites or ticks.

Phlebotomy

Surgical opening a vein to withdraw blood.

Prophylaxis

Preventative treatment.

Suspect

A person whose medical history and symptoms suggest that they may have or be developing some communicable disease.

HIV (Human Immunodeficiency Virus)

The AIDS virus.

Communicable Disease Kit

(TO BE DEVELOPED)

Mechanical Ventilation Device

The mechanical resuscitator, the bag/mask

POLICY

The following guidelines shall be followed:

A. Confidentiality shall be maintained at all times when there has been an exposure of personnel to a communicable disease.

B. The following shall be adhered to:

1. Disposable gloves SHALL be worn on all incidents where the chances of exposure are

imminent.

2. Washing of hands after removal of gloves with soap and water or an approved

commercial product.

3. Contaminated needles are to be handled with extreme care and disposed of in a safe

manner.

4. A mechanical ventilation device will be used whenever possible for resuscitation.

5. Hand washing with soap and water or an approved commercial product will be done after each patient contact.

6. Disposable mask and eye covering SHALL be worn when there is the possibility of

splashes.

7. Clothing contaminated with blood, other body fluids or excreta shall be immediately

changed and decontaminated.

8. A disposable suit is to be worn when performing procedures involving extensive contact with blood or other potentially infective bodily fluids.

9. Personnel who have body contact with blood or other bodily fluids SHALL wash all

contact areas with soap and warm water as soon as possible with warm water.

10. Dispose of contaminated supplies in an approved Infectious Disease Container.

11. Decontaminate all equipment used.

12. Report all exposures of communicable diseases as well as exposures to blood and bodily fluids containing visible blood and/or other bodily fluids to which Universal Precautions apply to the Officer immediately.

13. Complete a “Communicable Disease Exposure Report”, notify the Chief, and follow the procedures set forth in OG 2507 (Communicable Disease Exposure).

14. Follow all procedures on personnel hygiene as prescribed in Appendix IV.

PROCEDURES

A. Personnel

All personnel shall use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood and other bodily fluids of any patient is anticipated.

1. Consider all blood and bodily fluids as potentially infected. Members will bring in the

Apparatus Infectious Disease Kit with all other necessary EMS equipment.

2. Department approved disposable gloves SHALL be worn when in contact with blood or other bodily fluids or when handling items soiled with blood or equipment contaminated with blood or bodily fluids.

3. Department approved disposal gloves SHALL be worn when cleaning areas of equipment contaminated with blood or other bodily fluids.

4. Disposable gloves SHALL be worn when there is a possibility of splashes.

5. Extra pairs of disposable gloves will be readily available on every department vehicle.

6. Structural fire fighting or Department approved gloves should be worn in any situation

where sharp or rough surfaces may be encountered.

7. While wearing disposable gloves or any other approved glove avoid handling personal

items and clothing that could become contaminated.

8. Disposable gloves contaminated with blood or other bodily fluids to which universal

precautions apply should be removed as soon as possible, taking care to avoid skin

contact with the exterior surface.

9. Hands and other skin surfaces contaminated with blood or other bodily fluids should be

washed as promptly as patient safety permits. Hands should be washed immediately after

gloves are removed.

10. Eye covering and mask SHALL be worn when there is the possibility of splashes.

11. Wear a disposable suit when performing procedures involving extensive contact with

blood or potentially infectious body fluids.

12. Remove clothing contaminated with bodily fluids as soon as possible.

13. Contaminated gloves, suit, etc. SHALL be removed, placed in an approved plastic bag(s) and disposed of as soon as patient care has terminated.

14. Use a mechanical ventilation device whenever possible for resuscitation.

15. Regularly clean all EMS equipment carried on all vehicles.

16. Deposit contaminated supplies in the approved container located on the BLS or ALS Response Unit. No material shall be disposed of in a non-hazardous medical waste container.

17. Decontaminate all equipment used.

18. Report all exposures to blood and/or bodily fluids to which Universal Precautions apply to the Shift Supervisor. The Shift Supervisor will make notification to the IDCO.

19. Handle sharp items (needles, glass vials, etc.) with extreme care to avoid accidental injury.

20. Needles SHALL NOT be recapped, purposely bent, broken, removed from disposable syringes or otherwise manipulated by hand.

B. Decontamination

All spills of blood and blood contaminated fluids shall be promptly cleaned up by using an EPA approved germicide or a 1:10 solution of chlorine bleach (6.4 ounces of bleach per gallon of water) in the following manner while wearing Department approved gloves.

Visible material should first be removed with disposable towels or other appropriate means that will ensure against direct contact with blood. If splashing is anticipated, protective eyewear should be worn along with an impervious gown or apron, which provides an effective barrier to splashes.

1. Equipment

a. Delicate equipment such as scope/defibrillator, radios shall be thoroughly cleaned with alcohol (70%) immediately upon return to quarters.

b. Large rescue equipment such as stokes stretchers, traction splint, backboards, K.E.D. boards, M.A.S.T., etc. shall be washed with a disinfectant solution and air dried immediately upon return to quarters.

c. The mask portion of the pocket mask should be washed and scrubbed in warm soapy water, soaked in a 1:10 solution of chlorine bleach for 10 minutes. Rinse again and allow to air dry. (Discard The One Way Valve).

d. Goggles follow instructions for pocket mask.

e. Mechanical Resuscitator (See Appendix III).

2. Clothing

Clothing contaminated with blood or other potentially infectious body fluids are to be changed and decontaminated as soon as possible.

a. Run cold water first to avoid setting blood stain.

b. Pre-wash in soap and hot water. Launder in designated washing machine at Station #1.

c. Boots, leather or turnout type may be brush scrubbed with soap and hot water.

d. Turnout gear should be brush scrubbed with soap and hot water.

3. Vehicles

Passenger spaces and seats in vehicles and apparatus should be scrubbed with disinfectant solution when they have been in contact with contaminated clothing or turnout gear, then thoroughly rinsed and air dried with an air hose or sun dried.

C. Disposal

1. Sharps (needles, glass vials, etc.) shall be in a puncture resistant container. (Medic vehicles).

2. Place all contaminated supplies and disposable equipment in the Communicable Disease Disposal Bag. (Avoid contaminating the outside of the bag.)

3. Discard One Way Valve after use (See decontamination for care or pocket mask).

4. Remove gloves, disposable suit, face mask and place in plastic bag.

5. Seal bag and transfer with patient for proper disposal. Do not place any bag or container of contaminated trash and/or needles in the passenger area of Fire Department vehicles.

D. Other Precautions

When handling and disinfecting contaminated equipment.

1. DO NOT rinse or wash in kitchen sink.

2. Do dry reusable equipment carefully and thoroughly.

3. Do use Department approved disinfectants according to manufactures recommendations.

4. Do pay special attention to oxygen mask and related equipment.

5. Do clean stethoscope after each use.

6. Do clean all parts of any equipment that has been and will again be in contact with a

patient.

7. Store equipment only after it's completely dry.

E. Immunizations

A basic protective measure is to be sure that all basic immunizations are up to date.

TD (Tetanus Diphtheria): Previously immunized adults need a booster dose every ten years.

Influenza: Only as recommended by personal physician.

Hepatitis B: This is a three dose series. The duration of protection and need for booster doses at this time is as exposed at an incident.

F. Procedure to follow when there is an Exposure

Note: See Appendix II for exposure categories.

1. Employees/Members shall: Complete the Communicable Disease Exposure Report.

2. Officer in charge shall:

a. Contact the Fire Chief

b. Produce a detailed report of events that lead to the exposure. The Report will be confidential and will be reviewed by the Safety Officer. Complete an Emergency Response Employee Reporting Form.

c. Recommendations will be made after each exposure by the Safety Officer.

RESPONSIBILITY

A. The Infectious Disease Control Officer (IDCO) will be the Safety Chief responsible for the Safety Division. This officer must meet the following qualifications:

(to be developed)

B. The Safety Chief, in addition to duties described in NFPA 1501 *current edition*, will serve as the Coordinator or the Department Infectious Control Plan. The Fire Chief will assume the duties of the Infectious Disease Control Officer when the latter is unavailable.

C. Training Officer, will be responsible for the scheduling of members for initial and continual infectious disease control training in accordance with PEOSHA N.J.A.C. 12:100-4.2 as in OSHA 29CFR Part 1910.1030. Training will be conducted by the IDCO.

D. All Fire Suppression Officer's (Line Officer) should attend Infection Control for Emergency Response Personnel course given by United States Fire Administration, National Fire Academy. Support and enforce compliance with the Infection Control Program. Correct any unsafe act(s) and refer members for Remedial Infection Control Training if required. Mandate safe operating practices on scene and in station.

Refer personnel to the Fire Chief that appear possibly unfit for work for infection control or other reasons.

Fire Suppression Officers (line officers) will not allow new members to assume emergency response duties until initial medical evaluation immunizations and infectious disease control training have been completed.

E. The Department's of Occupational Health Organization is the responsible agency for providing the health maintenance for the Infectious Disease Control Program. Presently this program provides Hepatitis-B immunization and baseline testing. The program will be in conjunction with the Infectious Disease Control Officer will:

1. Develop and implement an immunization program.

2. Develop and implement a post-exposure program.

3. Provide technical assistance and guidance to the Infectious Disease Control Plan.

4. Provide technical assistance and guidance to the IDCO.

F. The following tasks are reasonably anticipated to involve exposure to blood, body fluids, or other infectious materials:

1. Rescue of victims from hostile environments including, structures, vehicles and water

contaminated atmospheres.

2. Extrication of persons from vehicles, machinery and collapsed excavations or structures.

3. Recovery and/or removal of bodies from any situation above.

4. Provisions of emergency medical care to injured or ill patients.

5. Response to hazardous materials emergencies, both transportation and fixed site,

involving potentially infectious substances.

6. EMS responders are not trained or equipped to carry or use needles and sharps at an

emergency scene.

G. The following job classifications are reasonably anticipated to involve exposure to blood, body fluids, or other potentially infectious substances in the performance of their duties:

1. Firefighter

2. Driver/Operator

3. Hazardous Materials Response Technician

4. Emergency Medical Technician (EMT)

5. First Responder (CIM)

6. Paramedic

TRAINING

A. All members providing emergency medical services will be required to complete:

1) Initial infection control training at the time of assignment to tasks where occupational

exposure may occur.

2) Refresher infection control training will be done annually thereafter.

3) All infection control training materials will be appropriate in content and vocabulary to

the education level, literacy and language of members being trained.

B. Training will be in compliance with NFPA Standard 1581, OSHA Regulation 209CFR Part 1910.1030 and N.J.A.C. 12:100-4.2 shall include:

1) An assessable copy of 29 CFR Part 1910.1030 and an explanation of its contents.

2) An assessable copy of N.J.A.C. 12:100-4.2 and an explanation of its contents.

3) A general explanation of the epidemiology and symptoms of bloodborne diseases.

4) An explanation of the modes of transmission of bloodborne pathogens.

5) An explanation of the department exposure plan and how the employee can obtain a

copy.

6) An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.

7) Information on the types, proper use, location, removal, handling, decontamination and

disposal of personal protective equipment.

8) An explanation of the basis for selection of personal protective equipment.

9) Information on Hepatitis B Vaccine, including information on its efficacy safety, and the benefits of being vaccinated; notification that the vaccine and vaccination will be

provided at no charge.

10) Information on the appropriate actions to take and persons to contact in an emergency

involving blood or other potentially infectious materials.

11) An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting the incident and the medical follow up that will be made available.

12) Information on the post exposure evaluation and follow up that the department is required to provide following an exposure incident.

13) An explanation of the signs and labels and/or color code requiring to biohazard materials; information on the proper storage and the disposal of biohazard materials.

14) Opportunity for interactive questions and answers.

15) Infection control trainers shall be knowledgeable in the entire program elements listed

above, particularly as they relate to emergency services provided by this department.

C. Written records of all training sessions will be maintained for three years after the date on which the training occurs. Training records will include:

1) The dates of the training sessions.

2) The contents or a summary of the training sessions.

3) The names and qualifications of persons conducting the training; and the names and job titles of all persons attending the training sessions.

STATION ENVIRONMENT

A. Storage, Decontamination and disposal areas:

1) Stations will have designation separate areas (marked with signs) for:

(to be developed)

B. Laundry

1) All stations will maintain a clean laundry area with washer, dryer and wash sink.

2) All contaminated work uniforms will be washed ***at Station #1***. Under no circumstances will contaminated work clothes be washed at an unapproved location (home or public laundry etc.), all locations must be approved by the department. This will help protect members, family members and the public from both infectious and chemical contamination.

C. Kitchen

1) All kitchens will be constructed of no porous materials.

2) Food preparation areas, counter tops and cutting boards will be constructed of non porous

materials.

3) Thermometers will be kept in all refrigerators and freezers. Refrigerators will maintain a temperature of 38^{0} F or below and freezers will maintain a temperature of 0^{0} F or below.

4) Food will be returned to the refrigerator before leaving the station if a meal is interrupted by an emergency call.

5) Under no circumstances will any kitchen facility be used for the purpose of cleaning,

sterilizing, disinfecting, storing or disposal of any infectious material or waste.

D. Bathrooms

1) Disposable hand drying materials will be used. Cloth towels will not be used for hand

drying.

2) Antiseptic hand soap will be used when possible.

3) Hand washing signs will be posted at all wash sinks.

4) Shower areas will be disinfected weekly with a department approved disinfectant or

bleach solution.

E. Sleeping Areas

1) Adequate ventilation and HVAC system will be in a safe condition.

2) A minimum of sixty square feet of floor space per bed will be provided.

3) Clean bedding linen storage will be provided in a separate storage area then soiled

bedding linen. Soiled bedding linen will be cleaned in station.

4) A separate locker will be provided for members extra uniform and sleeping attire.

POST EXPOSURE

Any member exposed to a potentially infectious material will immediately wash the exposed area with soap and water or saline eye wash if the eyes are involved.

Any member having an occupational communicable disease exposure will immediately report the exposure to the officer in charge. Needle stick injuries will be reported to the Fire Chief. The Fire Chief will notify the Safety Officer.

Exposure Reports shall be carried on every vehicle.

A. The member will fill out a communicable disease exposure report immediately after the company has been released from the incident, for any of the following exposures.

1. Needle stick injury.

2. Break in skin caused by a potentially contaminated object.

3. Splash of blood or other potentially infectious material into eyes, mucous membranes, or non intact skin.

4. Mouth to mouth resuscitation without pocket mask with a one way valve.

5. Other exposure that the member feels significant.

6. The report will include details of the task being performed, the means of transmission, the portal of entry and the type of PPE in use at the time.

7. The officer in charge will review the “Communicable Disease Exposure Report” and

forward it to the On-Duty Shift Supervisor.

8. The IDCO will evaluate the report for exposure hazards. If a possible exposure occurred, medical evaluation by the Occupational Health Organization will be arranged within hours of the exposure notification. If no exposure has taken place the IDCO will counsel the member on the exposure hazards. The IDCO will complete the communicable

disease exposure report, indicating disposition of medical management and file the report

in the confidential personnel files in the Safety Officers office.

9. If needed at the request of any member, the IDCO will perform or refer members for

infection control retraining, stress management counseling, or family counseling.

B. The source patient will be traced to the receiving Medical facility by the IDCO. The IDCO will notify the receiving Medical facility that an exposure took place, and request an infectious disease determination, as provided under the Ryan White Act of 1990. Request for consent to test the source patient for HIV and HBV will be made. It must be understood that the source patient may ask for the Medical care provider to be tested also. The source patient and the medical care provider have the right to refuse such testing under present regulations.

C. The Occupational Health Organization will provide appropriate diagnostic workup and

treatment of members with communicable disease exposures. Services will include long

term follow up and member/family counseling.

D. Under the Ryan White Act, medical treatment facilities will notify the IDCO of any patient treated by members of the department with a diagnosis of an airborne transmissible disease. When so notified, the IDCO will contact members involved and schedule medical evaluation with the Occupational Health Organization.

E. Although not required by the Ryan White Act, medical treatment facilities will provide

similar notification of diagnosis of bloodborne or other potentially communicable disease if a member provided care to the source patient, and if transmission could have taken place. This policy will be carried out through cooperative agreements between medical treatment facilities and the Lindenwold Fire Department. Patient confidentiality will be preserved in any notification procedure.

F. Although the Department IDCO and the township EMS IDCO keep in constant contact, all members will contact the Department IDCO when it is heard that a patient that was previously transported may have an infectious disease.

G. The Assistant Safety Officer will assume the duties of the IDCO in his/her absence.

APPENDICES

APPENDIX II

The following information is provided as a quick reference guide to the common communicable diseases that pre-hospital care personnel may encounter.

A communicable disease should be suspected when fever, skin rash and/or weeping lesions, jaundice, diarrhea or cough are present.

The following chart by no means gives completed information or recommendations regarding the diseases. You are encouraged to call the Infectious Disease Control Officer (IDCO) if you have any further questions.

EXPOSURE CATEGORY ACTION CATEGORY

Level I: Contact limited to merely being in the presence of a person suspected of having a

Communicable disease.

A. No special action recommended

Level II: Contamination of clothing orEquipment by victim's body fluids.

B. Decontamination

Level III: Exposure of non intact skin/mucous membrane to blood or body fluids to which

Universal Precautions apply. This category includes needle puncture and human bites

C. Special action indicated; complete a Communicable Disease Exposure Report

Form (to be developed). Notify the Infectious Disease Control Officer or Asst. Safety Officer in

the absence of the Infectious Control Officer

APPENDIX III

All cleaning procedures must be performed in hydrocarbon residue free area because of the danger of spontaneous combustion when the residues are exposed to gaseous oxygen.

A. Clean and disinfect the demand resuscitator valve after every use.

1) Remove the outlet adapter and the exhalation valve assembly from the demand valve

subassembly. Do not remove the hose assembly.

2) Clean all foreign matter from the components with a mild soap solution, being careful not to get any liquid inside the demand resuscitator valve subassembly. Rinse the parts

thoroughly in clean water.

3) Immediately after cleaning, connect the demand resuscitator subassembly to an oxygen

supply. Turn on the oxygen supply and depress the manual control button several times

to blow out any liquid that may have entered.

4) Carefully examine the parts of the demand resuscitator valve. Discard any damaged or

cracked parts.

5) Disinfect the demand resuscitator valve.

B. Cold Disinfecting

1) Remove the outlet adapter and the exhalation valve assembly from the demand

resuscitator valve subassembly and immerse in a disinfectant for a minimum of ten (10)

minutes.

2) Place the demand resuscitator valve subassembly outlet side down into a pan containing not more than ½ inch of disinfectant for a minimum of ten (10) minutes. Do not remove the hose assembly.

3) Remove the outlet and exhalation valve assembly from the disinfectant solution and rinse thoroughly with a saline solution, rinse repeatedly to be sure that all of the disinfectant solution is removed from parts.

4) Remove the demand resuscitator valve subassembly from the disinfectant solution. Place the subassembly outlet side down into a pan containing not more than 5/8 inch of saline solution for a period of ten (10) minutes.

5) Remove the demand resuscitator valve subassembly from the sterile water and dry

thoroughly using sterile techniques. Connect the demand resuscitator valve subassembly

to an oxygen supply. Turn on the oxygen supply and depress the manual control button several times to blow out any liquid that may have entered.

6) Remove the hose assembly and inspect the filter. Replace the filter if it is dirty. Check the exhalation valve assembly to be sure flapper valve is not twisted and the locating bosses are properly positioned.

WARNING: If the flapper valve is twisted or the locating bosses are not properly positioned, the demand resuscitator vale will not function properly. Make sure that the flapper valve lies flat against its seat.

7) Reassemble the parts and test the unit with an LSP Test Kit. Follow the instruction with the test kit.

APPENDIX IV

UNIVERSAL PRECAUTIONS

In December 1991, the Federal Department of Labor, OSHA (Occupational Safety and Health Administration) published in the Federal Register December 6, 1991 their regulations S1910.1030

Bloodborne Pathogens. In February 1990, Federal OSHA adopted the CDC (Centers for Disease Control) Universal Precautions (Morbidity and Mortality Weekly Report June 24,

1988/Vol.37/No.24 Perspectives in Disease Prevention and Health Promotion recommendations. The State of New Jersey PEOSH regulations were adopted July 6, 1993 final compliance is expected by February 6, 1994. Universal Precautions are intended to prevent parenteral, mucous membrane and non-intact skin

exposure of health care workers (HCW) to bloodborne pathogens. Implementation of universal precautions does not eliminate the need for other category or disease specific isolation precautions, such as enteric precautions for infectious diarrhea, contact isolation for multiple resistant organisms, isolation for pulmonary tuberculosis.

I.

A. Body Fluids to Which Universal Precautions Apply Universal Precautions apply to blood and other body fluids containing visible blood. Blood is the single most source of HIV, Hepatitis B Virus (HBV) and other bloodborne pathogens in the occupational setting. Universal Precautions also apply to semen, vaginal secretions, tissues and to the following fluids: cerebrospinal, pleural fluid, peritoneal fluid, pericardial fluid and amniotic fluid.

B. Body Fluids to Which Universal Precautions Do Not Apply

Universal Precautions do not apply to feces, nasal secretions, sputum, sweat, tears, urine and vomitus unless they contain visible blood. The risk of HIV from these fluids and materials is extremely low or nonexistent and epidermilogic studies in the health care and community setting have not implicated these fluids or materials in the transmission of HIV and HBV infections.

C. Precautions for other Bodily Fluids in Special Settings.

Although Universal Precautions do not apply to Human breast milk, gloves may be worn

when exposure to breast milk is frequent, i.e. in breast milk banking. Universal precautions do not apply to saliva. General infection practices already in existence including the use of digital examination of mucous membranes and endotracheal suctioning, and hand washing after exposure to saliva should further minimize the minute risk, if any, for salivary transmission of HIV and HBV. Gloves need not be worn when feeding patients and when wiping saliva from skin.

II. Use of Protective Barriers

Protective barriers such as gloves, gowns, masks and eyewear, reduce the risk of exposure of skin and mucous membranes to potentially infective materials. Universal Precautions are intended to supplement rather than replace recommendations for routine infection control, such as hand washing and using gloves to prevent gross microbial contamination of hands. The risk of transmission of bloodborne pathogens can be minimized by following these general guidelines.

A. Take care to prevent injuries when using, handling, cleaning disposing of needles, scalpels and other sharps. Do not recap, remove, bend break or manipulate used needles by hand. Place used disposable syringes and needles, scalpel blades and other sharp items in puncture resistant containers for disposal.

B. Use protective barriers to prevent exposure to blood, body fluids containing visible blood and other fluids to which universal precautions apply. The type of protective barrier(s) should be appropriate for the procedure being performed and the type of exposure anticipated.

C. Immediately and thoroughly wash hands and other skin surfaces that are contaminated with blood, body fluids containing visible blood or other body fluids to which universal precautions apply.

III. Glove Use for Phlebotomy

Gloves should reduce the incidence of blood contamination of hands during phlebotomy, but they cannot prevent penetrating injuries caused by needles or other sharp instruments. The likelihood of hand contamination with bloodborne pathogens during phlebotomy depends on several factors; the skill and technique of the HCW; the frequency with which the HCW performs the procedures; whether the procedure occurs in a routine or emergency situation (where blood contact may be more likely); and the prevalence of infection with blood borne pathogens in the patient population. The likelihood of infection after skin exposure to blood containing HIV or HBV will depend on

the concentration of virus (viral concentration is much higher for hepatitis B than for HIV), the duration of contact, the presence of skin lesions on the hands of the HCW and for HBV the immune status of the HCW. In universal precautions, all blood is assumed to be potentially infective for bloodborne pathogens, but certain settings (e.g., volunteer blood donation centers), the prevalence of infection with some bloodborne pathogens is known to be low. Institutions that judge routine gloving for all phlebotomies is not necessary should periodically reevaluate their policy. Gloves should always be available to HCW's who wish to use them for phlebotomy. In addition, the following guidelines apply for those who perform phlebotomy:

A. Use gloves when the HCW has cuts, scratches or other breaks in the skin.

B. Use gloves when the HCW judges that hand contamination with blood may occur, for example, when performing phlebotomy on an uncooperative patient.

C. Use gloves when performing finger and/or heel sticks on infants and children.

D. Use gloves when receiving training in phlebotomy.

IV. Selection of gloves.

Medical gloves for procedures those marketed as sterile surgical or non-sterile examination gloves made of vinyl or latex. General purpose utility (rubber) gloves are also used in the health care setting. There are no reported differences in barrier effectiveness between intact latex and intact vinyl gloves. The following guidelines for glove selection are recommended.

A. Use sterile gloves for procedures involving contact with normally sterile areas of the body.

B. Use examination gloves for procedures involving contact with mucous membranes, unless otherwise indicated, and for other patient care or diagnostic procedures that do not require the use of sterile gloves.

C. Change gloves between patient contact.

D. Do No Wash or Disinfect Surgical or Examination Gloves for Reuse.

Washing with surfactant may cause “wicking”, i.e., the enhanced penetration of liquids

through undetected holes in the gloves. Disinfecting agents may cause deterioration.

E. Use general purpose utility gloves for housekeeping chores involving blood contact and for instrument cleaning and decontamination procedures. Utility gloves may be decontaminated and reused but should be discarded if they are peeling, cracking, torn or discolored.

Periodic Review and Update

The Infectious Disease/Bloodborne Pathogen Control Plan (PD 1304) will be reviewed and updated at lease annually to reflect changes in policies, procedures, responsibilities and contact information. This policy will be reviewed by the Fire Chief and the Department Safety Officer sixty (60) days prior to the end of the current year.

2009 2010 2011 2012 2013 2014 2015 2016

Policy Directive 1305

RESPIRATORY PROTECTION PLAN

EFFECTIVE DATE: OCTOBER 1, 200

REVISION DATE:

GENERAL INFORMATION

Objective

The purpose of this policy is to outline the regulations of CFR 29 1910.34 (Respiratory Protection) regarding Self-Contained Breathing Apparatus (SCBA and Respirators) within the Lindenwold Fire Department. ***Definitions***

Air Purifying Respirator (APR)

A respirator with an air-purifying filter, cartridge, or canister that removes specific air contaminants by passing ambient air through the air-purifying element.

Approved

Tested and listed as satisfactory by the Bureau of Mines of the U.S. Department of Interior, or jointly by the Mine Safety and Health Administration (MSHA) of the U.S. Department of Labor and the National Institute for Occupational Safety and Health (NIOSH) of the U.S. Department of Health and Human Services.

Confined Space

An enclosure usually having limited means of access or egress or both, and poor natural ventilation, which may contain hazardous contaminants or be oxygen deficient. Examples of confined spaces are storage tanks, process tanks, tank cars, boilers, ducts, sewers, tunnels, pipelines, pits and tubes.

Contaminant

A harmful, irritating, or nuisance material that is foreign to the normal atmosphere.

Controlled Breathing

The ability of the wearer of an SCBA to maintain a breathing rate that is near normal for the activities being performed.

Corrective Lens

A lens ground to the wearer's individual corrective prescription.

Exhalation Valve

A device that allows exhaled air to leave a facepiece and prevents outside air from entering through the valve.

Eyepiece

A gas-tight, transparent window(s) or lens(es) in a full facepiece through which the wearer can see.

Facepiece - Full

The portion of an SCBA that covers the wearer's nose, mouth and eyes. It is designed to make a gas-tight fit with the face and includes the head harness, exhalation valve(s) and connections for a source of respirable gas.

Fire Service

Service groups (paid or volunteer) that are organized and trained for the prevention and control of loss of life and property from any fire or disaster.

Gas

An aeriform fluid that is in the gaseous state at ordinary temperature and pressure.

Hazardous Atmosphere

Any atmosphere, either immediately or not immediately dangerous to life or health, that is oxygen deficient or that contains a toxic or disease-producing contaminant.

Head Harness

A device for holding the facepiece securely in place on the wearer's head.

Immediately Dangerous to Life or Health (IDLH)

Posing an immediate hazard to life or producing immediate irreversible effects on health that may be debilitating.

Inhalation Valve

A device that allows respirable air or oxygen to enter the facepiece and prevents exhaled air or oxygen from leaving the facepiece through the intake opening.

Overhaul

The final stages of fire control, following suppression of the main body of fire, during which smoke conditions and visibility gradually improve and pockets of fire are sought out to complete extinguishment, searching for victims continues, and salvage operations may be carried out. In situations other than fires, this is the cleanup stage following the elimination of the emergency phase of the incident. This phase of firefighting operations has historically been responsible for

many injuries to and deaths of firefighters.

Oxygen-deficient Atmosphere

An atmosphere that causes an oxygen partial pressure of 100 millimeters of mercury or less in the freshly inspired air saturated with water vapor in the upper portion of the lungs.

Positive-pressure Apparatus

An open-or closed-circuit apparatus in which the pressure inside the facepiece in relation to the immediate environment is positive during both inhalation and exhalation.

Powered Air-Purifying Respirator (PAPR)

An air-purifying respirator that uses a blower to force the ambient air through air-purifying elements to the inlet covering.

Qualitative Fitting Test

A fitting test in which the person wearing an SCBA is exposed to an irritant smoke, an odorous vapor, or another suitable test agent. If the SCBA wearer is unable to detect penetration of the test agent into the facepiece, the wearer has achieved a satisfactory fit.

Quantitative Fit Testing

Standardized fit test during which a person wears a respirator in a test atmosphere that contains a test agent in the form of an aerosol, a vapor, or a gas. Instrumentation that samples the test

atmosphere and the air inside the facepiece of the respirator is used to measure quantitatively the penetration of the test agent into the facepiece.

Sanitization

The removal of dirt and the inhibition of the action of agents that cause infection or disease.

Self-Contained Breathing Apparatus (SCBA)/Supplied Airline Breathing Apparatus (SABA)

Supplied-air, respiratory protection devices which, when used properly, can provide adequate breathing air for the wearer even in highly toxic or dangerous atmospheres. Self Contained Breathing Apparatus utilize a cylinder of compressed air worn by the user for air supply, and Air-line Supplied Breathing Apparatus provide respirable air through an air hose, but neither provides protection against other hazards such as skin exposure.

Shall

The word "shall" denotes a mandatory requirement.

Should

The word "should" denotes a recommendation.

Smoke

The products of incomplete combustion of organic substances in the form of solid and liquid particles and gaseous products in air.

Speaking Diaphragm

A device integral with the facepiece designed to improve direct voice communication.

TIC's

Toxic industrial chemicals

TIM's

Toxic industrial materials

SECTION 1 - INTRODUCTION

POLICY

It is the policy of the Lindenwold Fire Department to maintain comprehensive occupational safety and health programs based upon sound engineering, education, and enforcement. This document establishes Departmental policy, responsibilities, and requirements for the protection of firefighters whose job requires the use of respiratory protection. The following guidelines shall be followed relative to the Respiratory Protection Program and the use of SCBA/Respirator Equipment. This document will also provide assistance to

the firefighter in the use and care of respiratory protection.

Administration

Responsibility for administering the Respiratory Protection Program shall be vested by the Board of Fire Commissioners, District 1, Lindenwold, New Jersey. The program shall be reviewed at least annually by the Training & Safety Division. The administrating of the program shall be in accordance with the recommendations and requirements of Scott Health & Safety, applicable regulatory agencies and the ANSI Z88.5 - 1981 standard.

SECTION 2 - STANDARD OPERATING PROCEDURES

General

Firefighters shall wear a self contained breathing apparatus (SCBA) under the following conditions**:**

• While engaged in interior structural firefighting;

• While working in confined spaces where toxic products or an oxygen deficient

atmosphere may be present;

• During emergency situations involving toxic substances; and

• During all phases of firefighting and overhaul;

• Whenever deemed necessary by the IC

Firefighters wearing an SCBA must activate the personal alert safety system (PASS) device before entering an area where respiratory protection is required.

Firefighters wearing SCBA or Respirator shall conduct a seal check prior to each use. Firefighters shall not remove the SCBA or Respirator at any time in the dangerous atmosphere. SCBA and Respirator shall be used in accordance with the manufacturer's instructions (see Appendix A). All firefighters shall continue to wear an SCBA or Respirator until the officer in charge determines that respiratory protection is no longer required. This should be completed based on

qualitative and quantitative air monitoring.

Protective Clothing

Firefighters wearing an SCBA shall be fully protected with the use of approved structural firefighting clothing that meet the requirements of the PEOSH Standards for Firefighters (N.J.A.C. 12:100-10). Protective clothing shall include turnout coat, bunker pants, gloves, boots, helmet, fire resistant hood, and PASS device.

Procedures for Interior Structural Firefighting

In interior structural fires, the fire department shall ensure that:

• At least two firefighters enter the immediately dangerous to life and health (IDLH) atmosphere and remain in visual or voice contact with one another at all times;

• At least two firefighters will be located outside the IDLH atmosphere; and

• All firefighters engaged in interior structural firefighting will use SCBAs.

Note:

One of the two firefighters located outside the IDLH atmosphere may be assigned to an additional role, such as incident commander in charge of the emergency or safety officer, so long as the firefighter is able to perform assistance or rescue activities without jeopardizing the safety or health of any firefighter working at the incident. Nothing in this section is meant to preclude firefighters from performing emergency rescue activities before an entire team has assembled. There must always be at least two firefighters stationed outside during interior structural firefighting. They must be trained, equipped, and prepared to enter if necessary to rescue firefighters inside. However, the incident commander has the responsibility and flexibility to determine when more than two outside firefighters are necessary given the circumstances of the

fire. The two-in/two-out rule does not require an arithmetic progression for every firefighter inside, i.e. the rule should not be interpreted as four-in/four-out, eight-in/eight-out, etc. Firefighters will wait to commence interior structural firefighting, until the proper number of firefighters can be assembled on scene as required by the response. During this time, the fire will be attacked only from the outside, sizing-up operations will occur and emergency rescue necessary to save lives may take place. One of the standby firefighters may have other duties such as serving as the incident commander, safety officer, or operator of fire apparatus. However, one of the outside firefighters must actively monitor the status of the inside firefighters and will not be assigned additional duties. The second outside firefighter may be involved in a wide variety of activities. Both of the outside firefighters must be able to provide support and assistance to the two interior firefighters; any assignment of additional duties for one of the outside firefighters must be weighed against the potential for interference with this requirement. Proper assignment of firefighting activities at an interior structural fire must be determined by the incident commander and is dependent on the existing firefighting situation. Consideration of all worksite variables and conditions, and the judgment of the incident commander is critical. The two firefighters entering an IDLH atmosphere to perform interior structural firefighting must

maintain visual or voice communication at all times. Electronic methods of communication such as the use of radios shall not be substituted for direct visual contact between team members in the danger area. However, reliable electronic communication devices are not prohibited and certainly have value in augmenting communication and may be used to communicate between

inside team members and outside standby firefighters.

SECTION 3 – TRAINING

SELF CONTAINED BREATHING APPARATUS & RESPIRATOR TRAINING

Firefighters wearing respiratory protection shall be trained in proper use, cleaning and maintenance. No firefighter shall wear respiratory protection without training as specified in this document. Training in the use of respiratory protection shall be done in two phases. Each new firefighter will be given initial training before using respiratory protection and annual training thereafter.

New Recruit Training

Initial training is to be provided during the Fire Fighter I Course at a State approved training academy. No firefighter is to use respiratory protection unless training has been successfully completed. Firefighters trained at other than a state approved fire academy must be certified as trained by the Safety Officer before wearing an SCBA or Respirator.

Annual Training

On-going training shall be provided to all firefighters of the Department.

Each firefighter must pass a facepiece fit-test during initial and annual training. Appendix B of this program contains the fit-test protocol and example fit-test record.

Course Content

Initial and annual training in respiratory protection shall be conducted as specified in Appendix C.

FILL STATION TRAINING

SCBA cylinders will be filled only by firefighters who have completed fill station training. Retraining will be provided annually.

Course Content

Initial and annual fill station training shall be conducted as specified in Appendix D.

SECTION 4 - RESPIRATOR FITTING AND SEAL CHECK

Each firefighter must pass a facepiece fit-test during the initial and annual training. Appendix B of this program contains an example of a fit-test record.

Inspection Before Use

When using SCBA or Respirators, each firefighter shall select and wear the correct size facepiece as determined by initial and annual fit testing. A firefighter shall not wear respiratory protection unless the proper size facepiece is available and the equipment is in proper working condition according to the manufacturer's specifications.

Effective Seal Required

An effective face-to-facepiece seal is extremely important when using respiratory protective equipment. Minor leakage can allow contaminants to enter the facepiece, even with a positive pressure SCBA. Any outward leakage will increase the rate of air consumption, reducing the time available for use and safe exit. The facepiece must seal tightly against the skin, without penetration or interference by any protective clothing or other equipment. Nothing can be between the sealing surface of the mask and the face of the wearer, including but not limited to, eyeglasses, protective hoods, and beards or other facial hair.

Firefighters shall perform a seal check prior to every SCBA or Respirator use. SCBA and Respirator can only be worn when an adequate seal is achieved. (NOTE: the required seal check procedures are found in Appendix B-1 of the PEOSH Respiratory Protection Standard. The PEOSH Respiratory Protection Standard is found in Appendix I of this document).

SECTION 5 - INSPECTION, STORAGE, MAINTENANCE AND AIR SUPPLY

A certified contractor has the responsibility to replace or make repairs to all breathing apparatus of the Lindenwold Fire Department, in accordance with Scott Health & Safety instructions. Repairs and maintenance shall only be made by trained personnel, qualified by Scott Health & Safety. Accurate records shall be kept of all SCBA and shall follow the guidelines set forth by Scott

Health & Safety.

Inspection

Regular periodic inspections are required to ensure that all respiratory protection equipment is properly operating and available for use.

Inspection Schedule

All SCBA, Respirators and spare cylinders shall be inspected daily, after each use and monthly. Guidelines for inspection are in the manufacturer's instructions found in Appendix A of this program. After the daily and monthly inspections, the appropriate forms (see Appendix E) shall be completed. SCBA units determined to be unfit for use shall be taken out of service, and tagged with a description of the particular defect. In the event replacement or repair of the SCBA components is necessary, it shall be performed according to manufacturer's instructions and only be persons trained and certified by the manufacturer or returned to the manufacturer's service facility. Firefighters will not subject SCBA or Respirator units to unnecessary abuse due to neglect and/or carelessness. Caution must especially be exercised to protect the facepiece section of the mask from being scratched or damaged. Each SCBA and Respirator shall be cleaned and disinfected after each use. Only cleaning/sanitizing solutions for respiratory equipment will be used for cleaning and disinfection. (NOTE: the require SCBA cleaning procedures are found in Appendix B-2 of the PEOSH

Respiratory Protection Standard. The PEOSH Respiratory Protection Standard is found in Appendix I of this document). SCBA cylinders shall be hydrostatically tested within the period specified by the manufacturer and applicable governmental agencies. Metal cylinders must be tested every five (5) years and composite cylinders every three (3) years. Composite cylinders will be removed from service after 15 years from the first hydrostatic test date.

Storage

All units shall be stored so that they are protected against direct sunlight, dust accumulation, severe temperature changes, excessive moisture, fumes, and damaging chemicals. Care is to be taken so that the means of storage does not distort or damage rubber or elastomeric components.

Air Supply

Breathing air in the SCBA cylinder shall meet the requirements of the Compressed Gas Association G-7.1-1989, COMMODITY SPECIFICATION FOR AIR, with a minimum air quality of Grade D. The Fire Department shall ensure that private vendors supplying compressed breathing air provide a copy of the most recent inspection and certification. The purity of the air from the Fire Department's air compressor shall be checked by a competent laboratory at least annually. The Fire Department shall assure that sufficient quantities of compressed air are available to refill SCBA for all emergencies. This shall be accomplished with the use of Cascade 63 or through mutual aid cascade units.

Air cylinders for SCBA shall be filled only by personnel who have completed fill station training. Compressed oxygen shall not be used in open-circuit SCBA.

Fitting of SCBA Facepieces

All active firefighting personnel shall be assigned their own personal SCBA/Respirator facepiece. Every member will be fit-tested by personnel from the Camden County Fire Marshal's Office for the facepiece size that presents the best seal. Records of SCBA fitting tests shall be kept on file at Fire Administration. These records shall include the following information:

1. Name of individual tested.

2. Type of test performed.

3. Specific make and model of facepiece tested.

4. Results of tests - Satisfactory - Unsatisfactory.

All personnel are responsible to keep their SCBA/Respirator mask in good condition. If repairs are necessary, fill out a repair slip, and an apprpriate vendor will make the necessary corrections or repairs.

SECTION 6 - MEDICAL EVALUATION

A medical evaluation to determine the firefighter's ability to wear a SCBA will be provided. Only firefighters that are medically able to wear SCBA will be allowed to do so. Appendix F contains the medical evaluation protocol.

SECTION 8 - RECORD KEEPING

Records listed below will be maintained by Fire Administration:

- Completed SCBA inspection forms.
- Records/results of air quality tests.
- Completed fit test records. Each firefighter will receive a copy of his/her fit test record.
- Records for both recruit training as well as on-going SCBA training records.
- Certificates of completion for Fire Fighter I courses.
- Fill station training records.
- Medical Evaluation Results Forms.

Type of Record Keep Records For

SCBA Inspection Records

Daily - 3 years

Monthly - 3 years

SCBA Maintenance/Repair Records - Life of Equipment

Air Quality Tests - 3 years

Fit Test - 3 years

Medical Evaluation - length of employment, plus thirty years

Training - 10 Years

Records Documenting Training for Those Who Fill Cylinders - 3 Years

Policy Directive 1309

SCBA MAINTENANCE OVERSIGHT PROGRAM

EFFECTIVE DATE: OCTOBER 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

The Lindenwold Fire Department has the responsibility to maintain the Self Contained Breathing Apparatus (SCBA) and their respective air cylinders for emergency service use. In order to accomplish this, a comprehensive preventive maintenance and repair program has been developed for Department use.

References

Department of Transportation Regulation 49 CFT part 173 and 178.

Occupational Safety and Health 29 CFR 1910. Standard for Respiratory Protection.

NIOSH 42 CFR part 84. Standard for Respiratory Protection.

NFPA Standard for Firefighter Professional Qualifications 1001.

NFPA Standard for Self Contained Breathing Apparatus 1404.

NFPA Standard for Fire Department Occupational Safety and Health 1500.

SCOTT Division of Health and Safety.

POLICY

(to be developed)

Policy Directive 1310

MOTOR VEHICLE ACCIDENTS/DAMAGE

ACCIDENT REVIEW BOARD

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

In an effort to deliver our services to the public we protect, the Lindenwold Fire Department must make use of motorized apparatus. There may be occasions when our equipment is involved in motor vehicle accidents. This Policy outlines the proper actions that need to be completed when such a situation occurs.

POLICY

General Requirements

A. Actions when Department Vehicles are Involved in Motor Vehicle Accidents

1. If responding to an emergency, notify Camden County Communications that you are discontinuing response. Report the location and conditions of the incident.

2. Deliver appropriate level of medical treatment if injuries have occurred.

3. Secure accident scene; move vehicle(s) to a safe location, if possible.

4. Request the local police agency to respond to complete an accident report.

5. The Fire Chief or designee must be notified to respond. The Fire Chief will insure that pictures of the accident scene are taken by the LFD, in order to document the accident.

7. The Chief of Department and Safety Officer will be notified of all accidents by the Officer in charge of the apparatus.

B. Actions when Department Vehicles are Damaged During Operation (Not a MVA)

1. The Company Officer/Chauffeur will make a Log Book Entry.

2. The Company Officer/Chauffeur will notify the Fire Chief.

C. REPORTING for MVA's - Major Accident

1. A major accident will be defined as an accident involving Fire Department vehicles where major damage occurs and/or there are Civilian and/or Fire Department Personnel injured.

2. Major accidents involving Fire Department vehicles will follow the documentation and reporting procedures listed below:

a. **Chauffeur**

1. MVA Report Form

2. Accident Questionnaire Form)

3. Copy of Drivers License

b. **Officer**

1. MVA Report Form

2. Accident Questionnaire Form

3. Review and authorize Driver's statements on forms

c. **Fire Chief**

1. Complete Accident Loss Report Form

2. Review Chauffeur's and Officer's documents for accuracy and completeness, authorize by signing

3. Ensure Photos of accident scene are taken.

4. Re-assign Driver until accident investigation is complete

5. Obtain LPD accident report

6. The Fire Chief will submit all completed forms, including any Department regulations violated, to the Board of Fir Commissioners.

d. **Safety Officer**

1. The Safety Officer and Fire Chief will review the circumstances surrounding the accident. After interviewing the chauffeur/operator and officer/passenger, the Safety Officer will complete the Accident Loss Report Form. Review document and recommend any preventative measures.

2. The Safety Officer will determine what classification the accident will be categorized as and whether it was preventable or non-preventable, based on the facts of the investigation (Accident Classifications, Appendix I).

3. The Safety Division will complete their report within 72 hours and meet with the Chief.

4. The final report will be filed on Fire Administration.

D. Reporting for MVA's – Minor Accident

1. A minor accident will be defined as an accident that does not include major damage and there are no civilian and/or Fire Department personnel injuries.

2. Minor accidents including Fire Department vehicles will follow the documentation and reporting procedures listed below:

a. **Chauffeur**

1. MVA Report Form

2. Accident Questionnaire Form

3. Copy of Drivers License

b. **Officer**

1. Report Form

2. Accident Questionnaire Form

3. Review and authorize Driver's statements on forms

c. **Battalion Chief/Shift Commander**

1. Complete Accident Loss Report Form

2. Review Chauffeur's and Officer's documents for accuracy and completeness, authorize by signing

3. Ensure Photos of accident scene are taken.

4. Re-assign Driver for the duration of that tour of duty

5. Obtain LPD report

6. The Fire Chief will review the circumstances surrounding the accident and interview the Chauffeur/Operator and Officer/Passenger. The Fire Chief will complete Accident Loss Report Form

7. The Fire Chief will determine what classification the accident will be categorized as and whether it was preventable or non-preventable based on the facts of the investigation (Accident Classifications, Appendix I).

8. The Fire Chief will complete his/her report within 72 hours and will meet with the Chief and Assistant Chief to review the accident.

9. The Battalion Chief will notify the Director of Management Support via email when a department vehicle is involved in an accident involving another vehicle or other private property for insurance notification purposes. Information should include; date, vehicle and/or property involved, operator, time and location.

10. The final report will be filed at fire administration

11. Submit copies of all reports to the Director of Management Support for Insurance purposes.

E. Accident Review Board

1. The Accident Review Board will automatically convene on any accident involving personnel or civilian injuries.

2. The Accident Review Board will automatically convene when a member has more than 2 accidents in 1 year or has an established record of being involved in an accident.

F. REPORTING for Damage

Chauffeur

1. Complete MVD Report Form

Officer

1. Complete MVD Report Form

Fire Chief

1. Review Chauffeur and Officer documents for accuracy and completeness, authorize by signing

2. Prepare a summary memorandum outlining the facts and report any Department regulations violated.

3. Submit all documents to the Board of Fire Commissioners.

APPENDIX I

Accident Classifications

Class 1 - Member at fault without significant contributing factors.

Injuries - (A) No injuries - (B)

Class 2 - Member at fault with contributing factors.

Injuries - (A) No injuries - (B)

Class 3 - Member at fault but with significant contributing factors.

Injuries - (A) No injuries - (B)

Class 4 - Member not at fault but could have used better judgment to prevent the accident.

Injuries - (A) No injuries - (B)

Class 5 - Member not at fault and did all he/she reasonably could to prevent the accident.

Injuries - (A) No injuries - (B)

Class 6 - Damage to a Fire Department vehicle other than that caused by a vehicular accident, i.e.

thrown or dropped object, vandalism or previously unreported damage to vehicle. In

addition, any damage or injury that is received by any other vehicle or person which is caused

by portable equipment that falls, drops or rolls away from a Department vehicle. The

member may/may not be at fault.

Injuries - (A) No injuries - (B)

Class 7 - Miscellaneous - any damage to a Fire Department vehicle or property which doesn’t apply to any other class.

Injuries - (A) No injuries - (B)

Class 8 - Incident only: No damage or injury but reported for insurance purposes; reported damage to vehicles or property (other than LFD) where an investigation determined that the LFD

wasn’t responsible. This type will not be classified as an accident. If subsequent events

establish that an accident occurred then it would be reclassified as a Class 1 to 7.

In Classifications 1 through 8, the Safety Officer (major accident) or Fire Chief (minor

accident) will determine whether the accident was preventable or non-preventable and his/her

safety recommendations, based on the facts of the investigation. The Accident Review Board

will follow the procedures set forth in the Accident Review Board Procedure.

APPENDIX II

Forms

1. Vehicle Accident Report/Loss Investigation - if personal injury involved utilize the Injury Packet.

2. Motor Vehicle Accident Report - to be completed by Chauffeur

3. Motor Vehicle Accident Report - to be completed by Officer

4. Safety Division Accident Questionnaire - to be completed by Chauffeur

5. Safety Division Accident Questionnaire - to be completed by Officer

APPENDIX III

Accident Review Board Procedure

Safety Officer

As a matter of Departmental Policy, the Safety Officer shall review all reported vehicular accidents in which there is damage to any vehicle, bodily injury, or damage to property other than the Department's. Furthermore, when the Safety Officer deems it necessary, he/she may convene the Accident Review Board. The Department's Accident Review Board is in compliance with the National Fire Protection Association Standards:

NFPA 1500 - Occupational Safety and Health Program

NFPA 1521 - Fire Department Safety Officer

In line with this, the Lindenwold Fire Department views the Accident Review Board process as an important component of the overall *health* and *safety* of *all Members.* Also, as a matter of policy, and with recognition of the rights of Department Members, it must be realized that the uncovering of the facts of an accident and subsequent recommendations could possibly lead to formal disciplinary action.

NOTE: Decisions, findings and recommendations of the Accident Review Board are not to be considered legal judgments.

The purpose of the Accident Review Board is to:

1. Identify the factor(s) that contributed to the accident.

2. Determine whether the accident was preventable or non-preventable. (A preventable accident is an accident involving a Fire Department vehicle in which the operator or other involved personnel failed to do everything that could have reasonably been done to prevent the occurrence).

3. Classify those accidents that are determined to have been preventable in order to provide the Fire Department with a gauge for determining corrective measures.

Accident Classifications

Class I

A Class I rating shall apply to a preventable vehicle accident that is determined by the Safety Officer or the Accident Review Board to have resulted from disregarding established safe operating practices, policies or statutes.

Class II

A Class II rating shall apply to a preventable vehicle accident that is determined by the Safety Officer or the Accident Review Board to have resulted from the failure to do everything that could have been reasonably done to prevent the occurrence and ***without*** the existence of extenuating circumstances.

Class III

A Class III rating shall apply to a preventable vehicle accident that is determined by the Safety

Officer or the Accident Review Board to have resulted from failure to do everything that could have been reasonably done to prevent the occurrence, but ***with*** the existence of extenuating circumstances.

NOTE: The Officer's responsibility for supervising the proper and safe operation of the apparatus or vehicle shall not be overlooked. This factor will be reflected accordingly in the classification of the accident.

Accident Review Board Members

The Accident Review Board shall consist of five (5) members:

1. The Fire Department Safety Officer (Department's Advocate).

2. The Assistant Safety Officer or member of the Safety Committee (to act as Proceeding Recorder).

3. The Deputy Chief (Chairman) (Voting Member).

4. Training Chief (Voting Member)

5. A representative from the firefighting force (firefighter). (Voting Member).

Accident Review Board Overview

1. The Accident Review Board will meet at a designated location to review vehicle accidents. The Accident Review Board will convene within 30 days of an accident unless otherwise specified by the Fire Department Safety Officer.

2. The Accident Review Board Meeting shall have the discretion to summon any Fire Department Member who might have pertinent information concerning the accident under review.

3. The chauffeur or operator, immediate supervisor, guide person, and any witnessing members are all subject to being called for interview subsequent to any vehicle accident. The testimony of members shall be tape recorded.

4. Board Members may interrupt testimony for clarification or to take notes to be addressed at the conclusion of the testimony.

5. The Chairperson is responsible for maintaining order throughout the entire hearing. At all times, professional decorum will be adhered to by all participants. All discussions must remain relevant to the issue(s) at hand.

Accident Review Board Decisions

The decisions of the Accident Review Board will be put into written format, by the Safety Officer, describing the factors contributing to the accident, the persons involved and their role, whether the accident was preventable/non-preventable and the classification of the accident, along with recommendation of corrective measures which will include the following:

1. No Further Action - No further action would be required and the Safety Officer would maintain the file on the accident.

2. Letter from Safety Officer, which would be in the Member's personnel file.

3. Letter/Interview Safety Officer, which would be placed in the Member's personnel file. Additionally, a personal interview would be conducted by the Department Safety Officer to review the Department's policies and procedures involving safe driving practices.

4. Letter/Interview/Remedial Driver Training, which would be placed in the Member's personnel file. Additionally, a personal interview would be conducted by the Department Safety Officer to review the Department's policies and procedures involving safe driving practices. The Safety Officer will insure that the Member receives remedial driver training. This training will be tailored towards the specific circumstances surrounding the particular accident.

5. Formal Letter of Reprimand - in accordance with Department Regulations.

6. Formal Disciplinary Action - to be administered in accordance with Department Regulations.

7. The Safety Officer will meet with the Fire Chief to review the accident, written report and the Board's recommendation.

Accident Review Board Administrative Procedures

Step 1 - The Safety Officer will introduce all persons involved.

Step 2 - The Safety Officer will provide all relevant documents to Members of the Accident Review Board, Volunteer representation and Members involved in the accident.

Step 3 - Sufficient time will be given for all persons involved to review ***all*** documents pertaining to the accident.

Step 4 - The Safety Officer will present the Department's case which will include questions pertaining to all circumstances pertaining to the accident.

Step 5 - The Board may question the Department Safety Officer on any point at any time.

Step 6 - Subsequent to the Safety Officer's presentation, including questions for those Members involved in the accident; the Board will then ask any additional questions they may have regarding the accident.

Step 7 - After all relevant questions have been asked and Members have had an opportunity to present their opinion on how the accident occurred, the Safety Officer will adjourn the Accident Review Board.

Step 8 - The Safety Officer will then explain the definitions of a Preventable and Non-Preventable accident.

Step 9 - The Safety Officer will ask the Board to decide individually whether or not the accident was preventable or non-preventable in the following order:

a. The Representative of the Volunteer Member (firefighter)

b. The Training Chief

c. The Chairperson (Deputy Chief)

Step 10 - The Safety Officer will ask the Board to classify the accident in the following order:

a. The Representative of Volunteer Member (firefighter)

b. The Training Chief

c. The Chairperson (Deputy Chief)

Step 11 - The Safety Officer will ask the Board for an individual recommendation in the following order:

a. The Representative of Volunteer Member (firefighter)

b. The Training Chief

c. The Chairperson (Deputy Chief)

The Board's decision will be one of the following:

a. No Further Action

b. Letter from the Safety Officer

c. Letter/Interview Safety Officer

d. Letter/Interview/Remedial Driver Training

e. Letter of Reprimand

f. Suspension

Step 12 - Each Board Member will check the appropriate block on the Accident Review Board Form, include their comments, if necessary and sign the form.

Step 13 - The Safety Officer, after ensuring that all of the above has been completed, will request the Accident Review Board to adjourned.

Policy Directive 1311

Line of Duty Death Operational Review

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

This Policy Directive is intended to assist the Department in planning and preparing to conduct an operational review of a Line of Duty Death. This process will help to determine the direct and indirect causal factors of the incident and answer the questions as to what occurred, why it occurred and how to prevent the same situation from happening again.

POLICY

A. The Investigation Team

1. Duties and Responsibilities of the Investigation Team

a. Gather and analyze all physical evidence relating to the event in a timely fashion.

b. Interview witnesses with direct and indirect knowledge of the circumstances.

c. Document radio communications, telephone communications, witness statements,

photographs, video, strategic and tactical objectives and related information.

d. Determine the direct and indirect causal factors which resulted in the line-of-duty death, serious injury or incident that could have resulted in a death or serious injury under different circumstances.

These factors may include:

(1) Identification of unsafe acts, conditions, or inadequacies involving apparatus, equipment, protective clothing, operational guidelines, training or supervision.

(2) Identify situations that may involve unknown or unanticipated hazards.

e. Consult with persons having special knowledge of the factors involved in the incident, including experts and consultants from the private sector.

f. Contact with other agencies that may be involved in the investigation of the incident.

g. Assist in the development of a full written report on the incident, including conclusions and recommendations.

2. Team Member Responsibilities

a. Team Leader: Chief Officer

(1) Accepts responsibility for the security and control of the incident scene from the incident commander.

(2) Coordinates the investigation team members' and outside investigating agencies'

activities.

(3) Provides status reports to the Fire Chief who will provide status reports to the Board of Fire Commissioners, and other officials.

(4) Coordinates final analysis, review of conclusions, and drafting of the final report.

b. Investigation Team Member: Fire Marshal, Training Officer, a Captain or Lieutenant

and Executive Administrative Assistant (recorder).

(1) Identify and interview witnesses.

(2) Photograph the incident scene.

(3) Sketch, measure and construct maps of the incident site.

(4) Develop an incident time line.

(5) Collect and examine all pertinent documents, records or logs.

(6) Collect and examine, where appropriate, all equipment.

(7) Assist in the analysis of information to determine causal factors of the incident.

(8) Assist in developing investigation's conclusion, recommendations, preventive measures and drafting of reports.

3. Investigative Authority

a. Team leader and team members hold the authority to conduct a complete and thorough investigation.

b. No other Officer should have the authority to interfere with the investigation.

B. Initial Investigation

1. What constitutes a line of duty death investigation?

a. Firefighter dies at the scene of the incident.

b. Firefighter dead on arrival at the hospital resulting from a line of duty accident.

c. Firefighter is alive upon arrival at the hospital, but expires later resulting from a line of duty accident.

d. Firefighter's injuries were not detected at the scene and dies later at the fire station, at work or home.

e. Incident that could have resulted in death under different circumstances or when deemed necessary by the Office of the Fire Chief.

2. Actions of the Incident Commander

a. Isolate the Scene

1) Restrict the scene as soon as possible.

2) Secure and guard the incident scene from all personnel.

3) Scene should only be violated to perform medical treatment or to control a fire that could destroy evidence.

4) Incident scene should be secured until all physical evidence has been documented,

photographed and measured.

5) If an obviously deceased body is present, the scene should be left undisturbed for the

investigators.

b. Impound Physical Evidence

1) Protective Clothing and SCBA.

2) Any necessary movement of evidence should be noted and recorded.

3) Treat all evidence like a criminal investigation.

4) Establish a Chain of Custody. Anything secured under this procedure will only be

released for non-department use or examination by subpoena.

c. Document the Condition of Safety Equipment

1) Document (photograph, notes) the condition of PPE and equipment if the victim must be moved or equipment removed

2) Note the condition of all pertinent items

3. Initial Actions of the Investigation Team at the scene

a. Document the Scene

1) Diagram the scene in the same manner that a crime scene would be documented.

2) Photograph in large color prints and digital format.

3) Complete a "Photographic Investigative Worksheet" .

b. Preserve Physical Evidence

1) Examine condition of safety equipment.

2) All items that could have a bearing on the investigation must be impounded and protected. Chain of Custody must be started as soon as possible to ensure protection of important information.

c. Arrange for an Autopsy

1) In an effort to ensure that PSOB and other protocols are followed, the Fire Chief assigns the Chief of Training to serve as a Hospital/Medical Examiner Liasion

whenever a member of the Lindenwold Fire Department is injured or killed in the line of duty. In addition, members suffering sudden death subsequent to a tour of duty will receive the same attention to determine if in fact the causative factors are job related.

2) If Possible Cardiac-Related:

Emergency Room Physician must order blood work for determining carbon monoxide level (specific percentage necessary) and blood alcohol level (specific percentage necessary).

3) In Case of Death:

Autopsy must be ordered to be eligible for PSOB Benefits (USFA; FF Autopsy Protocol)

Appendix I, a copy which is available at FAB. Secure permission from family for the autopsy and the release of the report. If fire-related death, Medical Examiner should request blood gases to include carboxyhemoglobin, other products of combustion and blood alcohol level.

d. Identify Witnesses

1) Identify and obtain essential information from individuals who were directly involved.

2) Identify witnesses for later follow up.

C. Post Incident Investigation

1. Examine Physical Evidence

a. All items that could have importance on the investigation must be impounded and protected.

b. Items such as protective clothing and breathing apparatus are vital.

c. Maintain the Chain of Custody.

(1) Return items to a secure location.

(2) Ensure that all reports are obtained.

d. Have qualified personnel examine evidence thoroughly.

2. Obtain the following information

a. Building history including construction, additions, alterations (Construction Official).

b. Applicable codes (Fire Marshal's Office and Construction Official).

c. Enforcement Records (Fire Marshal's Office).

d. Sprinkler/Standpipe Records (Fire Marshal's Office).

e. Historical Fire Reports (Fire Marshal's Office).

f. Floor Plans, Electrical and Mechanical drawings, etc. (Construction Official).

g. Weather Reports (National Weather Service).

3. Conduct Interviews

a. Full interviews should be conducted with every Fire Department member involved with the incident.

b. Major incident interviews may be limited to individuals involved with the victim before or during the event.

c. All interviews should be tape-recorded with the consent of the witness (record consent as well).

d. Written notes should be documented.

e. Interview anyone with information, including the general public.

4. Time Line: Sequence of Activities

a. Develop a Time-Sequence Chart which is a visual, chronological/event chart that associates the events of the incident with an individual and/or unit, and the actual or approximate time that these events occurred.

b. Develop a Chronological Narrative as a logical extension of the Time-Sequence chart.

5. Site/Incident-Specific Investigation: The accuracy and completeness of the investigation is dependent upon obtaining detailed information concerning the incident, especially in the following areas:

a. Size-up

(1) Life: Firefighter accountability/hazards to civilians

(2) Type of Occupancy: people/contents

(3) Construction

(4) Area / Size / Height of Building

(5) Time of Day/Year

(6) Exposures: internal/external, life and/or property

(7) Communications

(8) Location and Extent of Fire

(9) Apparatus, Personnel and Equipment

(10) Weather

(11) Water Supply/Other Extinguishing Agents

(12) Fire Suppression and Detection Systems

(13) Special Equipment: requested? used?

(14) Special Operations

(15) Special Matters

(16) Salvage and Overhaul

b. Strategy

(1) How resources were committed?

(2) Strategy: was it communicated?

a) Offensive

b) Defensive

(3) What tactics were used to implement strategy? Did they safely support the strategy?

(4) Did smoke conditions affect the size-up or strategy?

(5) Did the strategy change? When? Why? How?

(6) Were units on the fire ground promptly informed of the change? How?

(7) Any problems or building construction features that affected extinguishment or caused a change in strategy or tactics?

c. Apparatus and Equipment

(1) Adequate for operation?

(2) Performance and serviceability?

(3) Initial placement and/or subsequent repositioning?

d. Fire Extension

(1) Did the fire extend after arrival?

(2) How did the fire extend?

(3) Where did the fire extend?

(4) Why did the fire extend?

e. Additional Alarms

(1) Why were additional alarms required?

(2) Was the request for additional help timely and adequate?

f. Communications

(1) Did the Incident Commander receive effective feedback from Division/Company

Officers relating to fire extension, unsafe conditions or other concerns?

(2) Did units inform the Incident Commander of their completion or inability to complete

their assignment?

(3) Did units maintain proper radio discipline?

a) Unit identification

b) Transmit and receive on proper channel

c) Factual brevity

(4) Were evacuation signals implemented?

a) Audible

b) Radio

c) By whom?

d) Was the signal received by all units?

e) Were accountability procedures effective?

g. Division Officers: Did the tactical decisions of the Division support the strategy of the Incident Commander in an effective and safe manner?

h. Engine Companies

(1) Did Units determine exact location of fire before committing lines?

(2) Did Company Officers provide enough information so that a determination for the need of additional lines could be made?

(3) How many lines were required?

(4) What size lines were required?

(5) Were master streams employed?

(6) Where were the lines positioned?

(7) In what order were the lines positioned?

i. Ladder Companies

(1) Did companies perform effectively in the areas of:

a) Search and rescue (primary and secondary)

b) Laddering, including aerial ladder

c) Ventilation (natural and mechanical)

d) Forcible entry

e) Overhaul/salvage

j. Special Units

(1) Cascade

a) Explanation of fire ground duties

b) Did Unit perform prescribed specialized functions?

(2) Hazardous Material Unit

a) Explanation of fire ground duties

b) Did Unit perform prescribed specialized functions?

(3) Rescue Company

a) Explanation of fire ground duties

b) Did Unit perform prescribed specialized functions?

(4) Safety Officer

a) Explanation of fire ground duties

b) Did Unit perform prescribed specialized functions?

(5) Other Specialized Units

a) Explanation of fire ground duties

b) Did Unit perform prescribed specialized functions?

k. Deaths/Injuries

(1) Total Number of Firefighters: nature of injuries, location on incident scene, hospital treatment, date of return, etc.

(2) Total number of civilians

l. Breathing Apparatus

(1) Was the member wearing an SCBA?

(2) If member was wearing SCBA: send breathing apparatus and cylinder to National Institute of Occupational Safety and Health (NIOSH) for testing.

(3) Was face piece in place?

(4) Was there pressure remaining in the cylinder?

(5) Were valves operational?

(6) Were straps and other components in their normal use configuration?

(7) Was there any visible damage to the SCBA?

(8) Were any components missing? Where were they found?

(9) Who found it? Was a chain of custody established?

(10) Review SCBA repair/maintenance records

m. Personal Accountability Equipment

(1) Personal Alert Safety System (PASS)

a) Was the member carrying a PASS?

b) Was it activated?

c) Was it in operable condition?

d) Who found it? Was the chain of custody established?

(2) Portable Radio

a) Did the member have a portable radio?

b) Where was it found?

c) Was it in operable condition?

d) Who found it? Was the chain of custody established?

n. Protective Clothing

(1) Was the member wearing full protective clothing?

(2) Was any protective clothing damaged?

(3) Had the member removed any item of protective clothing?

(4) Where was it found?

(5) Who found it? Was the chain of custody established?

o. Portable Tools

(1) Was member carrying and/or utilizing portable tools?

(2) What type?

(3) How were the tools being utilized by the member?

p. List all members on the incident scene

6. Research Documents

a. Historical Records

(1) Building history including construction, additions, alterations (Lindenwold Construction Office)

(2) Enforcement records (Fire Prevention Office)

(3) Sprinkler/standpipe records

(4) Historical fire reports

(5) Floor plans, electrical and mechanical drawings etc.

(6) Weather reports

b. Records/Documentation

(1) Fire reports

(2) Communication transcript of radio messages

(3) Police Department Reports

(4) EMS and Hospital Reports

(5) Medical Examiner's Report

(6) Fire Marshal's Report

(7) News Sources: Television video tapes

(8) Safety Division photographs

(9) Official photographs

(10) Civilian photographs and video tapes

(11) Injury reports

(12) Newspaper accounts

(13) Other related reports -- i.e. Bureau of Alcohol, Tobacco, and Firearms (ATF), National Fire Protection Association (NFPA), United States Fire Administration (USFA), Etc.

(14) Post-Incident Analysis

(15) Critical Incident Debriefing -- record only that it was conducted

(16) Trade journal / periodical accounts

(17) Members Training/Medical Records

(18) Existing Operational Guidelines

(19) Vehicle maintenance/repair records

7. Expert Assistance

a. Apparatus failures: Those involving aerial apparatus failure should be examined by

mechanical engineers or metallurgists.

b. Breathing apparatus, if involved in any matter, should be examined and tested.

c. Any incident that is controversial should be examined by an independent investigator.

8. Obtain Legal Advice

a. Potential criminal action investigations

b. Potential liability issues

c. Final report should be reviewed by Fire Department attorney before it is released.

d. Initiate Privileged Legal File

The Chief Officer heading the investigation will send correspondence to the Districts named legal reprentative opening a privileged legal file for attorney client communications regarding the investigation. The Operational Review will remain an attorney client document until released by Legal Counsel and the Chief of Department.

D. Reports

1. Preliminary/Interim Report

a. Purpose of the Preliminary/Interim Report:

The purpose of the Preliminary/Interim report is to shed light and answer questions that the Chief's Office, Board of Fire Commissioners, and victim's family may

have over a traumatic event.

b. Format

(1) Brief description of the location

(2) Outline of time frame

(3) List of personnel involved

(4) Summary of outcome (injuries and damage)

(5) Investigation team members

(6) Summary of investigation methods

c. Report Preparation

The amount of time to complete a Final Report is lengthy. Therefore, upon the direction of the Chief of Department, a Preliminary/Interim Report will be prepared as soon as is practical after the incident.

d. Presentation of the Preliminary/Interim Report

(1) Team Leader will present the report to Chief's Office, Board of Fire

Commissioners and victim's family.

(2) Utilize the written report, appropriate pictures and video to provide a narrative and

summary of events.

(3) Written report will be released to the Chief's Office & Board of Fire Commissioners

2. Final Report

a. The purpose of the Final Report is to provide a summary of relevant facts about the incident. The objective of the investigation process is to discover exactly what happened and determine how to prevent similar occurrences, not to affix blame or punish Fire Department members. Consequently, all items included in the Final Report must be precise, accurate, and complete.

b. Format

Incident Summary:

(1) Brief description of the incident

(2) Brief description of the location

(3) Outline of timeframe

(4) List of personnel involved

(5) Summary of outcome (injuries and damage)

(6) Team Members

(7) Summary of investigation methods

Facts:

(1) Detailed description of the location (including relevant diagrams, photographs, etc.)

(2) Environmental influences

(3) Apparatus placement, assignments, and actual tasks

(4) Incident management, tactics, communication summary

(5) Incident Time Line- Sequence of Activities

(6) Chronological narrative

(7) Equipment availability and serviceability

(8) Witness statements

(9) Condition of protective clothing and equipment

(10) Radio transcripts

Analysis:

(1) Incident time line sequencing analysis

(2) Comparison of actions against applicable standards

(3) Review of qualification, experience, and training of involved personnel

(4) Summary of Medical and Coroner Report

(5) Review of supervisory qualifications

(6) Performance analysis of protective clothing and equipment

(7) Analysis of staffing level

(8) Analysis of fire ground communications

(9) Review of previous deficiencies and corrective actions

Conclusions:

(1) List of all direct and indirect causal factors

(2) List of all mitigating factors

Recommendations:

Specific remedial actions

Appendices:

(1) Attach supporting documentation

(2) Attach external reports (e.g., NIOSH on SCBA)

(3) Glossary of terms

c. Report preparation

(1) Every contributing or suspected contributing factor should be followed back to a conclusion and tied in with all other facts to develop a complete report.

(2) The report must state the facts

(3) All conclusions and recommendations must be support by the facts and analysis.

(4) The Final Report will be completed when all contributing factors have been analyzed and supported.

d. Presentation of the Final Report

The Office of the Fire Chief will coordinate a timely presentation to the Board of Fire Commissioners, victims family and department members with the assistance of the Investigation Team.

Policy Directive 1312

Written Hazard Communication Program

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

This written program applies to all work operations in our facility(s) where employees are exposed or may be exposed to hazardous chemicals or conditions under normal working operations or during foreseeable emergency situations.

Responsibility for administering the Program shall be vested by the Board of Fire Commissioners, District 1, Lindenwold New Jersey. The program shall be reviewed at least annually by the Safety Division and updated as necessary. A copy of the written

program shall be located in each facility and made available to employees upon their request. As required under the PEOSH HCS, employees will be informed of the contents of this program, the location and availability of health and safety information about hazardous chemicals, the hazardous properties of chemicals with which they work, safe handling procedures for the hazardous chemicals, and measures they should take to protect themselves from the hazardous chemicals. This information will be

provided during employee training sessions. Employees will also be informed of the hazards of no routine tasks.

POLICY

A. **Policy and Administration**

It is the policy of the Lindenwold Fire Department to maintain comprehensive occupational safety and health programs based upon sound engineering, education and enforcement. This notice is to inform you that Lindenwold Fire Department complies with the Public Employees Occupational Safety and Health Program Hazard Communication Standard (PEOSH HCS), N.J.A.C. 12:100-7, which New Jersey adopted with amendments, on May 3, 2004. We provide information about the hazardous chemicals in our workplace, their associated hazards, and the methods for controlling these hazards. We have put in place the following required elements of the Standard:

1. A list of hazardous chemicals;

2. Material Safety Data Sheets (MSDSs) and Hazardous Substance Fact Sheets (HSFSs) for hazardous chemicals;

3. Labeled containers; and

4. A training program for employees who work with or have a potential for exposure to

hazardous chemicals.

B. **List of Hazardous Chemicals**

(to be developed)

C. **Material Safety Data Sheets (MSDS) and Hazardous Substance Fact Sheets (HSFS)**

MSDSs and HSFSs provide health and safety information on the specific hazardous products or chemicals employees use. In compliance with the PEOSH HCS, the MSDSs are made readily accessible at each facility for employees access. Fire Administration obtains MSDSs on all products containing hazardous chemicals and HSFSs on all hazardous chemicals, places copies of the MSDSs in a binder in each facility, and maintains a master file of all the MSDSs and HSFSs in his/her office. If additional information is needed about a hazardous chemical or product, if an MSDS is missing, or if an MSDS has not been supplied with the initial shipment, Fire Administration will contact the manufacturer or supplier. The Station Commander/ Facility Supervisor

will ensure that the MSDSs kept in each work area are updated as needed and the MSDS binder is kept intact, and that HSFSs are updated as needed. As a policy of the Lindenwold Fire Department, an MSDS and HSFS hard copy will be provided to the requesting employee immediately upon request, or within 3 working days of the request if the MSDS or HSFS is not immediately available. Any new procedures or products that are planned to be used in a Lindenwold Fire Department facility must be approved by Fire Administration to make sure that MSDSs and HSFSs are obtained before use.

D. **Labels and Warning Systems**

Station personnel shall ensure that each container of hazardous chemicals in

this workplace is properly labeled as required by the PEOSH HCS, and update the labels as necessary if they should become illegible, fall off the container, or are obscured in any manner.

Containers not bearing a PEOSH HCS label are not accepted by our facilities.

♦ Stationary containers in an area with similar contents and hazards have signs posted on or above them to convey the hazard information.

♦ Employees transferring hazardous materials from a labeled container to a portable container intended only for their immediate use during the work shift, do not have to label the portable container. If the portable container is stored beyond the employee's shift, or will be used by other workers, the employee labels the portable container with the PEOSH HCS information from the properly labeled larger container.

E. **Hazardous Non-Routine Tasks**

When an employee(s) is required to perform a hazardous non-routine task, a special training session shall be conducted to inform them about the hazardous chemicals to which they might be exposed and the proper precautions to take to reduce or avoid exposure. This special session shall be conducted by a qualified trainer prior to employees beginning the task. Employees who perform these non-routine tasks are notified about the training by the Training Chief, and are required to attend the training.

F. **Employee Training**

1. Every employee who works with or has the potential for exposure to hazardous chemicals under normal conditions of use or in foreseeable emergencies will receive initial and refresher training under the PEOSH Hazard Communication Standard on the safe use of those hazardous chemicals. The Training Division is responsible for providing the training. A training program that uses both audiovisual materials and classroom instruction has been prepared for this purpose.

♦ The trainer meets the definition of a technically qualified person.

♦ Whenever a new hazard is introduced into the work area, an additional training session is provided for workers in a scheduled training session conducted by Training

prior to beginning work with the new hazardous material.

♦ Refresher training, an abbreviated version of initial training, is conducted every two

years. The Department shall notify employees when the training sessions are scheduled. This notice shall be posted on the annual training calendar in each facility.

♦ Attendance is mandatory at all training sessions for those workers identified as exposed or having the potential for exposure to hazardous chemicals under normal conditions of use or in foreseeable emergencies.

♦ Training is provided at no cost to the employee and is provided during working hours.

The training is appropriate in content and vocabulary to the educational level, literacy and language of the employees.

♦ The documentation of training required by PEOSH HCS is maintained in the Training

Division.

2. As a policy of this Department, Supervisors shall receive supplemental training from selected manufacturers' representatives when specialty equipment is purchased and when non-routine hazards arise due to a new operation. They then can answer employee questions and provide daily monitoring of safe work practices.

3. The initial training session includes the following discussion items:

a. An explanation of the PEOSH Hazard Communication Standard and this written

program;

b. Chemical and physical properties of the hazardous materials (e.g., flash point, reactivity) and methods used in this workplace to detect the presence or release of hazardous chemicals (including the chemicals in piping systems);

c. Physical hazards of chemicals such as the potential for fire and explosion;

d. Health hazards (both acute and chronic) associated with exposure to hazardous

chemicals, signs and symptoms of exposure, and any medical condition that may be

aggravated by exposure to the chemical, using MSDSs and HSFSs;

e. Methods to protect against exposure to the hazard such as engineering and administrative controls, proper work practices, use of personnel protective equipment (PPE), and procedures for emergency response to spills and leaks;

f. Standard operating procedures to assure protection when cleaning hazardous chemical spills and leaks;

g. The location of and responsible person for maintaining MSDSs, HSFSs, RTK Survey,

RTK Hazardous Substance List (HSL), and other hazardous material information;

h. An explanation of the applicable provisions of the Worker and Community Right To

Know Act ;

i. How to read and interpret the information on PEOSH HCS and RTK labels, HSFSs and MSDSs, and how employees may obtain additional hazard information using the RTK

Survey and RTK HSL;

j. A copy of the RTK brochure is handed out during training.

4. The initial and refresher training programs for employees are reviewed annually by the Training Division. As part of the assessment of the training program, input from employees

regarding the training they have received and suggestions for improving the training are obtained through training evaluation forms. In addition, suggestions may be placed in written form and sent to the Training Division through proper channels.

5. Employee refresher training is an abbreviated version of the initial training, and includes a discussion of the following information:

a. An explanation of any changes in the written program, PEOSH HCS, or RTK Act.

b. Changes in products used or work processes that may cause exposure to hazardous

chemicals.

c. A review of health hazards, chemical and physical properties of the hazardous chemicals, and control methods of any routinely used hazardous materials and any new hazardous materials to which the employees may be exposed. The MSDSs and HSFSs will be used to review information on the hazardous chemicals.

d. A review of the facility's health and safety policy and procedure manual.

e. A copy of the RTK brochure is distributed.

G. **Contractor Employees**

The in house personnel shall advise outside contractors, in person, of any chemical hazards that may be encountered in the normal course of their work on the site, the labeling systems in use, protective measures to be taken, the location and availability of MSDSs, HSFSs, and other health hazard information, and the safe handling procedures to be used for these materials. It is our policy that each outside contractor who brings hazardous chemicals on the site will provide copies of appropriate MSDSs for the hazardous chemicals, information on any special labels used, and precautionary measures to be taken while working with or around their hazardous chemicals or products. All employees, or their designated representative, can obtain additional information on this written program, the PEOSH HCS, applicable MSDSs and HSFSs, and other chemical information from The Office Of The Fire Chief.

Policy Directive 1313

Line of Duty Death Protocol

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

A Firefighter's death in the line of duty is a very traumatic event for both the member's family as well as the entire Department. When one of these tragic – and almost always sudden – occasions occur, the Department is responsible for many of the details and responsibilities that must be accomplished. Some of these tasks will honor our fallen comrade; others will assist his/her family members during this stressful time. The intent of this policy is to reduce possible confusion and uncertainty through establishing guidelines for personnel when a line of duty death occurs. This policy consists of five (5) sections, as outlined below:

1. Notification Process

2. Information and Media

3. Responsibilities of the Officer in Charge

4. Responsibilities of the Commander of Formation

5. Family Assistance

POLICY

A. Notification Process

1. Death in the Line of Duty

a. Upon the death of a member in the line of duty, the Officer in charge, if other than the Chief, shall immediately notify the Chief of Department or his Designated Representative;

b. The Chief or his Designated Representative (DR) and another member of the Department shall notify the next of kin (spouse or parent) of the affected member.

2. The Chief or his Designated Representative shall also make the following notifications:

a. Board of Fire Commissioners Chairperson

b. Township Mayor and Council President

c. Presidents of the 3 fire companies or their Designated Representative

3. The Safety Officer shall make notification to the following:

a. New Jersey State Division of Fire Safety

b. New Jersey Department of Labor

c. Camden County Prosecutor's Office

d. Local Fire Official (if not already on scene)

e. Local Police Department (if not already on scene)

f. Critical Incident Stress Debriefing (CISD) Team if needed

4. Fire Administration shall notify the following agencies:

a. The Department's Worker's Compensation Carrier

b. The Public Safety Officers' Benefits Program

c. Division of Pensions (PFRS or PERS)

5. Within a reasonable time after the death of a member in the line of duty, and at a time when all Companies are in quarters, the Chief or his DR shall request the Camden County Communications Center to transmit duty tones and announce the following message:

"Attention all Companies: Stand by to receive an announcement from the Chief of Department"

a. Upon receipt of this message, each Company Officer shall assemble his/her Company to roll call formation.

b. The Chief or his DR will transmit a message prepared and/or approved by the Chief, similar to the following: "It is with deep regret that the Chief announces the death of (Rank, Name, Company) who lost his/her life in the line of duty while participating in operations on Fire Run #, at (Location), on (Date and Time)".

6. Upon receipt of this message, a Company Officer shall record this event in the NFIRS

7. Station flags shall be placed at half-staff and black bunting will remain as such until thirty (30) days beyond the date of death.

B. Information and Media

After a Line of Duty Death, a news conference or formal news release will be arranged as soon as possible so that factual information is available for dissemination. For this reason a Public Information Officer (PIO) shall be appointed at the discretion of the Fire Chief. The PIO should be located at the scene of the incident to assist with the reporting of information and control of the media. The PIO shall be responsible for the following:

1. Locating a press staging area to allow access to the incident scene without placing media at risk of injury or to cause undo stress or interference at the incident scene.

2. Work with the Office of the Fire Chief on preparing press releases and statements to the Media.

3. Arrange and conduct a tour(s) of the incident scene, keeping the media within areas authorized by the Chief of Department or Designated Representative.

4. Deliver information to the press in a timely manner, ensuring that the information is accurate and does not invade the privacy of the affected member's family.

C. Family Assistance with Filing for Benefits

A group of assigned personnel will act as representatives of the Department to assist the family with completing any necessary claim forms and with any other aid that may be needed. Fire Administration shall assume the lead role for the group and ensure adequate communication and timely processing of all paperwork so as to prevent any additional stress to the family. The group will have access to all records of employee benefits and insurance policies held by the Department, types of coverage and exclusions, and should have knowledge of application procedures. The following is a breakdown of insurance and other benefits to which the fallen member's family may have entitlement:

Full Time Firefighters

1. New Jersey State Police and Firefighters' Pension Benefits

2. NJ Public Employee Retirement System

3. New Jersey State Fireman's Relief Benefit

4. The Public Safety Officers' Benefits Program

5. The Department's Worker's Compensation Insurance

6. Police and Fire Supplemental Disability Insurance

7. Employees' Deferred Compensation Plan/Supplemental Annuity Plan

8. Contract Entitlement and Cash-Out Items

Volunteer and Minimum Staffing Employees

1. New Jersey State Fireman's Relief Benefit

2. The Department's Workmen's Compensation Insurance

3. The Public Safety Officers' Benefits Program

4. Accidental Death Life Insurance Policy (Held by the Department)

5. Supplemental Accident & Sickness Policy (Held by the Department)

D. Family Assistance Officer (FAO)

1. The Chief shall designate an officer to be the Family Assistance Officer (FAO) who shall be responsible for the Department's involvement in the funeral procedures.

2. The FAO shall contact the family of the deceased member and, in coordination with the Funeral Director, establish the family's desire as to the Fire Department's participation in the funeral. He/she shall assist the family in any way possible. He/she shall offer the Department's Services for the following situations:

a. *A formal funeral*; involving home, funeral home, church or cemetery, entailing use of fire apparatus, active pallbearers, honorary pallbearers, funeral detail, Color Guard and Pipe & Drum Core.

b. *A semi-formal funeral*; involving home, funeral home, church or cemetery, entailing use of active

pallbearers, honorary pallbearers, honor guard and funeral detail.

c. *A non-formal funeral*; involving home, funeral home, church or cemetery, there being no Fire

Department involvement, other than members attending in a passive roll either in the viewing and/or the funeral service.

d. *Private funeral*; involving home, funeral home, church or cemetery, respecting the family's wishes to have no outside participation at the funeral.

3. Having established the wishes of the deceased, the FAO shall carry out any or all of the following in order to realize these wishes. The FAO shall continually be in communication with the Funeral Director as he/she arranges for the Fire Department's participation.

a. Normal Funeral Arrangements

1) Arrange for an Honor Guard to stand duty during the viewing: minimum of four (4).

2) Arrange for active Pallbearers: six (6) plus an Officer

3) Arrange for necessary equipment

4) Arrange for Honorary Pallbearers (Family, Company Officers, Retirees, etc.)

5) Arrange for Funeral Detail (All uniformed members in attendance)

6) Arrange for Bugler

7) Arrange for Color Guard

8) Obtain American Flag for casket (Funeral Director secures flag for veterans only)

9) Provide all members of the Fire department with the information necessary to carry out their roles in the funeral.

10) Survey the area of the Services and make provisions for placement of all attending units and

provide information for map preparation.

11) Designate an area of assembly for all attending Chief Officers and dignitaries (preferably in a

building, funeral home, church, school or fire station).

12) Designate an area of assembly for all other members of the Department and visiting firefighters*.

**NOTE: This area should be a block or two away from the funeral home or church, preferably at*

a fire station, school or park where ample parking and assembly areas are available. The group

will march as a unit to the church or funeral home to act as Funeral Detail.

13) Obtain sufficient rolls of black plastic tape, along with small round tipped scissors, that can be

carried in a pocket; make available in the assembly areas for all uniformed personnel so as to place a horizontal black band over the breast badge of all participating Officers and firefighters.

14) The OIC or his/her delegated representative will coordinate all commands during the movement of the casket as prescribed in this directive.

b. Special Arrangements for Formal Funeral

1) A Fire Department Pumper(s), designated by the Chief, will be appropriately prepared with

flowers and black bunting, stripped of hose for use to transport the casket*.

2) Arrange for the proper placement of all vehicles participating in the funeral procession*.

**NOTE: If a joint service is held and internment will be at two or more locations, separate* *processions must be established according to guest preference.*

3) A map of the areas involved will be prepared to expedite the proceedings and assist out-of-town guests. The map should include:

a. Location of Fire Department's Stations

b. Location of Funeral Home

c. Location of Church

d. Location of Chief Officer and Dignitary Assembly Area

e. Location of Firefighters' Assembly Area

f. Location of Auxiliary Parking Areas

g. Location of Hotel(s) for out-of-town guests

h. Location of vehicles for funeral procession

i. Route of funeral procession

j. Location of cemetery and grave in cemetery

k. Location of auxiliary parking at cemetery

l. Location of food service areas

m. Separation map or coding on a single map should designate 1 location of multiple funerals

and/or processions as required

n. Any other information deemed necessary

4) On the map, or on a separate sheet, a copy of a diagram should show the proper arrangements and movement of personnel for various ceremonies and locations as necessary.

5) Arrangement for reproduction of sufficient quantities of the above two maps and firm commitment on delivery should be established.

6) The OIC or his/her designated representative will coordinate all commands during the movement of the casket and personnel.

7) Proper arrangement with the Police Department should be made to handle traffic and parking t the various locations involved and along the funeral procession route.

c. Photography coverage – Fire Department photographer or private photographer should be assigned to cover the funeral.

d. Media Arrangements – Establish guidelines for TV and press:

1) At the Church inside and/or outside

2) Funeral Home inside and/or outside

3) Cemetery: general photo coverage

e. Arrangements for out-of-town guests:

1) Transportation*

a. Airports

b. Hotels, Motels

c. Funeral Services

d. Cemetery

e. Food Service Areas

**NOTE: Where there are insufficient Fire Department cars, consider use of other municipal cars, surplus Police vehicles and private vehicles of Department members. Provide signs for these vehicles approximately 1 – 2 feet long by 6 inches to read: FIRE DEPARTMENT COURTESY CAR.*

2) Arrange for housing as necessary for overnight guests

3) Arrange for food service areas:

a. Chief Officers and Dignitaries

b. Firefighters

Note: When guidance is needed, the FAO should confer with the Chief's Office and refer to the following: "Final

Farewell to a Fallen Firefighter", William C. Peters: "Guidelines for Conducting Fire Department Funerals",

Rekindle/ISFSI, February 1988. These publications are maintained at the Training and Safety Division.

E. Commander of Formation (COF)

1. The chief shall designate a member to act as the Commander of the Formation (COF). This

member/position shall fall under the OIC and will assist with positioning of the formations and calling the commands during the funeral service.

2. Responsibilities:

a. In conjunction with the Chief of Department, and the Officer in Charge determine the position of all formations during the funeral service. This would include but not be limited to the funeral home,

church and cemetery.

b. Have the formation establish before the arrival of the casket and/or family.

c. Brief the formation as to their actions and time frames during the ceremony.

d. Determine the need to use "echoers" for the issuance of commands.

e. Issue orders to the formation at the appropriate times during the ceremony.

f. Provide information to the formation regarding the post-intermit repose if one is to be held.

g. Dismiss the formation at the conclusion of the last event of the service.

3. Formations:

a. Members of the Lindenwold Fire Department should be positioned at the front or most prominent location of all formations.

b. Chief Officers should be allowed to position themselves in the front rank of all formations.

c. Formations at the funeral home or church should be arranged in a manner that will allow for easy passage of the funeral procession. Normally, uniformed personnel will form on the opposite of the street of parking lot parallel to the direction of travel of the funeral procession.

d. If a cemetery intermit is to be held: a cordon of uniform members shall be established from the rear of the vehicle carrying the casket to the grave side. This cordon is to be made up of uniformed Lindenwold Fire Department members. Once the casket is at the gravesite, the members making up the cordon will reposition to a location opposite the gravesite.

e. If a cemetery intermit is to be held, all uniformed personnel shall form opposite the gravesite. Enough room is to be left at the front of this formation to allow those Lindenwold members who formed the cordon to fall in at the front of the formation.

f. If the physical layout of the cemetery is such, the Commander of the Formation may form uniformed members to left and right of the gravesite. The area directly opposite of the family is to be reserved for uniformed and non-uniformed members of the Lindenwold Fire Department.

4. Commands:

a. Approximately one minute before the casket and/or the family enters the block where any part of the ceremony is to take place; the Command of the Formation shall call the formation to "Attention". The command for this shall be: "Detail Attention".

b. If the casket of the deceased is within a motorcade, the formation shall be ordered to salute after they are called to attention. The salute is actually being rendered to the flag which drapes the casket. The salute is to be given as soon as the casket reaches the margin of the formation and is held until such time as the casket passes through the threshold of the building that it is entering. The command to render the salute is "Present Arms" and the command to lower the salute is "Order Arms".

c. As the casket leaves a facility, the Commander of the Formation will once again order the formation to salute. Prior to the movement of the casket, the Commander of the Formation is to ensure that all uniformed member are in place and have been called to attention. The salute will be rendered using the above commands and held until one of the below listed criteria is met:

1) In the case where the casket is being moved directly to another facility for a continuation of the

service, (i.e. from the funeral home to a church) the formation will be given the command "order

arms" once the casket is secured. The formation will then be ordered to "Fall out and report to

their vehicles".

2) If the master plan for the event calls for the procession to make ceremonial stops before going to the cemetery, the formation will hold the salute until the casket passes the far margin of the

formation. At that time the Commander of the Formation will give the command "Order Arms".

The formation will be given to the command to "Fall Out for travel to the cemetery" once the last

car of the procession passes the far margin of the formation.

3) If the procession is to travel directly to the cemetery, the Commander will give the command to

"Order Arms" once the casket is secured on the vehicle that will be transporting it to the cemetery.

Once the formation has been told to order arms, the Commander of the Formation will then

instruct the formation to "Fall Out and Prepare to Travel to the Cemetery".

d. As the casket is removed from either the Pumper or hearse, the Commander will order the formation to "Present Arms". The hand salute will be given until the casket is set at the gravesite.

e. During the grave side service, the formation will be ordered to render a hand salute using the "Present Arms" command during the playing of Taps and/or Amazing Grace. If both of these are to be played it is recommended that they be played concurrently. Once this portion of the service is completed, the command "Order Arms" will be issued.

f. Once the service at the cemetery is completed, the formation shall be held in place until the family has departed the cemetery. As the family's car leaves the cemetery the formation will be given the command "Detail Dismissed".

5. "Echoers"

a. "Echoers" will be used in situation where the formation is of the size the members in the formation might not be able to hear commands issued by the Commander of the Formation.

b. "Echoers" will be positioned three (3) steps in front of the formation, facing the Commander of the Formation, at an interval so as to allow them to hear the Commander of the Formation and then transmit those commands to the remainder of the formation.

c. When a command is given by the Commander of the Formation the "Echoers" will look over their right shoulder and repeat the commands to the remainder of the formation.

d. "Echoers" should be briefed by the Commander of the Formation prior to the formation to ensure that they understand the details of the assignment.

e. Under the direction of the Commander of the Formation, the "Echoers" shall be used to assist in establishing the formation.

f. "Echoers" will only be used at the cemetery if the Command of the Formation deems their use necessary.

Policy Directive 1401

Civilian Employees

Effective Date: October 1, 2008

Revision Date:

GENERAL INFORMATION

Objective

(to be developed)

POLICY

(to be developed, using the below headers)

Hours

Pay and Salaries

Benefits

Leave

Pensions

Drug & Alcohol Abuse

Sexual Harassment.

Job Attendance

Discipline

Employee Safety

Complaints

Work Place Courtesy

Customer Service Responsibilities

Part Time Employees

Grooming and Clothing

Separation

WELCOME/INTRODUCTION

Dear Civilian Employee,

Welcome to the Lindenwold Fire Department. We hope that you will have a long and productive relationship with our Department. To help with this we are providing you with your own copy of our Employee Policy Directive. Please read this Directive carefully. The information in it will acquaint you with our Department Policies and will answer many of your questions. Please keep in mind that this Policy Directive does not contain all the information that you will

need as an employee. You will receive other information through written notices as well as orally. When the Department changes policy, it over-rides the past policy. This Policy Directive is not an employment contract. Unless you have a written Employment Contract with the Lindenwold Fire Department signed by the Board of Fire Commissioners, you legally are an at will employee. This means that you or the Company may terminate our employment relationship at any time, with or without a reason. In the future, your status as an at will employee can only be changed through a written contract signed by both you and the Board of Fire Commissioners. No oral statements, promises or contracts regarding the terms and conditions of your employment are valid.

Receipt and Acknowledgment:

I have received a copy of the Lindenwold Fire Department's Policy Directive regarding Civilian Employees. I have read the above information and acknowledge it is a correct statement of my employment status.

Signature Date

Witnessed By Date

Policy Directive 1402

Sick Leave Incentive

Effective Date: October 1, 2008

Revision Date:

GENERAL INFORMATION

Objective

(to be developed)

Policy Directive 1403

Health Benefits

EFFECTIVE DATE: October 1,2008

REVISION DATE:

GENERAL INFORMATION

Objective

POLICY

(to be developed)

Policy Directive 1404

Prescription Program

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

POLICY

General Provisions

(to be developed)

Policy Directive 1405

Dental Program

EFFECTIVE DATE: OCTOBER 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

POLICY

General Provisions

(TO BE DEVELOPED)

Policy Directive 1406

OPTICAL PROGRAM

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

POLICY

General Provisions

(to be developed)

Policy Directive 1407

COBRA – Initial Notification

Effective Date: October 1, 2008

Revision Date:

GENERAL INFORMATION

Objective

To acquaint employees, spouses and dependents (if covered) with the COBRA law, their notification obligations and their possible rights to COBRA coverage in the future.

Definitions

COBRA

(Consolidated Omnibus Budget Reconciliation Act)

Requires most employers to offer continuation coverage to Qualified Beneficiaries who lose coverage as the result of a Qualifying Event.

Lose Coverage

Means to cease to be covered under the same terms and conditions in effect immediately before the event.

18 Month Qualifying Events

Provides for eighteen (18) months of coverage for all Qualified Beneficiaries from the date of the Qualifying Event.

36 Month Qualifying Events

Provides for thirty-six (36) months of coverage for all Qualified Beneficiaries from the date of the Qualifying Event.

Covered Employee

Any individual who was or is currently provided coverage under a group health plan that comes under the provisions of COBRA as a result of "the performance of services by the individual for one or more persons maintaining the plan."

Qualified Beneficiary

Refers to individuals who are covered under the employer's group health plan the day before a COBRA Qualifying Event takes place. A Qualified Beneficiary is the covered employee, covered spouse of the employee, covered dependent child of the employee or any child born to, or placed for adoption with the covered employee during the period of continuation coverage.

Applicable Premium

he cost to the plan for such period of the coverage for similarly situated beneficiaries with respect to whom a qualifying event has not occurred (without regard to whether such cost is paid by the employer or employee).

POLICY

Qualifying Events

1. 18 Month Qualifying Events

a. Voluntary Termination

b. Involuntary Termination (Gross Misconduct Exception)

c. Reduction of Hours

2. 36 Month Qualifying Events

a. Death of Employee

b. Employee's Medicare Entitlement

c. Divorce or Legal Separation

d. Dependent Child Ceasing to be a Dependent

e. Employer's Bankruptcy

Reporting Responsibility

1. Employee, spouse or dependent's reporting responsibility for the Qualifying Event. (See item Responsibility in this policy directive).

a. Divorce or Legal Separation

b. Dependent ceasing to be a dependent

COBRA Election Period

1. Each Qualified Beneficiary has election period of at least (60) days to elect COBRA coverage. The (60) days must be allowed from the later of:

a. Date of Notice

b. Loss of Coverage Date

COBRA Premiums

1. Employers are allowed to charge COBRA Continuees up to 102% of the "applicable premium" for continuation coverage.

2. Employers are allowed to charge up to 150% of the "applicable premium" from the 19th to the 29th month if a Qualified Beneficiary is disabled and continuing his/her coverage under COBRA for 29 months.

3. Individual paying the COBRA premiums has the right to make payments in monthly installments with other options being weekly, quarterly or semi-annual payments in advance.

4. No premium payment is required before the 45th day from the election date, however all retroactive premiums are due by the 45th day to bring the Qualified Beneficiary current.

5. COBRA Continuees are allowed a 30-day grace period each and every month.

Terminating Events

1. Eighteen (18) months from the event date for individuals whose coverage ended because of a termination or reduction of hours.

2. Twenty-nine (29) months from the event date for individuals whose coverage ended because of a termination or reduction of hours and the continuation coverage was

extended to 29 months due to a Qualified Beneficiary's Social Security disability determination.

3. Thirty-six (36) months from the event date for individuals whose coverage ended because of the death of the employee, divorce/legal separation, a dependent child ceasing to be a dependent or the employee's Medicare entitlement.

4. Thirty-six (36) months (for spouse and dependent only) from the date of the employee's Medicare entitlement (where insurance coverage is not lost) that precedes a termination or reduction of hours by 18 months or less.

5. The first day for which timely payment is not made to the plan.

6. When covered by a group health plan without pre-existing condition limitations or exclusions applying to the beneficiary.

7. The date on which the "Qualified Beneficiary" first becomes, after the date of election, entitled to Medicare.

8. The date the employer ceases to maintain any group health plan.

9. In the case of individuals receiving the 11 month Disability Extension due to a Qualified Beneficiary being deemed disabled by the Social Security Administration, coverage may terminate the month that begins more than 30 days after the date of the final determination that the Qualified Beneficiary is no longer disabled.

General Provisions

1. Family and Medical Leave Act is **not** a COBRA Qualifying Event.

2. Employee, spouse or dependent are responsible for keeping the employer informed of any address changes.

3. COBRA notices will be sent to the "last known address".

4. COBRA Continuees (Individuals on COBRA) have the right to elect an individual conversion policy if such an option is available under the group health plan when their COBRA coverage is coming to an end.

5. COBRA Continuees will be notified of any plan benefit changes (benefits, rates, etc.).

6. When a qualifying event occurs, each Qualified Beneficiary will be offered the opportunity to continue under COBRA, the group health insurance benefits the individual was receiving immediately before the Qualifying Event.

Responsibility

Employee or other Qualified Beneficiary must inform the Employer of the occurrence of certain Qualifying Events.

1. Employee must notify his/her Department Head of the occurrence of

qualifying events.

2. Fire Administration will be notified via the chain of command in a

memorandum format of the information received from the employee.

3. If the employee or other Qualified Beneficiary fails to report the event, the Qualified Beneficiary loses the right to continuation coverage.

Policy Directive 1408

Purchasing Procedures

EFFECTIVE DATE: October 1, 2008

GENERAL INFORMATION

Objective

A system of purchasing procedures that will ensure the proper processing and recording of all purchasing transactions and to assure compliance with regulatory statutes. This policy will also establish accountability for the approval of purchase as well as proper charging of accounts. It provides a ready reference for all Managers and Employees.

Definitions

Purchase Order

A Purchase Order is a contract between the Fire District and the Vendor. It grants approval prior to the purchasing or ordering of any goods or services. This form also commits funds to a certain budget account.

Voucher

A Voucher is the document that provides certification that certain material and/or services have been received. Proper documentation shall be attached to the Voucher verifying the above. Authorization to pay for the materials or services is based on the above conditions. The individual signing the voucher is certifying that all documentation is in order.

POLICY

Purchase Orders

Authority to Initiate a Purchase Order

1. The authority to generate a purchase order shall be limited to a specific list of Officers and Unit Leaders:

Fire Commissioner

Fire Chief

Deputy Fire Chiefs

Chief Fire Marshal

Chief Training Officer

Unit Leaders may initiate purchase orders only within the respective account codes, for which they are responsible, provided funding is available.

Authority to Approve a Purchase Order

1. Purchase Orders are to be approved by the Chief or his/her

designee.

2. Emergency verbal approval followed up with the hard copy of a purchase order may be granted only under special, extenuating circumstances, that being determined by the Fire Chief and/or his/her designee.

General Information

Bid and Quotation Thresholds

1. Bid and Quotation thresholds are determined by the State of New Jersey within the guidelines of the Local Public Contracts Law.

2. The cost of materials or services that is equal to or exceeds the Bid Threshold of $17,500 requires the solicitation of sealed bids.

3. The cost of materials or services that is equal to or exceeds the Quotation Threshold of $2,625 requires the solicitation of three (3) quotations.

4. The purchase of any items must be considered as the aggregate sum of that specific commodity within a (12) month time period so as not to circumvent bid requirements.

5. Items available under a State contract are not subject to the threshold requirements, however at all times a State Contract Number for the specific item to be purchased must appear on the purchase order requesting same.

6. State contracts purchases that exceed the Bid Threshold require approval of the Board of Fire Commissioners through a resolution.

Supply Ordering

1. The ordering of supplies is to be coordinated by the respective Unit Leaders or Company Officers through Fire Administration via a supply requisition.

Receipt of Goods and Services

1. Any Fire District employee receiving materials or services **must** provide proof of same to Fire Administration (i.e. signed packing slips, signed copy of invoice, signed delivery receipts, etc.).

2. Fire Administration will assign a standing purchase order for house account transactions and assign an account code.

3. All fuel receipts will be attached to the Fuel Log within the respected Division that the vehicle(s) is assigned to and forwarded to Fire Administration on a monthly basis.

Vouchers

1. All vouchers are to be signed by the vendor prior to submittal for payment.

2. The voucher is to be signed by the Board of fire Commissioners only after all components required for payment are attached.

a. Voucher signed by the vendor.

b. Original invoice.

c. Purchase Order.

d. Certification of receipt of materials or services by the Unit Leader.

Policy Directive 1410

EXIT INTERVIEW

EFFECTIVE DATE: OCTOBER 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

POLICY

(to be developed)

Policy Directive 1411

PAYROLL

EFFECTIVE DATE: OCTOBER 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

POLICY

(to be developed)

Policy Directive 1412

EMPLOYEE ASSISTANCE PROGRAM

EFFECTIVE DATE: JULY 1, 2002

REVISION DATE:

GENERAL INFORMATION

Objective

POLICY

(to be developed)

Policy Directive 1414

Fueling of Fire Department Vehicles

EFFECTIVE DATE: October 1, 2008

REVISION DATE:

GENERAL INFORMATION

Objective

Accurate accounting of fuel usage is necessary in order to properly document vehicle fuel consumption within the Fire Department. This policy will give guidance to all personnel in the reporting procedures for vehicle fuel usage.

POLICY

A. Passenger Vehicles (Utilizing Gasoline Fuel)

1. Each member assigned a Fire Department vehicle will be issued a commercial account gasoline fuel card.

2. Each member will be required to sign an affidavit certifying their receipt of said card; these affidavits will be kept on file at Fire Administration.

3. Card users will always obtain a receipt from gas station, writing mileage on said receipt.

4. Fuel for portable gasoline containers will be refilled at the public works facility.

5. Lost fuel cards will be reported to Fire Administration.

B. Fire Apparatus, and other Vehicles (Utilizing Diesel Fuel)

1. Each time a vehicle or piece of apparatus fuels up at the boro pumps an electronic entry will be recorded at the Public Works. The key fob used to activate the pumps will have a number assigned specifically to the person using it, for tracking purposes. The persons I.d. # used will

be responsible for any questions concerning the use of the pumps. Each apparatus shall have an assigned key fob for that apparatus. The key fob shall be part of the weekly apparatus check to ensure it's location at all times.

Policy Directive 1416

NJ State Temporary Disability Insurance

EFFECTIVE DATE: MARCH 1, 2006

REVISION DATE: DECEMBER 1, 2007

GENERAL INFORMATION

Objective

This Policy applies to all members of the Cherry Hill Fire Department who are eligible to receive

Temporary Disability Insurance. The mission of the New Jersey Temporary Disability Insurance Division is to provide temporary cash benefits to eligible disabled persons promptly and efficiently. Under the New Jersey Temporary Disability Benefits Law, cash benefits are payable when you cannot work because of sickness or injury not caused by your job.

POLICY

A. Wage Requirements

1. In order to have a valid claim for disability, you must have had at least 20 calendar weeks in covered New Jersey employment in which you earned the prevailing weekly rate of pay or more (called "base weeks"), or have earned the prevailing yearly rate of pay or more in such employment during the "Base Year" period. These rates are set by the state.

2. The "Base Year" is the 52 weeks immediately before the week in which your disability began. Only covered wages earned during the base year period can be used in determining your claim.

B. Limitation of Benefits

Each claim is reviewed to see if the claimant meets certain eligibility criteria. In addition to wage and medical requirements, there are other reasons why an individual would not be eligible to receive State Plan temporary disability benefits. Those reasons are:

1. The disability does not exceed seven days in length. The first seven consecutive days of each

period of disability is known as the "waiting week". The waiting week becomes payable when disability benefits have been paid for all or some part of each of the three weeks immediately following the waiting week.

2. You have already received 26 weeks of benefits for this period of disability. The maximum number of weeks allowable for any one period of disability is 26.

3. You are not under medical care. You must be under the care of a legally licensed physician, dentist, optometrist, podiatrist, practicing psychologist, advanced practice nurse, or chiropractor.

4. You worked and received wages after the period of disability began.

5. You are a covered government worker and have not exhausted all accumulated sick leave.

* The NJTDI reserves the right for final determination upon application by an employee.

C. Nonduplication of Benefits

The Law prohibits the payment of disability benefits:

1. For any period during which benefits are paid or are payable under any unemployment compensation or similar law, or under any disability or cash sickness benefit or similar law of this State or of any other State or Federal government.

2. For any period during which workers' compensation benefits are paid or payable, other than for permanent partial or permanent total disability previously incurred.

3. Temporary disability benefits are reduced by the amount paid concurrently under any governmental or private retirement, pension or permanent disability benefit or allowance program to which a worker's most recent employer contributed on his/her behalf. However, please note that Social Security Retirement Benefits do not reduce State Plan temporary disability benefits.

D. How to Apply

1. Disability insurance is designed to serve you by mail. You need not leave your home or the hospital to apply for benefits. Claims are filed by mailing the application for benefits, form DS-1, to the Disability Insurance Office in Trenton. Form DS-1, Claim for Disability Benefits, may be obtained through this site or by writing or telephoning your employer, union, One Stop Office, or the Division of Temporary Disability Insurance, PO Box 387, Trenton, New Jersey 08625-0387,

(609) 292-7060. Complete instructions for filing your claim are included on the application.

Please be sure to read all of the instructions before completing the claim form.

2. The application for benefits consists of three segments. It should be completed by you, your most recent employer and your treating physician. If the claim is mailed to us without all three parts completed, it will take longer to process. The claim must be submitted to our office within 30 days of the onset of your disability. If you submit a claim late, provide a written explanation as to why the claim was delayed. Remember, you must include your name and Social Security number on all forms and correspondence.

3. The application will be available at Fire Administration

CLAIMANT RIGHTS AND RESPONSIBILITIES

RULES FOR FILING A CLAIM AND APPEAL RIGHTS

1. It is **your** responsibility to file this claim form promptly **after** you stop working due to your disability. Filing your claim before your last day of work will delay its processing. The law requires that claims must be filed within 30 days of the beginning of the disability. **Benefits may be denied or reduced if the claim is filed late**. If your claim is filed beyond the thirty day period, please attach a statement giving your reasons for the late filing.

2. If you disagree with a determination on your claim and wish to appeal, you must do so in writing within ten days from the date the decision was mailed. You do not need a lawyer at the appeal hearing.

CLAIMANT RESPONSIBILITIES

1. Your signature certifies that you understand any misrepresentation of fact or failure to disclose a material fact may be punishable under the law. This includes any changes to the Medical Certificate or the Employer's Statement made by you without authorization by your physician or your employer.

2. If you receive a request for continued medical certification (Form P30), you must have your physician complete and sign the form. You should return it promptly.

3. When you recover or return to work, you should report this date immediately to the Division of Temporary Disability Insurance.

4. If you are requesting voluntary Federal Income Tax (F.I.T.) deductions to be withheld from your disability benefits, attach a Form W-4S (Request for Federal Income Tax Withholding From Sick Pay) to your claim. Forms should be obtained from your employer or the Internal Revenue Service.

5. If your mailing address changes, you must notify the Division of Temporary Disability Insurance, PO Box 387, Trenton, NJ 08625-0387 immediately in writing. Notification must include your Social Security Number and signature. Disability checks cannot be forwarded by the Post Office.

NOTE: The NJ Temporary Disability Benefits Program is not a "covered entity" under the Federal Health Information

Portability & Accountability Act (HIPAA). All medical records of the Division, except to the extent necessary for the proper administration of the Temporary Disability Benefits Law are confidential & are not open to public inspection. The Division protects all records that may reveal the identity of the claimant, or the nature or cause of the disability & the records may only be used in proceedings arising under the Law.

CLAIM ASSISTANCE:

If you require any assistance with your claim, call:

• **Customer Service Section (609) 292-7060**

• **Telecommunication Device for the Deaf (TDD) (609) 292-8319**

• **New Jersey Relay Service: TT User: 1(800) 852-7899**

Voice User: 1(800) 852-7897

• **Division of Temporary Disability Insurance FAX Number: (609) 984-4138**

NOTE: If your disability is expected to last for one year or longer, you may be eligible for Federal Social Security Disability Benefits. Toll Free number for Social Security: 1-800-772-1213.

READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE CLAIM FOR DISABILITY BENEFITS – DS-1

1. Complete the first page of this form (Part A). YOU ARE RESPONSIBLE for having Part B completed by your doctor and Part C by your last employer. If you have worked for more than one employer during the past year, you may print Part C for completion by the other employer(s) to avoid processing delays. **ANY MISSING OR INCORRECT ENTRIES ON THIS FORM WILL DELAY PROCESSING OF YOUR CLAIM**. If you cannot have Parts B and/or C completed timely, complete Part A and return the application as soon as possible. **REMEMBER SENDING IN SEPARATE PARTS OF THE APPLICATION WILL DELAY YOUR CLAIM. MAIL OR FAX PART A, PART B AND PART C TOGETHER TO**:

Division of Temporary Disability Insurance

PO Box 387

Trenton, NJ 08625-0387

FAX No: (609)984-4138

2. Read all questions carefully! Print or write clearly since this information is used to determine your right to benefits. IF YOU NEED ANY ASSISTANCE IN COMPLETING THIS FORM, PLEASE CALL THE CUSTOMER SERVICE SECTION IN TRENTON AT (609)292-7060 AND HOLD FOR AN AGENT.

3. **BE SURE TO WRITE YOUR SOCIAL SECURITY NUMBER AND NAME ON EACH PORTION OF YOUR CLAIM**.

Instruction For Part A – Claimant's Statement – Please complete all questions

Items 1, 4, & 7 Include your full name and complete address (this information is required). Of your mailing address is different than your home address, be sure to complete Item 7.

Item 3 Please print or type your Social Security Number **CLEARLY**. An incorrect or illegible number will cause a delay in processing your claim.

Item 9 You must complete this item. If your answer to this question is "No", you must complete Items 10 and 11 and give your country of origin.

Items 12 – 15 Please give exact dates. Remember to include the dates of any Emergency Room care you may have received for this disability. If available, provide proof of emergency room care.

Item 18 List the name and address of the physician who treated you for this disability. You must be under the care of a legally licensed physician, dentist, optometrist, podiatrist, practicing psychologist or chiropractor. If you have been treated by more than one physician, attach a separate piece of paper with their names and addresses.

Item 19 Starting with your most recent employer, list all employers, including those for whom you worked part-time, for the last **18 months**. If you had more than three employers, list the others with the dates you worked on a separate piece of paper and attach it to the claim form. Give business names and addresses as they appear on your pay envelopes, pay checks, employers' stationary or as listed in the telephone book.

Item 22 In the event that you are unable to telephone our agency, you may designate a representative in this space to

obtyain information on your behalf. **If there is no one listed, only YOU will be able to obtain information on your claim from this agency**. **Item 23 Sign and date the claim form. Include your telephone number.**

Important: Keep a copy of the completed claim form and this instruction sheet for your records.

E. Benefit Calculations

1. **Weekly Benefit Rate (WBR)**

Your weekly benefit rate is calculated using your average weekly wage. The average weekly wage is generally based on the earnings in the eight calendar weeks immediately before the week

in which the disability begins. The total wages earned during all base weeks worked in the eight week period are divided by the number of such base weeks to obtain the average weekly wage. Each claimant is paid two-thirds (2/3) of his/her average weekly wage up to the maximum amount payable set for that calendar year. The maximum weekly benefit rate is $488 for disabilities beginning on or after January 1, 2006.

For example, you earned the following weekly wage in the last eight weeks before becoming disabled:

Week 1 -- $300 Week 5 -- $300

Week 2 -- $250 Week 6 -- $300

Week 3 -- $250 Week 7 -- $350

Week 4 -- $300 Week 8 -- $350

Total wages for those eight weeks = $2400

$2400 divided by 8 = $300

Your average weekly wage is $300

The Weekly Benefit Rate = $200 which is two-thirds of $300

2. **Maximum Benefit Amount (MBA)**

The maximum benefit amount which may be paid for each period of disability is one-third (1/3) of the total wages you earned in New Jersey covered employment during the base year, or 26 times the weekly benefit amount, whichever is less.

F. Work Related Disabilities

1. Work related disabilities are not compensable under the Temporary Disability Benefits Law. These types of disabilities are covered by the Workers' Compensation Law. If your disability or injury is work related, you should contact your employer and file a workers' compensation claim with their workers' compensation insurance carrier.

2. However, if you claim the disability is work related but your employer's workers' compensation carrier denies you benefits or if the workers' compensation carrier stops workers' compensation payments, you may file a claim with the Division of Temporary Disability Insurance. In order to be eligible for temporary disability benefits, you must meet all the requirements of the Temporary Disability Benefits Law, file a formal claim petition with the Division of Workers' Compensation and agree to reimburse the Division of Temporary Disability Insurance if you are awarded Workers' Compensation benefits.

F. Pregnancy

1. If you are pregnant, eligibility for temporary disability benefits is determined in the same manner as for any other disabling condition. When you have stopped working and your doctor certifies that you are disabled, complete the claim form (DS-1) and mail it to this Division. If you become disabled within 14 days of your last day of work, you may be eligible for State Plan temporary disability benefits. If your disability begins more than 14 days after your last day of work, you may be eligible under the Disability During Unemployment Program. If your employer has a Private Plan for temporary disability benefits, submit your claim through that plan.

2. For a normal pregnancy, benefits are usually payable for up to four (4) weeks before the expected delivery date and up to six (6) weeks after the actual delivery date (provided that you

have not worked during that time). A doctor may certify that you are disabled for a longer period if:

a. You experience specific complications related to pregnancy.

b. You undergo a Caesarian section.

c. You have another simultaneous disability.

d. You are physically unable to do your regular job

IMPORTANT:

• Do not file your claim before your doctor says that you are disabled and unable to work.

• Do not file your claim until you have actually stopped working.

• Your claim may be denied if you file before you become disabled or before you stop working.

G. Independent Medical Examinations

1. During the course of your disability, you may be required to submit to a physical examination by a state-appointed physician. The examination is a routine procedure of this agency to insure that disability insurance benefits are being paid properly and do not affect the relationship between you and your doctor.

2. There is no charge to you for this examination and the results of the examination will be kept confidential. You will be referred to a doctor located as close as possible to your home.

3. Your disability benefits may be terminated if you are scheduled for an examination and do not report.

H. Tax Information

1. State Plan temporary disability benefits are considered third party sick pay for both social security (F.I.C.A.) and federal income tax purposes, and must be reported on your federal income tax return. The portion of State Plan benefits paid to you which is attributable to your last employer's contribution is taxable income. Those benefits will be included on your W-2 annual earnings statement issued by your employer. Contact the Director of Management Support if this amount is missing on your W-2 form. The Division of Temporary Disability Insurance will not send you a W-2 form.

2. Temporary Disability benefits are not subject to the New Jersey State Income Tax.

I. How Benefits Are Paid

1. Claims received with complete information are usually determined and paid within two to three weeks from the date of receipt in the disability office. Benefits are paid for a period during which you are certified disabled by your doctor or until you recover, return to work, exhaust your maximum benefit entitlement, receive benefits for 182 days or are deemed able to work by an independent State medical examination.

2. There will be a seven day difference between the date of the check and the date benefits are paid through. The amount of the check may cover more than one week of benefits. Generally, checks are issued every two weeks.

3. Benefits are paid based on a seven day week. Each day of benefits paid to you is one-seventh

(1/7) of the weekly benefit rate. Your check stub will contain more specific information about your payments.

4. Federal Law provides that Social Security (FICA) contributions must be deducted from the taxable portion of your benefits. These benefits are also subject to Federal Income Tax. No Federal Income Tax is withheld from your benefits unless you request these deductions be taken

using a W4S form.

5. **The Waiting Week**

The first seven days of your claim is considered the waiting week. The waiting week becomes payable when disability benefits have been paid for all or some part of each of the three weeks immediately following the waiting week. Benefits for the waiting week are mailed automatically and are issued in a separate check.

6. **Continued Payments**

New Jersey Law requires proof of continuous medical care for extending the payment of disability benefits. During the course of your claim, you will receive a "Request To Claimant For Continued Claim Information, Form P-30". To obtain additional benefits beyond the date specified on your check stub, additional personal and medical information is needed. The frequency of these requests is dependent upon various factors, such as your occupation, the severity and nature of the disability and the projected duration of the disability as reported by your certifying physician.

7. When you receive the P-30, answer all the questions on the front of the form (Part A). Pay particular attention to Questions #1 and #4. If you continue to be disabled beyond the date in Item 9, your doctor must complete and sign the reverse side of the form (Part B).

8. If you have recovered or returned to work on or before the day after the date shown in Item 9, you are only required to complete Part A. Prompt completion and return of Form P-30 will avoid unnecessary delays in the processing of your claim. Allow 14 days for processing of the P-30 after receipt in our office.

9. Please remember that the stubs attached to your check contain valuable information concerning your benefit payments. It is recommended that these documents be reviewed completely upon receipt of your check.

J. Benefits Exhausted

There is no extension of benefits once your maximum benefit amount has been reached or you have collected benefits for 26 weeks. If it appears that your disability will continue after your benefits are exhausted, you should contact the Social Security Administration and inquire about any benefits for which you may qualify. Their toll free telephone number is 1-800-772-1213.

Operational Guidelines

I have found that great people do have in common an immense belief in themselves and in their mission. They also have great determination as well as an ability to work hard. At the crucial moment of decision, they draw on their accumulated wisdom. Above all, they have integrity.”

2000 Series Operations Division 2000 - 2399

General Operations

I have found that great people do have in common an immense belief in themselves and in their mission. They also have great determination as well as an ability to work hard. At the crucial moment of decision, they draw on their accumulated wisdom. Above all, they have integrity."

Incident Command

OPERATIONAL GUIDELINE - 2000

Division: Operations
Section: Suppression/Field Operations
Effective Date: 10 /01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department engaged in Emergency Service delivery. The Lindenwold Fire Department is charged with delivering the most effective services to all our customers. In the performance of our duties, it is imperative that we hold our members' safety in the highest regards. In order to accomplish both these goals, the Department has adopted the NFPA Standard 1561 Emergency Services Incident Management System (IMS) as required by the State of
New Jersey. This procedure will outline the operation of that system and the responsibilities that the system places on all who operate within it. Although the IMS is primarily a field tool, members are free to implement any or all portions of this system in any situation they feel its use would be advantageous. All Officers will see that their Personnel are familiar with the requirements outlined in this OG.

PROCEDURES

A. Implementation

The IMS will be implemented at all incidents to the level that the incident dictates. System components will be assigned by the Incident Commander.

B. Terminology

All terminology used in radio communications will be from the Incident Command System; National Training Curriculum, NFPA 1561, OG 2011 - Radio Communications, OG 2015 - Engine Company Riding Positions, OG 2014 - Ladder Company Riding Positions, and the Camden County Radio Procedure and IMS Manual.

C. Command of the Incident

The first arriving Officer at an incident will be in command. Command of the incident will be maintained by this Officer until properly transferred to the next ranking Officer.

D. Transfer of Command

The transfer of Command requires that a briefing of information between Officers is completed. This can be accomplished by radio or face-to-face and should include:

1. Overview of the situation
2. Strategy and tactics employed
3. Assignment of resources
4. Safety concerns
5. Transfer of command shall be announced over the Camden County operating frequency and the LFD fireground frequency.

E. Major Incidents

At major incidents, the first arriving Chief Officer will establish the Incident Command Post and announce its location over the Camden County operating frequency and the LFD fireground frequency.

F. Command Transfer

Command may not be transferred to an individual who is not physically at the incident.

G. Incident Priorities

Command must address the incident priorities in the following order:

1. Firefighter safety
2. Life safety of the involved civilians
3. Incident stabilization
4. Property conservation
5. Environmental impact

H. Command Tasks

Command will be responsible for the following tasks:

1. Assessment of the incident priorities.
2. Determine the incident's strategic goals and tactical objectives.
3. Develop or approve, and implement the incident action plan.
4. Develop an incident command structure that is appropriate for the incident.
5. Assess resource needs. Assigns and releases the needed resources as appropriate.
6. Coordinates the overall emergency activities.
7. Serves as the ultimate incident Safety Officer if one is not appointed.
8. Coordinates the activities of outside agencies if the liaison position is not filled.
9. Authorizes the release of information to the media if the position of Public Information Officer is not filled.

I. Reporting

Divisions and groups shall report in the following manner:

1. Branch Director,
2. Operations Chief, or if neither has been established,
3. Incident Commander (Command).

J. Command Modes

The Incident Commander will choose one of the three Command modes for Operations:

1. Investigation Mode - The First Officer finds "nothing showing" and generally will enter structure to investigate the incident.
2. Fast Attack Mode - The First Officer determines if immediate action is required to stabilize the incident or save a life.

a) Offensive fire attacks

b) Rescue

c) Working incidents that require further investigation

3. Command Mode - Size of incident, complexity, or rapid extension are incidents that will require the First Officer to take strong, direct, overall command.

K. Tactical Worksheet

The Lindenwold Fire Department Tactical Worksheet will be used when:

1. More than one company is required to operate at an incident.
2. Lindenwold Fire Department units become involved in a multi-agency operation.
3. When the Officer in charge feels that the use of the Tactical Worksheet would be advantageous in terms of either firefighter safety or effectiveness of operations.

L. Tactical Vests

Tactical vests will be used when the Incident Commander deems their use necessary. **M. Communications**

The IC will communicate a brief report identifying the number of resources in service, the type of attack, and the progress every ten (10) minutes. This report will be made via mobile radio to Camden County.

APPENDIX I

STAGING AREA: Resources within 3 to 5 minutes of the incident.
LEVEL I STAGING: An area usually within a block of the incident.
LEVEL II STAGING: An area located at a further distance, but within 5 minutes of the incident.
DIVISION: Responsible for tactical activities in a specific geographical area.
GROUP: Established to achieve specific tasks which are not confined to any geographical area.

Sample Incident Command Structure:

COMMAND
Finance- Operations- Planning- Logistics
EMS Branch- Fire Branch
Triage>Treatment> Transport
Division / Group, Division / Group, Division / Group, Division / Group
Public Information Officer (PIO)
Liaison Officer
Safety Officer

Transitional Fireground Assignments

OPERATIONAL GUIDELINE - 2005

Division: Operations
Section: General
Effective Date: 11/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guidelines applies to all members operating in and around atmospheres that may be considered immediately dangerous to life and health and in particular structural firefighting. All Officers will see that their personnel are familiar with the requirements outlined in this OG. In compliance with Division of Public Safety Standards for Public Employees N.J.A.C. 12:100-4-2 (Cite 30 N.J.R. 3476)) the Lindenwold Fire Department is committed to providing an adequate number of personnel to safely perform fireground functions. In order to meet our core objectives (life safety, fire control and property observation) we need to transition our fireground deployment to reduce the risks associated with these goals. This procedure will improve firefighter safety and add to the orderly management of emergency incidents.

PROCEDURES

A. Transitional fireground assignments will occur when firefighters are required to perform an offensive fire attack into an IDLH atmosphere. The Incident Commander will utilize all resources as stipulated by State Regulations and any other resources available, e.g. Fire Prevention and Administrative Staff etc.

B. Members operating in hazardous areas will utilize the “buddy” system. Team members operating in these locations shall be in communication with each other through visible, audible or physical means or safety guide rope, in order to coordinate their activities. Team members shall be in close proximity to each other to provide assistance in case of emergency.

C. In the initial stages of an incident where only one team is operating in the hazardous area at a working structural fire, a minimum of four (4) individuals are required, consisting of two (2) individuals working as a team in the hazard area and two (2) individuals present outside this hazard area for assistance and rescue. The stand-by members shall remain in radio, visual, voice or signal line communication with the team.

D. One stand-by member shall be permitted to perform other duties outside the hazardous area, such as apparatus operator, Incident Commander & Safety Officer, provided communication is maintained between the stand-by member and the members of the team.

E. On those occasions when it is determined that an eminent life threatening situation exists immediate action is permissible in order to prevent the loss of life. Such actions shall be permitted with less than four (4) personnel.

F. The Incident Commander will transcend to the FAST Team mode as soon as possible as is dictated by fireground conditions.

Hi-Rise Operations

OPERATIONAL GUIDELINE-2007

Division: Operations
Section: General
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline has been written to ensure that the basic tactical needs are met in a timely and orderly fashion at every High Rise incident involving the Lindenwold Fire Department. All Officers will see that their personnel are familiar with the requirements outlined in this OG. Incident Commanders may modify this procedure if a situation warrants. If an Incident Commander deviates from this procedure, those changes MUST be clearly communicated to all personnel operating at the incident. Caution should be used when deviating from this procedure so as not to adversely affect firefighter safety.

PROCEDURES

A. Response

1. The following resources will respond to these incidents:
a. *Automatic Fire Alarm*
1. Engine Company
2. Ladder Company
3. Available Chief
b. *Structure Fire*
1. 2 Engine Companies
2. 2 Ladder Companies
3. 1 Rescue Company
4. Available Chief
* Additional Alarms will be 2 Engines and 1 Ladders
2. All Emergency Vehicles will respond to Exterior Level I Staging while a size-up of the incident is conducted.
* Exterior Level II Staging will be established by 2nd Alarm Companies.

B. Automatic Fire Alarm

1. When companies are dispatched to an alarm system at a High Rise, the following actions will take place:
*All companies will take the elevators to two (2) floors below the reported activation with all required equipment, using the **fireman's service**. When alarm activations are in shafts and/or HVAC equipment, caution should also be exercised in the use of elevators. If there is any doubt about the safe use of elevators, members will use the stairwells.
a. First Due Engine will report to Fire Department connection.
b. First Due Ladder will report to the front of the building. (Division "A")
c. First Due Company will perform the following:
• Give a preliminary report
• Proceed to alarm panel to verify alarm activation location
• Respond to the area of alarm activation and report conditions to Company Chauffeur or Incident Commander.
d. Second Due Company will stand by as outlined in OG 2412 or take a position in

the lobby and monitor radio communications of the investigating company.
e. First Due Chief Officer will establish a Command Post in the front of building if practical, establish communications with the interior officer and assume command.
f. Second Due Engine will establish an exterior level I staging area and announce the location of that area.

C. Structure Fire

1. When companies are dispatched to a reported fire at a High Rise building, the following actions will take place:
*All companies will take the elevators to two (2) floors below the fire floor, with all required equipment, using the **fireman's service**. If the fire is below the sixth floor the stairways will be utilized. If there is any doubt about the safe use of elevators, members will use the stairwells.
a. The First Due Company will perform the following:
• Give a preliminary report
• Obtain information from occupants, security or building management
• Check the alarm panel for any activation locations
b. The First Engine and Ladder will perform the following:
• Take control of the buildings elevators
• Verify the location of the Fire
• Identify an attack stairwell, evacuation stairwell and ventilation stairwell (roof) this information must be communicated to the incident commander
• Obtain building keys from Knox Box
A. First Engine Company Operations:
i. Connect and supply building standpipe system
ii. Verify fire location of the fire before committing hand lines. Hand lines (diameter) will be determined by building construction, occupancy usage and size-up.
iii. Operate on Fire floor to confine and extinguish fire using closest stairwell or standpipe connection, from floor below fire. Caution should be used not to compromise smoke barriers.
iv. Ensure stairwell is clear of civilians above the fire floor prior to compromising stairwell with a hose line or conducting vertical ventilation.
B. First Ladder Company Operations:
i. Conduct a preliminary inspection of exterior of building of any visual signs, i.e. smoke, fire, panicky civilians. Chauffeur to work with company unless it is determined that Aerial main is needed for access or rescue.
ii. Report to Fire floor and work with First Engine
iii. Conduct a primary search of Fire Floor
iv. Check the plenums on the fire floors
v. Leave spare air cylinders at interior staging, 2 floors below fire floor.
C. Second Due Engine Company will:
• Support water supply to the First Engine. If it is determined that this is not necessary, the Chauffeur will work with the Company.
• Proceed to Fire Floor
i. Assist with First Hose Line if needed
ii. Deploy Second Hose Line on Fire Floor
iii. Leave Spare Air Cylinders at interior staging, 2 floors below fire

floor
D. Third Engine Company will operate as Systems Control
• One (1) Member to control utilities with maintenance
• One (1) Member to control use and return of elevators at the lobby
• Two (2) Members to control evacuation stairwell (Officer & 1 Firefighter)
E. Fourth Engine Company will:
• Assist Pump Operator of First Engine at Fire Department connection and prepare to pressurize other Fire Department connections. Establish a secondary supply line, if needed.
• Report to floor above fire floor and check for extension and occupant removal
• Leave spare cylinders at interior staging area, 2 floors below the fire floor.
G. Second Due Ladder will respond to the rear of the building, if accessible. If not accessible, the Officer will place the Apparatus as directed by the Incident Commander.
• Conduct a secondary inspection of the exterior of the building for visual signs, i.e. smoke, fire, panicky civilians
• Assist First Ladder on Fire Floor if needed
• Conduct primary search on floor above fire
• Chauffeur to work with company unless it is determined that aerial main is needed
• Leave spare cylinders at interior staging area, 2 floors below the fire floor.
· Assess ventilation needs, consider vertical ventilation if conditions warrant and will allow it.
H. First Due Cascade Unit
· Establish stairwell support in the fire attack stairwell
· Move equipment and Air Cylinders to and from the staging area
I. First Due Chief Officer will:
· Establish an Exterior Command Post
· Establish Communications with Interior Officers
· Establish an Operations Post one (1) floor below the fire or where conditions permit, when relieved by a Ranking Officer
· Confirm the location of the interior staging area (two (2) floors below the fire)
· As soon as feasible, establish a lobby coordinator to coordinate
i. Building Systems
ii. Stairwell Support
iii. Stairwell Evacuation
iv. Fire Department Units
· Begin to create a Strategic Operating Plan
· Implement plan with Operating and/or additional resources
i. Tactical Worksheet
ii. Personal Accountability
i. First Due EMS will:
· Establish a Triage Station four (4) floors below the fire floor or where conditions permit (firefighter rest & rehab, and civilian injuries).

· Size-up and advise Incident Commander the need for additional EMS resources.
J. All 2nd and greater Alarm Companies will report to the designated Exterior Level II Staging Area and stand by for further orders from the Incident Commander.
· Engine Companies
i. Relieve First Alarm Companies
ii. Stretch Additional Hose lines as needed
iii. Transport Equipment as needed
· Ladder Companies
i. Examine stairwells for occupants and smoke conditions
ii. Assist in primary and secondary searches on upper floors
iii. Establish Vertical Ventilation of stairwells
2. Any incident where fire is showing, auto exposing or an investigation by a Fire Department Officer reveals that additional resources are needed, the Incident Commander will request a 2nd alarm.

D. Evacuation
1. Building Evacuation by the Fire Department should be managed in the following order:
a. The Fire Floor
b. The Floor above the Fire
c. The Top Floor of the Building
d. The next two (2) Floors below the Fire Floor
2. The Above Floors will be given first priority; however, the Fire Department must see that occupants on any remaining floors above the fire are not in immediate danger.
3. Evacuated occupants at a minimum should be relocated at least five (5) floors below the fire floor.
4. Occupants that have evacuated the building, should not be permitted within 200 feet of the building.
E. Elevator Usage:
1. Check the fire alarm panel for fire activation location
2. Ensure all elevators are returned to the lobby by activating "Phase I" at the lobby switch with an elevator key. This will allow for control and to check for any victims in the elevators.
3. Check the hoistway for any fire penetration. Also check for smoke, by shining a portable light directed up between the elevator cars.
4. If the hoistway is clear, activate "Phase II" of the Fireman's service with the elevator key inside of the car. At this point, the elevator is in manual operation. Only elevator cars with Phase II should be used in fire operations.
5. All Members will charge their SCBA before entering the elevator and have their mask ready to be donned.
6. Only one Company or no more than 5 members and equipment shall ride in an elevator at any given time. This is to avoid overloading the car and to maintain room for emergency procedures. There also should be forcible entry tools in the car.
7. Before leaving the lobby, Members should ensure that their unit number and elevator car are given to the Incident Commander or Lobby Coordinator. Also members should verify the location of the nearest stairwell.
8. The elevator should be checked for operability within the first five (5) floors. If the car is not working properly, members are to exit the car immediately and report the malfunctioning car to the Incident Commander.
9. Members will exit the elevator two (2) floors below the fire floor. When the initial

companies exit the elevator, the elevator key should be left in the elevator and returned to Phase I, for use of the car by additional companies.

F. Ventilation

1. Office Buildings

a. HVAC Systems can be utilized to exhaust smoke; however, the system should be shut down until the fire is under control. Any decision to reactivate these systems should be done with the Incident Commander; Operations and Building maintenances knowledge. All personnel should be advised of these actions by the Incident Commander and removed from the fire floor(s). Pre Incident Planning within these buildings is vital in determining the operation and familiarization of these systems.

b. Vertical ventilation of the stairwells should be attempted first and supported by positive pressure fans from ground level as necessary. This ventilation should be coordinated with the companies on the fire floor. Members assigned this will carry a spare cylinder.

c. Horizontal ventilation should be conducted once the fire is under control and be limited to the fire floor or when conditions are warranted to enhance firefighting operations.

2. Residential Building

a. Horizontal ventilation should be conducted as necessary during fire operations.

b. Vertical ventilation should be conducted to support any horizontal ventilation.

! Prior to Horizontal ventilation, wind conditions should be checked to ensure that horizontal ventilation will be favorable to the operation (break glass on an upper floor not involved in the fire).

! Breaking of glass on upper floors is extremely dangerous. Falling glass will carry over a long distance, causing injury to civilians and Fire Department Members. Glass breakage should be conducted with the permission of the Incident Commander taking into account a safe exposure, and an exterior observer.

! Vertical ventilation cannot be conducted in the evacuation stairwell.

G. Safety

1. Because of the complexity of a High Rise Fire, A Safety Officer must be established on the exterior and the interior to monitor operations.

2. Secondary Accountability Tags will be brought to the interior staging area by Companies assigned to the Fire Floor or above.

Radio Procedure

OPERATIONAL GUIDELINE - 2008

Division: Operations
Section: General
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department while operating at any/all calls for service.
Effective fireground communications are essential for the welfare of both our members and the community we serve. The volume of radio traffic in Camden County often makes it difficult to conduct timely and effective tactical communications. In order to enhance firefighter safety and operational effectiveness, the use of a tactical radio band is hereby adopted.

PURPOSE: **To provide guidance in communicating by radio**

GUIDELINE:

1. **Background**
   - The use of the fire service radio is for emergency use only.
   - The operation of fire service radios varies by make and model. It is imperative that all personnel familiarize themselves with their assigned radios.
   - Fire service radios are VHF low-band radios with limited distance capability.
   - Portable radios are acceptable in short range "line-of-sight" situations.
   - Mobile radios are more powerful and need to be utilized when communicating longer distances and when it is necessary to communicate to a larger group of personnel.

2. **Basic radio operations**
   - Ensure you are on the correct channel
   - When using the radio you must press the PTT (push to talk) on the microphone, hold it for 1-2 seconds, and then begin your message.
   - Radios equipped with "Identifiers" may take slightly longer.
   - When transmitting a message, you must call the unit you want to talk to first (prompt) followed by "from" your unit identification. EX: Camden County from Squad 63 –or Hey you—it's me.
   - Always speak in a clear, even, mono-toned voice (avoid yelling, mumbling, low talking, showing emotion, or excessive background noise).
   - Keep all messages as short as possible.
   - Monitor the radio before transmitting.
   - ***Listen Up--Always***

3. **Responding to incidents**

- When responding to incidents you will perform the following :
  a. Camden County, unit and number, is responding with the number of air-pack qualified personnel on board. EX. Camden County Ladder 63 is responding with 4 (denoting that there are 4 air-pack personnel on board that apparatus).
  b. If the dispatcher gives your unit a report, acknowledge the report by stating your unit number and OK. EX. *Dispatch- Ladder 63, caller is reporting careless cooking.* <u>Officer- "Ladder 63 OK".</u>
  c. Do not use terms, phrases, or jargon such as: on the way, pin job, wrong staffing counts, changing your staffing counts, and responding momentarily.
  d. In the case where there is more than one incident pending, follow your sign on by identifying the location and incident type to which you are responding. EX: Camden County Ladder 63 is responding with 4 to 123 Main St. for the alarm system.

4. **Arriving at an incident**

- When arriving at an incident you will perform the following:
  a. Camden County, unit and number is arriving. EX: Camden County Squrt 63 is arriving.
  b. First due companies or first arriving supervisor will give a brief report of what he/she sees. EX: 6303 is on location, with a 2 story, wood frame dwelling, with nothing showing. EX: Engine 63 is on location with a car on fire EX. Squad 63 is on location, we are going in to investigate. ETC.
  c. *<u>Only</u>* the first arriving company and supervisor needs to sign on location.
  d. When the first due company arrives and will be performing operations using the apparatus pump, rescue tools, or performing special task, sign on location using the above method and additionally state that the unit will be "operating". EX: Squad 63 is on location with a 2 car M.V.A. with one person trapped, Squad 63 is operating.
  e. Second due, and greater, companies do not need to sign on location, unless they have been given orders.
  f. When assigned to staging, only the first company arriving in staging needs to transmit they are in staging. The balance of the arriving staging companies will report to the first due staging company.

5. **Departing from an incident**

- When departing from an incident you will perform the following:
  a. Camden County, unit and number is available. EX: Camden County Ladder 63 is available.
  b. If an incident commander is freeing units from an incident collectively, he/she may transmit to the dispatcher that all companies are available. It is not necessary for all units to individually make themselves available in this situation. EX: Camden County from 6300, all companies are available. If the dispatcher is not sure of your unit's status, he/she will call you.
  c. If your unit has been recalled prior to it arriving, it is not necessary to state to the dispatcher that your unit is available. By being recalled, the unit automatically becomes available.

6. **Communicating using mobile radios**
    - All apparatus radios shall be tuned to the Camden County F-2 fire frequency unless otherwise directed.
    - Mobile radios will be utilized when communicating with dispatch, other units, helicopters, and by incident commanders.

7. **Communicating using portable radios**
    - All portable radios shall be tuned to the Lindenwold Fireground Channel, programmed as channel 1 in all portable radios.
    - Portable radios shall remain on the Lindenwold Fireground Channel unless otherwise directed
    - The secondary frequency, in the event the fire ground frequency is not working, is Camden County F-2.
    - Portable radios equipped with emergency buttons will transmit an emergency alert message when activated. The emergency alert button is to be used during “mayday” situations. Refer to the “Mayday” OG for use.
    - All personnel should be carrying a portable radio before dismounting the apparatus.
    - Portable radios are a tool for the firefighter to be informed and accountable on the fireground. Use the portable radio when “face-to-face” communication is not available. Keep unnecessary radio traffic to a minimum.

8. **Fireground operations**

    - Riding assignments
        - All personnel shall use there riding assignment positions as there call sign for communicating on the fireground channel. EX. Squrt 63’s officer, Squrt 63’s control, etc.
        - All personnel shall maintain there call sign unless otherwise directed or situation dictates.
        - When the company officer is communicating to the chauffeur via the fireground frequency, to relay a message on F-2 etc., the Chauffeur shall utilize the apparatus designation when communicating to dispatch, other apparatus, incident commanders or helicopters.
        - When the company officer is operating as the incident commander he shall maintain the unit designation.
        - When a supervisor is on the scene with a command vehicle of an incident, and acting as incident commander, he/she shall use there unit # unless the situation needs to be upgraded or will be operating for a duration of time.
        - When an incident is deemed to be upgraded, and the incident

commander is charged with coordinating a larger incident, the call sign 6300 shall be utilized by the incident commander. EX. 6301 may terminate using 6301 to utilize 6300 because the incident is going to be prolonged or involved.
    - When a person's call sign changes, it must be made clear to all personnel affected. EX: Squrt 63's officer will act as Division 2 to coordinate companies on the 2nd floor of a structure. All companies operating on Division 2 need to communicate via Division 2, not directly to the incident commander. Refer to Incident command OG.
- Company Officers
    - Company officers will be the primary persons transmitting messages for the company.
    - Company officers will transmit conditions and resources needed to the Chauffeur or Incident commander as soon as possible.

9. Communication/Flow of information

- For command to be effective, a timely flow of accurate information is critical. All members are expected to be part of this process. The following is a list of items that should be reported immediately to the Incident Commander:
    - Any condition which poses a hazard to our members.
    - Any indications of collapse
    - Reports on the possible location of victims
    - Status of members during Personnel Accountability Reports
    - Request for additional supplies, personnel or equipment
    - Effectiveness of tactical operations
    - Need to modify existing action plan

10. Chauffeur

- Communication link between the company officer and dispatch, other apparatus, etc.
- Monitors F-2 for continuity of communication
- Monitor additional transmissions and dispatches and advise the company officer or incident commander

Equipment Testing

OPERATIONAL GUIDELINE - 2009

Division: Operations
Section: General
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

PROCEDURES

A. Annual Testing

(to be developed)

Equipment Loss or Damage

OPERATIONAL GUIDELINE - 2012

Division: Operations
Section: General
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department. All Officers will see that their Personnel are familiar with the requirements outlined in this SOG. The Fire Department purchases the necessary tools and equipment to support our emergency service functions and day-to-day facility operations. There are going to be times during the course of doing business that some of this equipment may be lost or damaged. When this occurs, it becomes necessary to accurately document this information so that the equipment can be replaced or repaired as soon as possible. This will also ensure that the Department maintains an accounting of its assets.

PROCEDURES

A. Lost Equipment

1. When equipment is discovered missing, the Company Officer will notify the Deputy Chief, make a log book entry, and conduct an investigation to determine the facts. If the missing equipment cannot be found, the Company Officer will forward a written summary to the Deputy Fire Chief via the chain of command. The memorandum must show what attempts were made to locate and find the lost equipment. Also to be included in the report is the make and model of the equipment and any other pertinent information.
2. A police report shall be filed if it is determined that the missing equipment was stolen.
3. The Deputy Fire Chief will replace the lost equipment, when necessary.

B. Damaged Equipment

1. When equipment is damaged or discovered damaged, the Company Officer will make a log book entry and conduct an investigation to determine the facts.
2. If it appears that the damaged equipment is repairable, the equipment should be tagged, a repair form filled out & forwarded to fire administration, an e-mail must be sent to support the repair form and the equipment taken to the appropriate vendor for repairs.
3. Self-Contained Breathing Apparatus should be sent to MES via Andy Pompe for any necessary repairs. A repair tag shall be attached to the SCBA with the Company Officer's signature as well as an identification of the problem.
4. If it is determined that the damaged equipment is not repairable, the Officer making the notification will be informed of such findings. The originating Officer will then notify the Deputy Fire Chief via the chain of command that the damaged equipment is not repairable.
5. The damaged equipment will then be salvaged for any reusable parts to maintain additional equipment.

Adverse Weather Conditions

OPERATIONAL GUIDELINE 2013

Division: Operations
Section: Response
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department that respond to incidents involving severe weather conditions.
Severe weather occasionally strikes the region with destructive force and catastrophic consequences. Seasonal storms may disrupt the normal operations of the Fire Department. The LFD has instituted a plan to minimize the effects of severe weather on the fire protection of the community.

PROCEDURES

A. Summer Storms

1. Whenever it appears a severe storm is approaching the region, any available Chief Officer shall survey the severity of the approaching storm by monitoring the
National Weather Service and the Weather Channel forecasts. After conferring with the Fire Chief, a ”weather advisory” may be deemed.
2. Apparatus and Equipment
a) Stations that house reserve apparatus will ensure that the vehicles and their equipment are ready for service.
b) Apparatus and equipment fuel tanks shall be maintained full.
3. Staffing and Response
a) The Fire Chief shall determine the need for any increased staffing.
b) The Fire Chief or his designee will implement the Adjusted Response
Policy covered in Operating Guideline (OG) 2402.
c) All chauffeurs will pay particular attention to the following:
1. Traffic and road hazards;
2. Flood zones;
3. Visibility;
4. Downed power lines
5. The use of primary roadways to approach destinations; and
6. Fallen trees
4. Operations
a) Coordination of Fire, Police and EMS agencies, as needed.
b) Determine the need to activate the Fire Department EOC and the staffing of the
Township EOC.
c) Updates from weather sources.
d) Companies should maintain an awareness of excessive rainfall in low-lying areas and accumulation on building roofs.
5. Hazards.
a) Open and displaced manholes in flooded areas.
b) In-ground pools covered with flooded water.
c) Water in basements and sloping terrain around structures.
d) Unstable structures.
e) Downed power lines.

f) Strong currents around tidal bodies of water.
6. All non-essential activities shall be terminated.
7. Station Officers will prepare stations for storm conditions.

B. Winter Storms

1. During times of severe winter weather, any available Chief officer shall survey the severity of the approaching storm by monitoring the National Weather Service and the Weather Channel forecasts. After conferring with the Fire Chief, a "weather advisory" may be deemed.
2. Apparatus and Equipment
a) Stations that house reserve apparatus will ensure that the vehicles and their equipment are ready for service.
b) Apparatus and equipment fuel tanks shall be maintained full.
c) Containers of salt and extra shovels are placed on apparatus.
d) Pumps and discharges are to be prepared for freezing weather.
e) Apparatus should remain indoors when possible; apparatus should remain running when outdoors.
3. Staffing and Response
a) The Fire Chief shall determine the need for any increased staffing.
b) The Fire Chief or his designee will implement the Adjusted Response Policy covered in Operating Guideline 2402 as needed.
c) All chauffeurs will pay particular attention to the following:
1. Road conditions;
2. Visibility;
3. Downed power lines;
4. Avoid roadways that create traffic problems during these conditions; and
5. Other vehicles out of control.
4. Operations
a) Coordination of Fire, Police and EMS agencies, as needed.
b) Determine the need to activate the Fire Department EOC and the staffing of the Township EOC.
c) Updates from weather sources.
d) Companies should maintain awareness that footing on roofs, ladders and apparatus may become hazardous.
e) Snow loads of roofs may present collapse hazards.
f) Nozzles should be cracked during operations to prevent freezing.
g) Drain and replace hose on engines at earliest opportunity
h) Inspect for buried hydrants.
i) Members will dress for cold weather operations.
5. All non-essential activities shall be terminated.
6. Stations
a) Officers will prepare stations for storm conditions.
b) Officers will ensure exterior walkways and exits are passable.
c) A supply of salt and shovels shall be provided by Logistics.
d) A plow shall be requested, as needed.

Ladder Company Riding Positions

OPERATIONAL GUIDELINE - 2014

Division: Operations
Section: General
Effective Date: 10/01/08
Revision Date:

General Information (Summary)

This Operational Guideline applies to all members operating on a company or as part of a team. They may be changed by orders on the fireground to meet changing conditions. All The primary duties of the Ladder Company are rescue and ventilation. Riding positions are the foundation for safe, coordinated and successful fire ground operations. Company members must possess the skills required to fulfill their assigned position. This procedure will enhance our ability to manage emergency incidents through a coordinated effort and complete our mission of fighting fires aggressively, efficiently and safely.

GUIDELINE:

General operations for truck companies:

- Search and rescue of injured victims and personnel
- Provide forcible entry
- Raise aerial and ground ladders
- Provide coordinated ventilation with fire attack
- Check for fire extension
- Provide on-scene lighting
- Operate ladder pipes
- Establish temporary standpipe system with aerial ladder when needed
- Perform salvage and overhaul duties
- Perform engine company operations as the need arises

Seating Assignment Guideline:

(Refer to seating chart at end of guideline)

1. **Chauffeur**

   Equipment:

   - SCBA
   - Radio
   - Handlight
   - 6' hook or comparable tool
   - Flat head ax

- Portable ladder

Duties:

1. Operation of Ladder/Platform

- Drive apparatus in a safe manner.
- Position apparatus in optimal location at direction of officer
- Initiate PTO/LADDER POWER and chocks the front of driver side front tire *(when necessary)*.
- Secure water supply and operate pump *(when necessary).*
- Provide for exterior lighting as needed
- Set up for defensive attack (as directed)

2. Operating with the Company (or Outside Team)
    - Work with *Outside Vent* position
    - Place ladders for vent, enter, search (V.E.S.)
    - Vent opposite fire attack
    - Control exterior utilities if possible
    - Force doors and windows as needed

2. Officer

Equipment:

- SCBA
- Hand light
- Portable Radio
- 6' hook or comparable tool
- Officers tool, a-tool or comparable tool
- Thermal imaging camera

Duties:

- Size up and order truck company operations
- Work with *Irons* position as inside team
- Locate fire, confine, and extinguish using *Hook and Cans* water can (if possible and/ or engine did not do so yet)
- Search *away* from the fire
- Vent for life or vent for fire depending on situation
- Control utilities that can be controlled from inside
- Ensure personnel accountability

- Check for fire extension
- Perform salvage and overhaul

3. Outside Vent or OV

Equipment:

- SCBA
- Radio
- Handlight
- 6’ hook or comparable tool
- Halligan
- Portable ladder

Duties:

- Report to the rear of the building and report conditions
- Vent opposite the fire attack
- Place ladders for Vent, Enter, Search (V.E.S.)
- V.E.S. when people are reported trapped
- Force doors and windows in the rear and search for people inside these openings
- Work with *Chauffeur* as outside team
- Perform salvage and overhaul

4. Irons

Equipment:

- SCBA
- Irons
- Hand light
- Portable Radio
- Hydra-Ram bag

Duties:

- Force entry
- Work with officer as inside team
- Search away from the fire
- Vent for life or vent for fire, depending on the situation
- Secure utilities within the property
- Perform salvage and overhaul

5. Roof

Equipment:

- SCBA
- Radio
- Handlight
- 6’ hook or comparable tool
- Power saw
- Life rope on buildings above 3 floors

Duties:

- Vent roof when required
- Work with outside team or as directed by officer
- Perform salvage and overhaul

6. Hook and Can

Equipment:

- SCBA
- Radio
- Handlight
- Water Can
- 6’ or greater hook

Duties:

- Works with *Officer and Irons* as part of the inside team
- Locates, confines and extinguishes fire as able with Water Can
- Performs salvage and overhaul

Aerial Device Operations

- The members assigned to the *outside team* will be responsible for the set-up and operation of the aerial device.
- The *Chauffeur* will be the primary firefighter in charge of this operation.
- The *Chauffeur* will stand-by on the ground to operate the pump if water is being used.
- The *Chauffeur* may operate the aerial device when water is not being used.
- The *Roof* person will be the primary person in the bucket and/or on the aerial device tip to affect rescues and/or dismount to do roof work.
- The *OV* person will operate the aerial device and act as the back-up to the *Roof* position.

When riding with more than 6 or less than 4 personnel it will be the company officer's job to ensure that the appropriate positions are filled based on the incident. When in doubt, check with the I.C. to prioritize what tasks need to be filled.

*****Additional Ladder companies will be assigned as needed**.***

Note: Guidelines are meant to provide uniformity and consistency. Guidelines are flexible and may be deviated upon dictating situations. Incident Commanders and Company Officers may change the assignment of the company, which may affect your riding assignment. When assignments are changed, the intentions of the "Change" must be clear to all personnel and the Incident Commander.

CAB LAYOUT

FRONT

<table>
<tr><td>1</td><td colspan="2" rowspan="2">CAB</td><td>2</td></tr>
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REAR

Engine Company Riding Positions

OPERATIONAL GUIDELINE - 2015

Division: Operations
Section: General
Effective Date: 10/01/08
Revision Date:
General Information (Summary) -This operational Guideline applies to all members operating on a company or as part of a team. They may be changed by orders on the fireground to meet changing conditions. The primary job of an Engine Company is to stretch a water line to the fire. Riding positions are the foundation for safe, coordinated and successful fire ground operations. Company members must possess the skills required to fulfill their assigned position. This procedure will enhance our ability to aggressively fight fires in a safe and efficient manner.

GUIDELINE:

General operations for engine companies:

- Search and rescue of victims of an emergency incident.
- Protection of exposures, property and lives from threat of an emergency incident.
- Confine the emergency incident to the smallest area as safety, resources, conditions, and time will allow.
- Extinguish or mitigate all emergency incidents.
- Conduct overhaul operations to insure that the emergency incident does not reoccur.
- Provide adequate and efficient water supply to hose lines and other apparatus utilizing water to control the emergency incident.
- Provide assistance to E.M.S. on medical incidents.
- Perform Truck Company operations if the need arises.
- Assist the public and other government agencies in various tasks.
- Establish and coordinate safe landing zones for helicopters.
- Investigate fumes, odors, and hazardous materials.

Seating Assignment Guideline:
(Refer to seating chart at end of guideline)

1. Chauffeur

1st Due Engine

Duties:

- Drive in a safe manner.
- Position apparatus in an optimal location at direction of officer (#2).
- *Note: The front of the building should be open for the Truck Company.*
- Chock tires on driver side.
- Establish water supply to hand line.
- *Ensure first line gets into operation*.
- Ensure that a continuous water supply is being secured.
- Engage generator.

- Provide for exterior lighting.
- Establish safe zone using apparatus when on the highway.
- Supply standpipe or sprinkler connection when necessary. (Reference OG on standpipe and sprinkler connections).

2nd Due Engine

Duties:

- Drive in a safe manner.
- Establish a continuous water supply for assigned company (either 1st Due Engine Company or Truck Company) at direction of officer (#2).
- Chock tires on driver side.
- Establish a safe zone using apparatus when operating on the highway.
- Engage generator *(when necessary).*
- Provide for exterior lighting.
- Supply standpipe or sprinkler connection when necessary. (Reference OG on standpipe and sprinkler connections).
- May work with crew on F.A.S.T. & high-rise assignments. Also, when apparatus is not being utilized.

2. Officer

1st Due Engine

Equipment:

- SCBA
- Hand light
- Portable Radio
- Thermal Imaging Camera *(when available)*
- A-tool, short hook, or officer's tool (pick one)
- *high-rise hose loads and equipment on high-rise or large area fires. (Reference high-rise and Large area OG's).*

•Duties:

- Ensure safe operation of apparatus.
- Establish optimal apparatus placement.
- Report conditions when arriving.
- Ensure a continuous water supply is established.
- Give secondary report to Incident Commander or Chauffeur, after further investigation, (utilizing fireground channel) to report conditions and resources needed. (Refer to communications OG).
- Select proper hose line.
- Ensures all apparatus personnel are assigned properly.
- Ensure accountability system is utilized.
- Coordinate engine company operations with crew.
- Communicate progress to Incident Commander or Chauffeur.
- Locate, confine, & extinguish fire.

- Search in the area of the fire for possible victims.

2nd Due Engine

Equipment:

- SCBA
- Hand light
- Portable Radio
- Thermal Imaging Camera *(when available)*
- A-tool, short hook, officer's tool (pick one)
- *high-rise loads and equipment on high-rise or large area fires. (Reference high-rise and Large area OG's.)*

•Duties:

- Ensure safe operation of apparatus.
- Ensure 1st due Engine company has a continuous water supply.
- Establish optimal apparatus placement.
- Ensure accountability system is utilized.
- Coordinate crew on given assignment.
- *Ensure 1st due engine company's 1st handline is in service.*
- Select appropriate back-up line when needed (equal to or larger than 1st handline).

3. Control

1st Due Engine

Equipment:

- SCBA
- Hand light
- Portable radio
- Irons
- Water can (on alarm system activations)
- "Hydra-Ram", "K - Tool" bag kit on commercial occupancies
- *high-rise loads and equipment on high-rise or large area fires. (Reference high-rise and Large area OG's.)*

Duties:

- Force entry to structure *(when required).*
- Controls hose line and assists *Nozzle* in hose advancement.
- Makes hydrant connection with LDH when applies. This is in the absence of the *Hydrant* firefighter
- *Ensures 1st due engine company's 1st handline is in service.*

2nd Due Engine

Equipment:

- SCBA
- Hand light
- Portable radio
- Irons or appropriate tools
- *high-rise loads and equipment on high-rise or large area fires. (Reference high-rise and Large area OG's.)*
-

Duties:

- Assists *Chauffeur* to ensure LDH is connected and operating.
- Controls hose line and assists 2nd due *Nozzle* in hose advancement.
- Assigned at *Officer's* direction.

4. Nozzle

1st Due Engine

Equipment:

- SCBA
- Radio
- Hand light
- Hand line *(PW Can if appropriate)*
- *high-rise loads and equipment on high-rise or large area fires. (Reference high-rise and Large area OG's.)*

Duties:

- Stretches hand line.
- Operates nozzle.
- Locate, confine and extinguish fire
- Perform rescues in area of fire attack

2nd Due Engine

Equipment:

- SCBA
- Radio
- Hand light

Duties:

- Assigned at *Officer*'s direction.
- Stretches 2nd handline (equal to or greater than 1st handline).
- *high-rise loads and equipment on high-rise or large area fires. (Reference high-rise and Large area OG's.)*

5. Hydrant

1st Due

Equipment:

- SCBA
- Radio
- Handlight
- 6’ hook or other comparable tool.

Duties:

- “Wrap” hydrant and/or perform hydrant connection
- Assist *Nozzle and Control*
- Work as assigned by *Officer*

When riding with more than 5 or less than 4 personnel on a company, it will be the company officer’s job to ensure that positions 1, 2, & 3 are filled and assign extra personnel where they are needed based on the incident.

*****Additional Engine companies will be assigned as needed**.***

Note: Guidelines are meant to provide uniformity and consistency. Guidelines are flexible and may be deviated upon dictating situations. Incident Commanders and Company Officers may change the assignment of the company, which may affect your riding assignment. When assignments are changed, the intentions of the “Change” must be clear to all personnel and the Incident Commander.

CAB LAYOUT

FRONT

1			2
4			3
Extra	5	Extra	Extra

REAR

Water Supply, Hose Loads and Apartment Packs

OPERATIONAL GUIDELINE - 2016

Division: Operations
Section:
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

Water is the most common and abundant extinguishing agent available to suppress fire. Fire hose is the primary tool in which the water is distributed to mitigate a hazard. It is essential that members have an understanding of the water distribution systems, the use of large diameter hose (LDH) and fire stream appliances utilized by the Fire Department during Fire Suppression Operations. This Operational Guideline applies to all Officers and Members of the Lindenwold Fire Department assigned or may be assigned to an Engine Company.

PROCEDURES

A. Hose Loads

1. Engine Company 1¾. and 2½. pre-connected hose lines will be stored using the flat load method (with "rabbit ear" handles every 100'.
2. Engine Company three (3) inch leader/supply line will be stored in the flat load method with the male coupling exposed.
3. Four (4) and five (5) inch supply line will be stored in the flat load method with all couplings forward in the hose bed.
4. Engine Company Bumper Hose Lines (forestry, 1¾.) will be stored in the flat load method or Donut roll method.

B. Hose Load Deployment

1. Engine Company 1¾. and 2½. pre-connected hose lines are to be totally removed from the apparatus prior to pressurization.
2. Engine Company Fire Attack Hose lines will be pressurized when the nozzle firefighter calls for water to the chauffeur.
3. 1¾. long hose line stretches beyond 200 ft. should be supported with a 3. leader line to increase water flow and reduce friction loss.
4. Forestry Hose Line is deployed as needed, for brush, trash, etc.

C. Water Distribution Systems

1. A fire hydrant on a looped/grid water main receives water from 2 or more directions.
2. A fire hydrant on a dead end main receives water from only one direction.
3. When at all possible hydrants on a looped/grid system should be utilized during **major fires**.
4. Private hydrants are located on private property, and painted red, but are supplied from the public water system; they can either be dead-end or looped/grid systems.
5. New Jersey American Water (NJAW) maintains the water system in the public areas and are painted yellow.

D. Pressures

1. Nozzle Pressure Guidelines

a. Fog Stream . 100 PSI at tip

b. Hand Held Solid . 50 PSI at tip
c. Master Stream Solid . 80 PSI at tip
2. Friction Loss Guidelines
a. 1¾. Hose . 35 PSI FL per 100.: 180 GPM
b. 2½. Hose . 15 PSI FL per 100.: 275 GPM
c. 3. Hose . 14 PSI FL per 100.: 400 GPM
d. 4. LDH . 20 PSI FL per 100.: 1000 GPM
e. 5. LDH . 8 PSI FL per 100.: 1000 GPM
f. Appliances . 15 PSI FL
E. Hydrant Connections
1. Engine Placement
a. Engine should be parallel to curb
b. Engine should not be more than five (5) feet off curb or shoulder of roadway when possible.
c. Engine should stop within ten (10) feet of hydrant when possible.
d. Chauffeur should take precautions from kinking any hose lines.
e. Akron Hydrant Ball Valve (2½.) (Commercial Buildings)
1. Should be used anytime multiple lines will be used at an incident or if master streams will be utilized.
2. Connect to the 2½. hydrant satellites prior to starting water to LDH, in order to maximize water flow from the hydrant.
e. pony lines - (2) 30 ft
f. 5"& 4" pony lines - (1) 25 ft
g. Hydrant Bag
1. 2½. ball valve
2. LDH wrenches and hydrant wrench and spanner
3. 6' piece of rope or webbing for moving or securing hose line
4. Small pair of bolt cutters
5. Rubber mallet
6. Engine Company with 5"hose -
a. 5"to 4" Stortz x NST Reducer
An Engine Company approaching the scene with evidence of a working fire in a structure, should lay their own supply line.
2. Single Family Dwelling
a. The first Engine can operate off their own supply line on most single family dwelling fires . 3500 SF or under. (35x50x2)
b. On a larger single family and multi-family dwelling fire . 3500 SF and above, the second engine will locate a secondary hydrant in order to establish a second water supply. The establishment of the secondary water supply will be given by the Incident Commander.
c. Forward lay ---- 400' or less
1. Control Firefighter will wrap the hydrant and remain to make the connection.
2. The hydrant will be flushed and the LDH connected to the hydrant steamer.
3. The Control Firefighter will confirm with the Engine Chauffeur that he/she is ready for water to be started.
4. The Control Firefighter will return to the fire scene and meet up with the Engine

Officer and Nozzle Firefighter.
d. Forward Lay--- Greater than 400’
1. The Control Firefighter will wrap the hydrant, and then return to his/her position on the Engine. The Engine will lay into the fire.
2. The Officer will advise the second Engine of the hydrant location. The second Engine will proceed to the hydrant where the second Engine Chauffeur will make the connection, the hydrant will be flushed and LDH connected to the Hydrant Steamer.
3. The second Engine Chauffeur will confirm that the first engine chauffeur is ready for water to be started.
4. The crew of the second engine will be assigned on the fireground by the Incident Commander.
5. The Second Engine Chauffeur will proceed to the fire scene and:
a. Position Engine for reverse-lay
b. Meet with his/her Officer for assignment
6. On hose lays of 800 feet or higher, the Incident Commander will direct as needed, the Second Engine to connect to the hydrant to support the First Engines water Supply. The Incident Commander will assign the Third Engine to establish a secondary water supply as needed.
e. Reverse-Lay
1. Will be established by either a second or third due Engine Company.
2. The Engine crew will lay a supply line out from the fire to a water source, where the Engine Chauffeur will make the connection to the hydrant steamer after flushing the hydrant. The Engine crew will remain at the scene for an assignment.
3. The chauffeur will confirm that the first Engine is ready for water to be started.
4. The Engine Chauffeur will proceed to the fire scene and meet with his/her officer for assignment.
3. Commercial Buildings
a. All water supplies for these types of buildings less than 3500 square feet will be handled following the guidelines for single family dwellings.
b. Water supply for buildings over 3500 square feet will be established as follows:
1. The first Engine will forward lay from the hydrant. The Officer will advise the second engine of the hydrant location.
2. The second Engine will proceed to the hydrant. The chauffeur from the Second Engine will attach the 2½. Akron Ball Valves to the hydrant in preparation of maximizing the water flow from the hydrant.
3. The Second Engine Chauffeur will connect to the hydrant, supporting the water supply with the second engine.s pump.
c. The 3rd Engine will locate a secondary hydrant in preparation of providing an independent water supply to division .C., if ordered by the Incident Commander.
4. Elevated and Master Streams
a. Water supply to these devices should be accomplished using any of the following methods:
1. Engine Company pumping directly from a hydrant to a Ladder Company elevated stream or Squrt Engine.

2. Engine Company pumping directly from a hydrant to an engine in a forward position.

5. Sprinkler Systems and Standpipes

a. Sprinkler Systems

1. Sprinkler systems should be supplied by the first engine when possible. The Incident Commander must also consider the use of the second or third engine on an independent water source for this assignment.

2. The engine supporting the sprinkler system should be operating at 150 psi discharge pressure. This will supply maximum water capacity to the system.

b. Standpipes

1. Stand Pipes should be supplied by the first engine at the Fire Department connection. Supplemental support of the standpipe can be accomplished by another engine at a secondary Fire Department connection.

2. If there is a failure of the Fire Department connection, the system can be supplied by tying into the first floor or other floor connections.

3. Standpipe Pressure Guidelines:

a. Solid Tip

1. Floors 1 - 10: 150 psi Pump Discharge Pressure

2. Floors 11 - 20: 200 psi Pump Discharge Pressure

b. Fog Nozzle

1. Floors 1 -10: 200 psi Pump Discharge Pressure

2. Floors 11 - 20: 250 psi Pump Discharge Pressure

4. LDH should not be utilized for standpipe operations

G. Apartment Packs

1. 2½. Hose

a. Horseshoe/Accordion Fold

b. 2- 75'lengths & 1 50' length

c. Smooth bore nozzle

d. 3 Velcro straps to secure hose

e. Standpipe kit

1. 6 ft. length of 1¾" hose

2. 2½" pressure gauge

3. 2½" female to 1½" male adapter

4. 2½" male to 1½" female adapter

5. 1½" National pipe thread female to 1½" male

6. 2½" National pipe thread female to 2½" male

7. 14" aluminum pipe wrench

8. Wire brush

9. ½" overhaul tip

10. 1 channel lock and 1 large flat head screwdriver

11. 12 small door wedges

12. 50'-⅜" utility rope with snap clip

2. 1¾" Hose

(to be developed)

H. Points to remember when utilizing 4” and 5” LDH

1. When laying a supply line, keep it to one side of the roadway. If on a bend a member will have to assist with the lay.
2. Once 5” is charged it is difficult to move. Use webbing or short utility rope to assist in moving.
3. Some connections may require 2 Firefighters to complete due to the locks on the couplings.
4. Utilize elbows to reduce the strain on pipes, valves and hydrants.
5. Minimize kinks to maximize water flow.
6. Hand stretches of LDH are manpower intensive and are an option. Support Personnel are required to complete this task.
7. LDH should not be utilized for Standpipe Connections since there is a chance to overpressurize the hose.
8. Utilize the vacuum pack method for repacking LDH.
9. Pack hose bed with all couplings forward in the bed.

Hydrant Inspections

OPERATIONAL GUIDELINE 2019
Division: Operations
Section:
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

Fire Hydrants are the primary water source for firefighting in Lindenwold. Their proper operation is essential to the department's mission for fire suppression. Field inspections by suppression personnel will ensure their reliability during an emergency.

PROCEDURES

A. Hydrant Inspections

1. All Public fire hydrants will be inspected as time allows. Prior to going out and checking hydrants; call NJAW at 1-800-987-5325 and advise them of the area you will be testing hydrants in.
2. The Following areas shall be checked during an inspection
a. Visibility and accessibility
b. Visible damage, missing caps
c. Hose threads
d. Stem not operating smoothly
e. Proper drainage
1. Open hydrant enough to flow water from steamer outlet
2. Close hydrant and hold hand over outlet to feel for suction
3. Replace steamer cap after water drains

B. Color Coding

1. The approved marking for all Lindenwold fire hydrants will be as follows:
a. NJAWC public hydrants will be painted yellow
b. Private hydrant will be red

C. Reporting a Defective Hydrant

1. Emergency Notification
a. Emergency notification will be made when an immediate response is required of the respective Water Department. This will include broken water mains, a hydrant that is actively flowing water and can not be shut down, a hydrant that has been placed out-of-service and there is concern due to the distance to the secondary hydrants.
b. The reporting Officer shall contact County Fire Radio to advise them of the situation and follow Section D to ensure that proper notifications and over-sight are completed.
2. Routine Notification
a. Routine notification will be made when it is suitable for the water company to repair the hydrant during the next business day as their schedule permits.
b. The Reporting Officer will follow the steps listed in Section D to ensure that the proper notifications and over-sight are completed.

D. Reporting & Notification Procedures

1. Notify NJAWC for all issues pertaining to hydrants painted yellow.
2. Notify property owner for all hydrants painted red.
3. Only utilize NJAWC for issues with red hydrants that are emergencies—this is not there hydrant to maintain.

4. For private hydrants that will be out of service – notify the property owner and advise them that they will need a contractor to make the repairs.
5. For all hydrants that are out of service, notify "All Hands" and the Lindenwold Fire Marshal's Office via e-mail. If it is a private hydrant, the Fire Marshal's Office will follow-up on the repairs.

Displaced Resident Plan

OPERATIONAL GUIDELINE 2020

Division: Operations
Section:
Effective Date: 10/01/08

GENERAL INFORMATION (SUMMARY)
This Operational Guideline applies to the all Members of the Lindenwold Fire Department.

The Displaced Residence Plan is designed to provide the Lindenwold Fire Department with an organized means of assisting Lindenwold residents who have been displaced from their dwellings due to but not limited to such natural disasters as fire, floods, storms, etc.

PROCEDURES
A. If and when the need to find shelter for a displaced resident or family arises:
1. On a single resource response, the **Company Officer** will have the On-Duty Chief respond to the scene.
2. On a multi-resource response, the **On-Duty Chief** should then:
a) Determine the number of displaced individuals and families.
b) On a single family incident:
1. First assist the displaced in trying to secure shelter through local family members or friends
2. If this produces negative results, The Red Cross should be requested via Camden County Radio Dispatch as the last option (the earlier they are summoned, the sooner they can accept responsibility for the care and accommodation of people).
c) On a multi-family incident:
1. Coordinate efforts between FD, PD and/or OEM on information collection.
2. Segregate those requiring housing from those that do not.
3. Segregate those requiring food, clothing and personal care items from those that do not.
3. Notification shall be made to the Chief of Department when families are displaced by the on-duty Chief.
B. Ascertain any information on special needs for anyone displaced such as but not limited to the following and assist were possible:
1. Needed medication for pre-existing conditions if retrievable (identify local pharmacy used).
2. Needed medical equipment (i.e. wheelchair, walker, etc.) if retrievable.
C. The OEM will document where displaced families are relocated with a contact phone number.
D. Residents without homeowners insurance will be directed to contact the Department of Community Development for information on the “Housing Rehabilitation Program”. This will be coordinated by the FMO.

Lock Outs

OPERATIONAL GUIDELINE 2021

Division: Operations
Section:
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)
There are times when the Department is called upon for “calls for service” of the non-emergency type. Members should realize that even a minor situation involving a lock-out to our residents or business owners may seem like an emergency to them. This OG will outline the procedures to be taken during these types of incidents.

PROCEDURES
A. Response
1. Squad 63 & Ladder 63
2. Reduce Speed
3. Additional information from Camden County Communications will allow the Officer to determine if emergency speed may be necessary, i.e. Child locked in a car on a hot day, medical emergency.

B. Vehicles
1. Any child, person or pet locked inside any type of vehicle.
2. A vehicle running inside a structure.
3. Keys locked inside of a vehicle outside of a Lindenwold Residents home.
4. The Company Officer is to complete the Waiver of Liability Form.

C. Residential Property
1. Any residential lockout.
2. Response of a LPD unit is required.
3. The Company Officer is to complete the Waiver of Liability Form.
4. Forcible entry due to medical emergencies or check the well being are outlined in OG 8012

D. Reporting
1. Complete a NFIRS report.
2. Forward the original copy of the Waiver of Liability Form to Fire Administration for filing.

2400 – 2499 Response Guidelines

Consequence Management Plan

OPERATIONAL GUIDELINE 2401

Division: Operations
Section: Response
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

The Consequence Management Plan is designed to provide the Lindenwold Fire Department with an organized transition to increase available resources, expand supervision and provide the appropriate support mechanisms to support those operations.

The Consequence Management Plan is designed to be utilized in the event of a significant catastrophic event whereas an advanced planning tool. This plan is a guide that will afford the Command Staff with a basis for deployment of personnel equipment during periods of increased demand. In addition, the Consequence Management Plan is designed to meet those requirements already existing within the Lindenwold Borough Emergency Operations Plan and add our access within that document.

PROCEDURES

A. Plan Components

In order for this plan to be universal and adaptive it will be segmented into the following three (3) components.

1. Assessment - The Assessment section of the plan will identify the nature of the risk anticipated. This information will inform our Officers about the specific risk at hand in order to provide them with the facts regarding the problem at hand.
2. Approach - The Approach segment of the plan will cover the four (4) functional areas.

• Alarm
• Response
• Communications
• Internal Support

3. Policy Resources - This segment is reserve for existing policies and additional resources that will be used to support the management at events during the period that the plan is running for.

This format will allow us to introduce information into the Consequence Management Plan when dealing with specific incidents of which we have the capability to plan in advance for.

Duty Chief Incident Response

OPERATIONAL GUIDELINE 2402
Division: Operations
Section: Response
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)
The Duty Chief is the First Line Chief Officer responsible to respond to emergency incidents within Lindenwold Borough. Certain actions and responsibilities are associated with this position at any incident they respond to. Members shall be aware of the emergency and administrative duties associated with this position.

PROCEDURES
A. Fire Responses
1. Residential (Single & Multi-Family, Apartment)
2. School Buildings
3. Nursing Homes
4. Hospital
5. Commercial/Mercantile
6. High Rise Office
7. Public Assemblies
8. Places of Worship
9. Miscellaneous Structures (Garage, Storage Shed, etc.)

B. Fire Alarm Activation Responses
1. School Buildings
2. Nursing Homes
3. Hospital
4. High Rise Office and Residential
5. Public Assemblies
6. Places of Worship

C. Technical Assignment Responses
1. Hazardous Materials Incident
2. Technical Rescue (Confined Space, Trench, High Angle Collapse, Water)
3. MVA Rescue
4. Bomb Threat
a. Respond and meet with Police Supervisor
b. Device Found – Coordinate Fire and Police Actions
5. Carbon Monoxide – Level II or III Incident
6. Natural Gas Leak within a building
7. Mass Casualty Incident
a. Multi-Vehicle Accident with 5 or more injuries
b. Rail, Air, Bus Transportation Incident
8. Any other incident, at the request of a Company Officer

D. Other Responses

1. Firefighter Injury or Death
2. Civilian Fire Injury or Death
3. Apparatus Accident
4. Apparatus and/or Equipment Failure

a. Engine/Ladder, Out of Station Breakdown

1. Notify Fire Administration
2. Place Reserve Apparatus in Service
3. Notify Chief of Department
4. Notify Camden County Communications if special response is needed via Special Response Request form.

b. Special/Technical Equipment

- Notify Fire Administration
- Notify Chief of Department

5. Customer Complaints

Fireground Command Post

OPERATIONAL GUIDELINE 2404
Division: Operations
Section: Response
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

Our role in the Community is to establish command and to take control of the conditions that are causing problems and/or disrupting the lives of the civilians of Lindenwold. In conjunction with the use of the Incident Command System a designated command post is essential for efficient and safe operation at the emergency scene.

PROCEDURES

A. An Incident Command Post will be established at, but not limited to the following emergencies/event:
1. Structure Fire
2. Hazardous Material Incident
3. Technical Rescue Incident
4. Extended MVA Extrication
5. Search for a Missing Person
6. Large Scale Planned Event

B. The Chief Officer establishing the Command Post will:
1. Establish it in a location that is visible and identified on CCFR – F2 and LFD Fire Ground
2. Is outside the Hot Zone in an area where PPE would not be required
3. Provides a view of at least two (2) important sides of an incident
4. Does not hinder movement of apparatus
5. Is at a designated vehicle or location

C. Staffing Resources
1. The following individuals will report to the Command Post when responding or called to a major incident:
a. Chief and/or Assistant Fire Chief
b. Chief Fire Marshal
c. Safety Officer
d. Chief of EMS
e. Other Department Staff Officers
f. F.A.S.T. Company Officer
2. Assignments will be delegated based on the needs of the incident:
a. Command Staff
1. Safety Officer
2. Liaison Officer
3. Information Officer

b. General Staff
1. Operations Section
2. Planning Section
3. Logistics Section
4. Finance/Administration Section
3. The Incident Commander will request the Camden County Field Communications Unit to respond on the following:
a. Second Alarm Fires
b. Extended HazMat or Technical Rescue Incidents
c. Any long term incident where the Field Communications Unit will assist with the Management of the incident

D. Command Post Operations
1. The Command Post will be prepared to manage the following operations:
a. Single jurisdiction and single agency
b. Single jurisdiction and multi-agency
c. Multi-jurisdiction and multi-agency
2. Incident Action Planning
a. Simple incidents of short duration
1. Verbal strategy and tactics
2. Building Pre-Plan
3. Tactical Worksheet (ICS-201)
b. Complex incidents of long durations
1. Verbal strategy and tactics
2. Building Pre-Plan – Water Map
3. Tactical Worksheet (ICS-201)
4. Incident Objectives (ICS-202)
5. Organization Assignment (ICS-203)
6. Assignment List (ICS-204)
7. Communications Plan (ICS-205)
8. Medical Plan (ICS-206)
9. Operational Worksheet (ICS-215)

Fire Alarm Activation

OPERATIONAL GUIDELINE 2405

Division: Operations
Section: Response
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

Fire Alarms are an early warning system to alert occupants of a fire within a structure. Today building and fire codes require some type of fire protection or detection system in commercial and residential properties. These systems can range from a simple single station to a complex multiple zone system. A response to an activated fire alarm requires certain actions by our members during the investigation process and the reporting of a malfunctioning or problematic system. Properly functioning fire alarm and sprinkler systems are critical to life safety.

PROCEDURES

A. Single Family Alarm Activations

1. The Company Officer will determine if the activation is due to a spreading fire, and if so notify Camden County Communications to re-transmit Fire Department resources for a structure fire as necessary.
2. If there is no evidence of smoke or fire, the Company Officer will meet with the property owner/occupant to investigate the cause of the alarm activation; i.e. malfunction vs. steam or overcooking. The homeowner should be instructed to contact their alarm company if any repairs are needed.
3. If the fire department arrives at a residence and no one is home; the company will perform an exterior 360o check of the property, looking in any windows to check the interior for any conditions. Members should attempt to speak with neighbors, to determine the status of the homeowners, i.e. work, vacation, etc. A fire department notice should be left by the investigating company to inform the property owner of the alarm activation. For repeated responses to the same address, when the Fire Department can not make contact with a responsible party (24 to 48 hour period, i.e. Resident on vacation, business closed), the Company Officer should have Camden County Fire Radio:

a. Have the monitoring company attempt to locate a responsible party to respond to take responsibility for the property.
b. Place the alarm on an investigative response until the alarm is serviced.
c. If the fire alarm continues to activate after three (3) times within the time period identified above, the Company Officer will advise Camden County Fire Radio to notify the monitoring company that the fire alarm must be placed out of service until repairs are made to the system. Company Officers will make each other aware of this information via e-mail to "all hands".

4. A loaner smoke detector can be left at a private residence that experiences a malfunctioning fire alarm system as outlined in Policy Directive 1210.

B. Commercial and High Rise Buildings

1. The First Due Company shall check the annunciator panel to confirm the zone in which the system is activated. If the activation is due to a spreading fire, the Company Officer will request Camden County Communications to re-transmit Fire Department resources for a structure fire as necessary.

2. If there is no evidence of smoke or fire, the Company Officer will meet with the property owner/manager or building maintenance to investigate the cause of the alarm activation. The alarm system can be silenced while this investigation is conducted by Fire Department Personnel. This will allow for a defective detector to be located in order to prevent additional false responses to this particular property.

3. If the Fire Department arrives at a commercial and/or high rise office building and finds the property closed for business, the company will perform an exterior check of the property, looking in any windows to check the interior for any conditions (access property if knox box is available for high rise buildings). The Lindenwold Police Department will be asked to respond when entry is made to a closed property. The Company Officer will advise Camden County Communications (CCFR) of such actions and will have CCFR notify the monitoring agency to notify a responsible party to respond and take responsibility for the property.

4. For high rise office and residential buildings where an activated fire alarm places elevators in phase I recall and terminates HVAC systems, a reset of the alarm or the disabling of the zone in question should be attempted before the Fire Department leaves the premises.

a. Placing the effected zone out of service will restore protection to the rest of the building.

b. Instruct a building representative to contact their fire alarm technician.

c. Request from Camden County Communications, a building representative to respond during off hours.

5. For all other properties the building representative should be instructed to contact their fire alarm technician if a system can not be reset. For repeated responses to the same address, when the Fire Department can not make contact with a responsible party (24 to 48 hour period, i.e. Resident on vacation, business closed), the Company Officer should have Camden County Fire Radio:

a. Have the monitoring company attempt to locate a responsible party to respond.

b. Place the alarm on an investigative response until the alarm is serviced.

c. If the fire alarm continues to activate after three (3) times within the time period identified above, the Company Officer will advise Camden County Fire Radio to notify the monitoring company that the fire alarm must be placed out of service until repairs are made to the system.

Company Officers will make each other aware of this information via e-mail to “all hands”.

6. When a company responds to a sprinkler alarm activation, and upon arrival there is no water flowing and there is not immediate determination of the reason for the sprinkler flow alarm, the following areas should be checked:

a. Check the sprinkler riser and check all gauges and review valve(s) positions. Assure that water supply is being maintained.

b. Determine if this system is a Dry System and/or has any Dry Components.

c. Check if any work was recently done in the building.

d. Check to see if any water utility work is being conducted in the area.
e. Instruct on-site management or agent to call for a Sprinkler Repair Technician to respond to repair any equipment that is deemed to be possibly defective.
7. When a company responds to a sprinkler alarm activation, and upon arrival there has been a discharge of water or water is flowing, the following area should be checked:
a. The interior of the structure for an activated sprinkler system.
b. The interior of the structure for any fire conditions.
* If after business hours, access property using knox box if available. LPD will be asked to respond when entry is made to a closed property. Request from CCFR a building representative to respond to take responsibility for the property.

C. Multi-Family Common Area Hardwired Smoke Detection Systems
1. The Company Officer will determine if the activation is due to a spreading fire, and if so notify Camden County Communications to transmit Fire Department resources for a structure fire as necessary.
2. If there is no evidence of smoke or fire, the Company Officer will meet with the property owner/occupant to investigate the cause of the alarm activation.
3. When a company responds to an alarm in a multi-family occupancy that has a Hardwired Smoke Detection System the following guidelines should be adhered to:
a. When dealing with defective alarms in multi-family common area locations, members are to have Camden County Fire Radio notify property management to respond and take responsibility for the property.
b. When dealing with tenants during your response, reinforce with them that it is the responsibility of property management to maintain the system.
c. The company will stand by for a response from maintenance for 15 minutes (responsible person standard).
d. If a system cannot be repaired within 2 hours, the Duty Fire Marshal will continue the fire watch or have management continue the fire watch until repairs are made. Upon completion of repairs, the fire watch can be terminated and a copy of this log will be kept on file in the Fire Marshals Office.
4. LFD battery operated smoke detectors are not to be used in place of a common area hardwired smoke detection system.

D. Notification & Fire Watch
1. The Company Officer will notify the Duty Chief immediately in the following circumstances:
a. Loss of Fire Service Water Supply in a sprinkler or standpipe system.
b. Loss of Fire Alarm Transmission Equipment (Communicator unable to send signal) and/or a system that is out of service in any occupied Target Hazard Use. Target Life Hazard Uses will include but not be limited to hospitals, nursing homes, schools, boarding and group homes, places of public assembly (Appendix I) and any residential multi-family building (Appendix II).
2. The Duty Chief in consultation with the Duty Fire Marshal will order building management; agent and/or representatives to post a fire watch and keep a log to document coverage; until protection is restored. If there is no response from management, the Company Officer will contact the Duty Chief in order to

have the Duty Fire Marshal establish a fire watch.
a. The Duty Fire Marshal will determine the level of protection required and prescribe such actions necessary to secure public safety and timely restoration of the Fire Alarm System.
b. The affected property representative will fill out the Fire Watch Log and make entries on the form at the time intervals required by the Duty Fire Marshal. Upon completion of repairs, the fire watch can be terminated and a copy of this log will be faxed or mailed to the Fire Marshals Office. A copy of the Fire Watch Procedures and log will be given to the person conducting the Watch by the Company Officer.
3. A "Complaint Form" must be sent to the FMO by the Company Officer when the following issues are encountered:
a. When a system is placed out of service and/or fire watch posted in any target life hazard.
b. Failure to notify central stations by contractors and building representatives of fire drills, work creating dust and tampering with fire alarm equipment.
c. Repetitive alarms in any commercial building within a 24 to 72 hour period.
d. Sprinkler systems placed out of service.
e. Multi Family alarms in common areas that are placed out of service and a fire watch is ordered. Include any problems with contact information or nonresponsiveness of management.

Appendix I
Target Hazard Uses
Name Location
(to be developed)

Appendix II
Residential Multi Family
Name Location
(to be developed)

Lindenwold Fire Department

CAMDEN COUNTY, NEW JERSEY

FIRE WATCH NOTIFICATION:

I , hereby acknowledge that the fire protection system protecting the property located at has been rendered ineffective and a fire watch must be posted until such a time that the fire protection system is fully operational. I further acknowledge receipt of fire watch procedures and fire watch log that must be maintained throughout the duration of the fire watch. Failure to abide to the terms of the fire watch or failure to maintain the fire watch until the fire protection system is fully operational will result in building occupants being removed until protection is restored.

(Please Print or Type)

PREMISE:

DATE:

TIME:

ADDRESS:

RESPONSIBLE PERSON :

PHONE:

ORDERED BY:

RECEIVED BY:

CIRCUIT INTERVALS

FIRE WATCH LOG

TIME OF CHECK AREA(S) TOURED & CHECKED
CONDITIONS FOUND

FIRE WATCH INITIALS

FIRE WATCH PROCEDURE

TERMINATED BY:

APPROVED BY:

PRINT NAME

I have found that great people do have in common an immense belief in themselves and in their mission. They also have great determination as well as an ability to work hard. At the crucial moment of decision, they draw on their accumulated wisdom. Above all, they have integrity.”

TIME TERMINATED NOTIFIED FIRE MARSHAL TIME

COPY OF ALARM INSPECTION REPORT ATTACHED? YES NO FROM

Upon completion of Fire Watch, this log must be forwarded to:

Lindenwold Fire Marshal's Office
Attention: FIRE MARSHAL
2201 Bangor Avenue
Lindenwold , NJ 08021

Fire Watch Procedures

Scope

These procedures shall be followed when a Fire Watch is required, by the Lindenwold Fire Department.

Purpose

To provide uniform direction for the use, application and documentation of a Fire Watch program where the fire protection system for a target hazard has been compromised.

Procedures

Notification

Upon determination that a **required** fire protection system is rendered inoperable or its continued operation is questionable, the Lindenwold Fire Department shall be notified immediately. It shall be the responsibility of the Duty Fire Marshal to determine the level of protection required and prescribe such actions necessary to secure public safety and timely restoration of the required fire protection system.

Log

The affected premise, upon being directed to perform a Fire Watch will fill out the Fire Watch Log and make entries on that form at the time intervals required by the ordering Fire Marshal or Fire Officer. Upon completion of repairs to the fire protection system and termination of the Fire Watch, a copy of this log shall be mailed to the Fire Marshal's office. Failure to maintain a log will result in a penalty assessment and possible evacuation of the building.

Duties

The personnel assigned to Fire Watch Duties shall meet the following criteria:

· Shall tour **all** the compromised area(s) of the building at intervals specified in the Fire Watch order.

· Shall be physically capable of performing the duties of a Fire Watch

· Have means of summoning the Fire Department if a fire is discovered – cellular telephone, portable radio, etc.

· Shall be familiar with the layout and arrangement of the building being toured

· Shall have any and all keys necessary to properly and effectively check all affected areas of the building, and admit the emergency responders

· Shall be familiar with the Fire Alarm system and how to activate it

· Shall be familiar with the location and use of portable fire extinguishers

· Shall be familiar with the exits from the area he is touring

· Shall remain awake and alert for the entire period he is expected to provide such services

· Shall be familiar with the procedures to be followed if a fire is discovered, and the methods of notification of building occupants

In Event of Fire

If a fire is discovered, the Fire Watch personnel shall be responsible to:

1. Notify the building occupants **immediately**

· This may be accomplished by:

≈ Activation of the fire alarm system (if those components are not compromised)

≈ Voice communication of need to leave building by use of Public Address System

≈ Voice hailing, door to door, or by runners

2. Notification of the Fire Department

· This may be accomplished by:

≈ Telephone call to 9-1-1 reporting the physical address, location, type and extent of fire, his/her name and telephone number and any other pertinent information

≈ Use of portable radio monitored by a constantly attended location that will make a telephone call for him/her

≈ Other approved means

3. Ensure that areas closest to the fire area are evacuated

≈ Check all areas for occupants
≈ Provide assistance to those evacuating
≈ Close windows and doors as you exit
≈ Direct persons as to where they must assemble
≈ Attempt to locate the fire, isolating by closing doors and windows in vicinity
≈ Note location of occupants either unable or unwilling to evacuate and report same to Fire Department

4. Meet with the arriving Fire Department members

≈ Advise the status of occupants
≈ Advise location and extent of fire
≈ Accompany them if requested
≈ Provide access or keys to area if secured

Frequency of Tours

Tours of all compromised areas of the building shall be conducted at intervals not to exceed thirty (30) minutes from completion of the previous tour. Frequency of tours can be increased at the discretion of the Duty Fire Marshal based on the hazards present and shall be reflected as such on the Fire Watch Log.

Termination of Fire Watch

Upon restoration of the Fire Protection System, and certification that it is now 100% operational, the Fire Watch may be terminated. The Fire Watch Log shall be completed, including the names of those performing such duties, and the name of the person who authorized the termination of same. A copy of the entire Fire Watch Log shall be forwarded to the Lindenwold Fire Marshal's Office, Attention Fire Marshal, 2201 Bangor Avenue Lindenwold, NJ 08021

Carbon Monoxide

OPERATIONAL GUIDELINE 2409

Division: Operations
Section: Response
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)
To establish a uniform guideline for personnel to safely respond and mitigate Carbon Monoxide detector activation incidents or reports of Carbon Monoxide.
Background:
Carbon monoxide is a colorless, odorless gas that is a by-product of the combustion process. The Environmental Protection Agency has established that carbon monoxide levels in ambient air should not exceed 9 parts per million, or 9 ppm, over an eight-hour average. Listed below are its chemical and physical characteristics:

- TLV = 50.0 ppm
- PEL = 35.0 ppm
- STEL = 400.0 ppm
- IDLH = 1500 ppm
- Vapor Density = .97 Air = 1.0
- LEL = 12.5% = 125,000 ppm
- UEL = 74% = 740,000 ppm
- Ignition Temperature = 1128 degrees fahrenheit

Carbon Monoxide incidents shall be classified into three Levels:
Level I Carbon Monoxide readings of 9 ppm or less.
Level II Carbon Monoxide readings greater than 9 ppm but less than 100 ppm.
Level III Carbon Monoxide readings of 100 ppm or greater.

PROCEDURES
A. Actions
Listed below are the actions that should take place after dispatch to a report of carbon monoxide or activation of a carbon monoxide alarm.
1. While enroute to a carbon monoxide response, the company officer should try to determine what event initiated the response.
Example:

- An alarm activation
- Medical emergency
- Fire condition
- Any other event that may indicate a CO presence

2. Start the carbon monoxide investigation checklist.
3. Check conditions of tenants and personnel that may have been exposed to carbon monoxide and treat accordingly.
Example:

- Dizziness
- Fatigue
- Headache
- Nausea
- Confusion

• Increased respiration
• Flu-like symptoms.
4. Calibrate CO meters in clean atmosphere.
5. All responders entering the occupancy shall be wearing full turnout gear and SCBA. Once a CO concentration of 35 ppm or greater is found, SCBA masks must be donned.
6. Take initial CO reading upon entry, continue metering balance of structure checking all possible sources. (Eg. heaters, water heaters, fireplaces, etc.)
7. Determine the incident classification level.
8. If source is determined, shut it down and inform occupants.
9. If the incident takes place in a multiple family building, all adjoining units must be checked until safe limits are found.

Level I: Readings of 0 - 9 ppm Carbon Monoxide
a) Inform the occupants that an elevated (above 9 ppm) CO level was not detected within the occupancy.
b) If the occupancy's detector was in the alarm condition, attempt to reset the detector, and/or recommend that it be checked per the manufacturer's recommendations.
c) Inform the occupants of the building what actions had been taken. Inform them to call 911 if the CO detector activates again.

Level II: Readings of 10 ppm - 99 ppm Carbon Monoxide
a) If not already done, evacuate all occupants from the building.
b) Request a response of the local utility company.
c) Attempt to identify and isolate the source of the problem.
d) Begin positive pressure ventilation of the occupancy.
e) Once the levels of CO have been lowered to a safe concentration (below 9.0 ppm), inform the occupants that the property is not considered safe until it has been inspected/repaired by a licensed contractor.
f) If the CO detector was in the alarm condition, attempt to reset the detector, and/or recommend that it be checked per the manufacturer's recommendations.
g) Inform the occupants of the building what actions had been taken. Inform them to call 911 if the CO detector activates again.

Level III: Readings of 100 ppm or greater of Carbon Monoxide
a) Order an evacuation of all occupants, if not already done.
b) Make notice to the Duty Chief.
c) Request a response from the local utility company.
d) Attempt to identify and isolate the source of the problem.
e) Begin positive pressure ventilation.
f) Inform the people who were in the occupancy that a lethal concentration of carbon monoxide was detected and present.
g) Make notification to Camden County Health Department.
h) Once the levels of CO have been lowered to a safe concentration (below 9.0 ppm), inform the occupants that the property is not considered safe until inspected/repaired by a licensed contractor.
i) If the CO detector was in the alarm condition, attempt to reset the detector, and/or recommend that it be checked per the manufacturer's recommendations.
j) Inform the occupants what actions had been taken. Inform them to call 911 if the CO detector

activates again.

Operational Notes (cheat sheet) -
Carbon Monoxide is an odorless, tasteless, colorless gas that is DEADLY. It is a byproduct of a fuel-burning process. It can cause symptoms that can mimic the flue and proceed to unconsciousness and even death. Many appliances around the home are capable of producing carbon monoxide when a faulty or unusual condition exists. Since the source may be transient in nature, the source may not always be detectable.

.

Carbon Monoxide at the highest level of ppm (parts per million) was found.
WHAT DOES THIS REALLY MEAN?
Less than
10 ppm
Our instruments did not detect elevated levels at this time. Check your carbon monoxide detector per the manufacturer's recommendations. Call the manufacturer for additional information (number may be on back of unit). Install a replacement detector/sensor module. If it activates again, call the Fire Department back. (Dial 911)

10 ppm through 99 ppm
We have detected potential dangerous levels of carbon monoxide in your home. It is not safe until repairs are made or the source is found and corrected. Have your sources of carbon monoxide examined and repaired by a licensed contractor. Replace your detector or have it checked per the manufacturer's recommendations. If the detector activates again, call the Fire Department back. (Dial 911)

100 ppm or greater
We have detected a potentially lethal level of carbon monoxide in your home. It is not safe until repairs are made or the source is found and corrected. Have your sources of carbon monoxide examined and repaired by a licensed contractor. Replace your detector, or have it checked per the manufacturer's recommendations. If the detector activates again, call the Fire Department back. (Dial 911).
Carbon monoxide affects individuals differently depending on the size and medical history of the occupant. Therefore, families with young children, or members with medical conditions, should take extra precautions in the event that carbon monoxide was detected.

CARBON MONOXIDE DETECTOR ACTIVATION CHECKLIST

Location of Incident:-____

Incident No.:______________________________

Time of Alarm:____________________________

Time of Measurement:______________________

Questions to ask occupants:

Are any members of the household feeling ill with the following symptoms: (circle yes or no)

Headache - Yes No

Fatigue- Yes No

Nausea- Yes No

Dizziness- Yes No

Shortness of Breath - Yes No

Confusion - Yes No

Other - Yes No

Do you feel better when away from the house? Yes No

Note: A yes response to any of the above requires EMS evaluation.

What appliances were on at the time of the activation:____
____

What appliances were in use within the past 24 hours?
____
____

= = = = = = = = = = = = = = = **Gas Detection Meter Checklist** = = = = = = = = = = = = = = = =

Document area of the highest reading and fill it in on the lines below. If no readings found – note that all rooms were checked and nothing found.

All rooms checked____

____

In multiuse or multiple occupied structures- check adjacent units _________________________________

____

Specific Hazards** check the following areas, if readings are detected, note the reading and make that hazard safe if possible.

- ✓ Combustion Appliances____
- ✓ Chimneys____
- ✓ Fireplaces____
- ✓ Heaters____
- ✓ Ranges____
- ✓ BBQ Grill____
- ✓ Food warmers (Sterno)____
- ✓ Candles____
- ✓ Smoking____
- ✓ Cars or motors running in attached garage – or <u>were</u> running in the attached garage________
- ✓ Any other source of combustion ____

Excessive humidity or moisture can trip the detectors, additionally deteriorating 12 volt batteries such as car, motorcycle, golf cart, or toy car batteries can go bad and emit sulfur dioxide which can trip the detectors as well as the fire departments meters

CO Detector____

CO Detector Information____

Make Model Serial #____

Member handling CO monitor ____

Monitor #____

Officer Completing Checklist____

Checklist must be completed for each CO Detector activation and attached to a completed incident report.

Cascade

OPERATIONAL GUIDELINE 2410

Division: Operations
Section: Response
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guidelines applies to all members of this department when cascade services are called for or required at emergency scenes.

The deployment and early arrival of air cascade on the scene of working fires and other emergencies is critical to support emergency situations as well as the safety of firefighters involved. In order to ensure these goals are accomplished, the following procedure is hereby adopted.

PROCEDURES

A. Designated Cascade

1. Cascade 63 - All Hands.
2. Mutual Aid - Dispatcher discretion.

B. Response Protocol

1. All working structure fires/All Hands.
2. All working Haz Mat incidents in Lindenwold.
3. All working Technical Rescue incidents in Lindenwold.
4. Any special call situation by request of the Incident Commander.

C. Scene Responsibility

1. Report to Incident Commander for scene location,

a) Should be in re-hab area where air quality is good.
b) Set-up for fill or bottle distribution immediately.
c) Operate on designated fire radio frequency.
d) Assist in re-distributing full bottles to proper companies.

Response to Calls for Service

OPERATIONAL GUIDELINE 2412

Division: Operations
Section: Response
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This guideline outlines the procedures for Fire Department response to requests for service. It is critical to the effectiveness of the Department that all Officers understand the role they play in ensuring a rapid and consistent response.

PROCEDURES

A. Emergency Response

1. Structure Fire: Multiple Dispatched Companies
a) All companies will respond at emergency speed.
b) When additional information is provided by Camden County Communications (i.e. sparking outlet, overcooking, light ballast etc.) The first due company or Duty Chief will reduce the speed of all companies with the exception of the first due.
c) In the absence of any additional information and with "nothing showing", the first arriving Company Officer shall order the reduced speed.
d) When companies are placed on reduced speed, the following procedures will take place:
1. Company will respond and standby at a safe position on their company boundary in the direction of their response to the emergency.
2. If the company is out of their company boundary when the reduced speed order is given they will stand by in a safe location.
3. The stand-by location for companies traveling across town will be a safe Location.
2. Alarm System: Multiple Dispatched Companies
a) All companies will respond at reduced speed with the exception of the first due company.
b) When additional information is provided by Camden County Communications indicating that there is no fire \(i.e. steam, no reason for alarm, workman, etc.), the first company will proceed in at reduce speed and all other companies will recall. This order will be given by the first due company Officer.
c) When additional information is provided from Camden County Communications reporting a fire, the first due company Officer will have the assignment redispatched and the other companies will respond at emergency speed.

d) At any time when companies are responding to an alarm activation without additional information and the first company reports nothing showing, the additional companies will stand-by in a safe location. The order to stand by will be given by the First Arriving Officer.

3. Non Emergency Response

When responding to a call at reduced speed, the vehicle will be operated without any audible or visual warning devices and in compliance with all New Jersey State motor vehicle laws that apply to civilian traffic.

The following assignments will be handled as a non-emergency response:

- Highway Hazards
- Lockouts
- Investigate the alarm, appliance, dewatering
- Public assist
- Cover assignments
- Assist police unless otherwise specified
- Outside Wires
- Outside Gas Leak

** Additional information from Camden County Communications will allow the Officer to determine if emergency speed may be necessary for any of the above assignments.

(additional information needed)

Emergency Operations Center

OPERATIONAL GUIDELINE

Division: Operations
Section: Response
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

The Emergency Operations Center (EOC) is a Fire Department initiative designed to ensure reliable and efficient radio dispatching and communications during severe weather conditions, natural and/or man-made disasters, major incidents and/or any other circumstances that would require local dispatching and communications.

(to be developed)

Fire Marshal Response

OPERATIONAL GUIDELINE

Division: Operations
Section: Response
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline shall provide information relating to the request and response of a Lindenwold Fire Marshal for the purposes of investigating and documenting fires. Fire Officers are required to have a basic understanding of the investigation of fires to complete fire incident documentation commensurate with their position. This Operational Guideline is designed to identify those circumstances when Fire Marshals are called to investigate incidents, or when the documentation should be done by the Company Officer and/or Duty Officer.

PROCEDURES

A. General Guidelines

1. The On-Duty Fire Marshal and County Fire Marshal will respond when it is necessary to investigate and document an incident that is past the scope of the Incident Commander's capability. This will include incidents that are suspicious in nature and/or present themselves with significant property
damage to the owner's contents.
2. Minor incidents can be documented on the NFIRS form, which should include a summary narrative to explain additional circumstances.
3. The Incident Commander should communicate with all involved parties to determine the chain of events that occurred prior to the start of the fire.

B. Accidental Incidents:

1. Accidental incidents with fire/smoke damage may be documented utilizing the Department's NFIRS forms. These documents should be completed with all pertinent information including the occupant's name, age, address, social security number, date of birth and phone numbers.
2. Company Officers should provide a descriptive statement listing the areas of fire and smoke damage to the property. This will be utilized by the homeowner's insurance company to process their claim.

C. Suspicious Incidents:

1. Any suspicious fire involving structures within the Borough of Lindenwold will prompt a request for the On-Duty Fire Marshal.

2. Any suspicious automobile and equipment fires within the Borough of Lindenwold will prompt a request of the On-Duty Fire Marshal.
3. Any suspicious fire involving a dumpster, field and/or rubbish should be documented and forwarded to the Fire Marshal's Office for edification. If a suspect is on location, then the on-duty Fire Marshal shall be requested.
NOTE: Information will be forwarded to the Camden County Fire Marshal's Office by fax transmission the next business day regarding suspicious fires (as per the Arson Task Force Agreement).

D. Fire Alarm Systems:

1. Fire Alarm systems that are placed out of service do not require a response of the On-Duty Fire Marshal. Appropriate measures should be taken to ensure the continued safety of those occupants within the property. This will include a fire watch and the immediate notification of the property's management. Loaner smoke detectors may be used at single family occupancies in accordance with existing policy.
2. Incidents that are beyond the capability of the Company Officer/Shift Commander will require the notification/assistance of the On-Duty Fire Marshal.
3. This does not preclude the immediate notification of the On-Duty Fire Marshal when the Company Officer/Shift Commander perceives there will be an immediate threat to the public safety and welfare.

E. FIRE CODE VIOLATIONS:

The following violations, by their nature, constitute imminent hazards to the health, safety or welfare of the occupants or intended occupants of a building, structure or premises, of firefighters, or of the general public and shall require the notification of the on duty Fire Marshal:

1. Unsafe structural conditions.
2. Locking or blocking of any means of egress.
3. Presence of explosives, explosive fumes or vapor in violation of this Code.
4. Presence of toxic fumes, gases or materials, or flammable or combustible liquids in violation of this Code.
5. Inadequacy of any required fire protection system. All other violations that are observed shall be documented and forwarded to the Fire Marshal's Office for follow-up.

F. BURN INJURIES:

1. All minor burn injuries must be documented on the NFIRS form with a summary narrative to explain additional circumstances. In addition, a notification form must be sent to the Fire Marshal's Office.
2. All burn injuries that are categorized as second degree, third degree or immersion type burns over 10% of the body, will require the response of the on duty Fire Marshal.
3. A Camden County Duty Fire Marshal will be requested by LFD Duty Fire Marshal if victim is critically or fatally injured The FMO will forward information on burn injuries to the Camden County Fire Marshal's Office by fax transmission the next business day (as per the Arson Task Force Agreement).

G. Incendiary Structure Fires, Fatal Fires, Large Loss Fires and Confirmed Explosive Devices:

1. Duty Fire Marshal will respond.
2. Duty Fire Marshal will request both the Duty Camden County Fire Marshal and the LPD Duty Detective.

Helicopter Landings

OPERATIONAL GUIDELINE 2416

Section: Response
Effective Date: 10/01/08
Revision Date:
Division: Operations

GENERAL INFORMATION (SUMMARY)

The purpose of OG 2416 is to provide a safe and controlled environment for medical helicopters to land and receive patients.

PROCEDURES

A. Locate a clear space 100 Ft. x 100 Ft.

B. Notify Fire Radio of location of landing zone, ascertain which helicopter has been dispatched.

C. Establishing the landing zone.

1. Determine if there are any vertical or horizontal obstructions that must be relayed to the pilot.
Example: Light standards, power lines, flag poles, sloping ground surface.
2. Clear Landing Zone of any debris that may become airborne and injure Fire Department personnel or jeopardize the landing.
3. Mark Landing Zone so that it is clearly visible from the sky.
4. Maintain scene safety, keep all civilians back 100 Ft. from original landing zone line.
Maintain scene until helicopter is loaded and airborne.

D. Company operations at Landing Zones:

1. The Company Officer will communicate through the Mobile Radio on South Jersey Network to ensure that the pilot receives a clear uninterrupted signal. The company will operate as Lindenwold L.Z. (if operating for mutual aid, you will operate in the community you are providing aid too ex. Gibbsboro L.Z. if assisting Gibbsboro).
2. Members of the landing zone team will also communicate by portable radio. This will allow them to advise each other of any hazards and monitor the pilot's communications.

3. The Company Officer will describe the landing zone and its surroundings to the pilot. Any visual landmarks, hazards and patient information should also be relayed. When the helicopter is in sight assist the pilot with establishing a visual of the landing zone.

E. Scene Safety:

1. Fire personnel will maintain the landing zone perimeter unless specifically requested to move by the Landing Zone Officer.
2. If it is necessary to approach the helicopter always do so from the front so the pilot has eye contact with you.
3. Never walk anywhere near the tail rotor.
4. If helicopter is on a slope, approach from the downhill side.
5. During nighttime landing turn off all warning, quartz and headlights. Do not shine spotlights toward helicopter to get the pilots attention.
6. All Fire Department personnel shall wear proper eye protection during takeoffs and landings.

Marine Unit

OPERATIONAL GUIDELINE 2417

Division: Operations
Section: Response
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to the marine unit and all personnel involved with marine operations. Water emergencies although not frequent, do occur and create unique operational situations for emergency service responses. In order to ensure safe and effective Fire Department operations, this procedure defines the roles and responsibilities of personnel assigned to the marine unit.

PROCEDURES

(to be developed)

A. Response

1. Responses will be at emergency speed for those dispatches where a rescue or life threatening situation exists. Response of prolonged travel distances for recoveries will be at reduced speed.
2. Minimum of (4) qualified personnel for marine unit responses.
3. Minimum of (2) members of this crew at least Emergency Response Certified.

B. Scene Responsibility

1. Report to the Incident Commander for scene location and orders; ensure that all required equipment is operational and ready for use.
2. Be prepared to participate in scene lighting.
3. Be knowledgeable and prepared to communicate via radio, hand signals or by prearranged lighting signals.
4. Be cognizant and respectful of victims, family, media, crowds etc. The Incident Commander or designate should be the ONLY person to communicate with these parties.

5. Members should be qualified with marine unit equipment, its use and any other special training requirements.
6. Personnel safety must be stressed and practiced at all phases of marine operations.

C. Personnel
1. All members operating on water emergencies or drills will wear work boots or sneakers. Under no condition will members wear bunker boots, hip boots or turn out gear while operating with the marine unit.
2. All members operating on the marine unit will wear approved type III personal flotation devices. All ground unit personnel will wear approved type III personal flotation devices when he/she is within 10 feet of water.
3. The ranking fire officer or firefighter aboard the marine unit will be in command of the unit and will inform the Incident Commander when the marine unit is underway, along with periodic progress reports.

D. Apparatus & Equipment
1. Ground stability should be ascertained before positioning apparatus in order to launch the marine unit. In positioning apparatus, keep an exit route open if at all possible. Operating units should be aware of weight limitations on all piers and should not operate at the extreme end.
2. Whenever possible all apparatus will be positioned in order to illuminate the body of water during nighttime operations.
3. Members should make ready the proper equipment to handle the emergency at hand:
a) Illumination
b) Ropes
c) Ladders
d) EMS equipment
e) Personal flotation devices
f) Hand tools
4. The officer in charge will ensure that all necessary equipment is placed on board the boat and secured (radio, hooks, pike pole, flash lights, extra PFDs, blankets, bumpers for pairing with other units, etc.)
5. An equipment staging area should be set up whenever possible.
6. Provisions for extended operations should be anticipated and implemented when appropriate in order to accommodate our personnel.

Natural Gas Emergencies

OPERATIONAL GUIDELINE 2418

Division: Operations
Section: Suppression Field/Ops
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department that respond to a Natural Gas Emergency. Natural Gas is a common fuel supply and is distributed through various size pipelines under pressure. Properly contained and used the fuel is safe. However, the potential does exist for emergencies when the product is released and allowed to accumulate in a confined area. This OG will outline how to safely operate at Natural Gas Emergencies.

PROCEDURES

A. Response

1. The following resources will respond to these incidents:
a) Exterior Leak
1. Single Resource (Engine or Ladder)
2. Additional resources as needed
b) Interior Leak within a Structure
1. Engine Company
2. Ladder Company
3.Duty chief
2. All Emergency vehicles will respond to Level I staging while a size-up of the incident is conducted.

B. Distribution

1. The Borough of Lindenwold is served by South Jersey Gas Company

2. Meter Regulating Stations that supply gas to Lindenwold are located in Lawnside and Hi-Nella. These stations provide service to Lindenwold via a 12" transmission line (200# - 400# psig). This line enters Lindenwold on Laurel Road. Pipeline Travel--runs East along Atlantic Avenue from Lawnside – thru Hi-Nella, direction change is at Laurel road in Stratford where it starts south on Laurel Road into Lindenwold, This line continues south on Laurel Road to Blackwood Clementon Road (block valve in apron (in a vault) of gas station on East side of Laurel road at Blackwood Clementon Road), line continues East on Blackwood Clementon Road (meter & regulator station for distribution lines is located near shopping center on North side of Blackwood Clementon road next to road bridge), the line crosses Blackwood Clementon Road in a south east direction (may be thru the woods) into Pine Hill via Little Mill Road, where it continues into Gloucester Township and ultimately into Mays Landing Atlantic County.

3. Lindenwold is comprised largely of distribution lines which operate at 15- 60 psig. The distribution lines vary in diameter from 1.25" to 10".
4. Shut-off valves are found in several locations in the system. Valves consist of street, curb and meter valves. Curb and street valves should only be closed by representatives from the Gas Company.
5. Service regulators lower gas pressure to a utilization pressure. Service regulators are generally located before the gas meter on the piping. Residential appliance utilization pressures are ¼ psig. Commercial services may require higher pressures and may vary based on usage at the facility.
6. Piping systems consist of cast iron, steel and plastics. The depth of the underground pipe could vary from 12" to several feet depending upon the application.

C. Properties of Natural Gas
1. Natural gas is not a single substance but consists of several hydrocarbon gases. The predominate gas is methane making up 90 to 95 percent. The balance consists of ethane, propane, butane and nonflammable gases such as nitrogen and carbon dioxide.
2. Lower Explosive Limits (LEL) is 4.5 percent gas in the air; the Upper Explosive Limits (LEL) is 14.5 percent.
3. Vapor density: 0.6, lighter than air, will rise and dissipate in open areas.
4. Health Hazard: will displace oxygen; simple asphyxiant, non-toxic.
5. Reactivity: stable, will burn more intensely in the presence of strong oxidizers.
6. Labeling: CAS#8006-14-2, DOT #UN1971, NFPA 704; Health = 1, Flammability = 4, Reactivity = 0.

D. General Size-Up & Operational Considerations
1. Gather additional information from dispatch
2. Have Gas Company respond
3. Consider additional resources
4. Request wind direction and speed
5. Pre-incident planning data
6. Odor of Natural Gas in the area
7. Sound of escaping gas
8. Behavior and comments from occupants
9. Place apparatus uphill, upwind and leave room for the Gas Company to position there vehicles (200').
10. Locate water source
11. Choose route of travel that will allow for correct apparatus placement

12. Life safety is our first concern. Property is our secondary concern. It is up to the fire department to try and achieve the first and possibly the second. **It is not our top priority to control blowing gas or enter idlh atmospheres unnecessarily.** Let the utility company do there job and offer the fire departments assistance under there direction.

E. Interior Gas Leak Operations

1. Position apparatus short of incident location. Do not park in front of building. Limit the potential of vehicle becoming an ignition source.
2. Prepare two member reconnaissance team to investigate inside of the structure. Member's equipment should include:
a. Full PPE and SCBA
b. Irons
c. Spanner/adjustable wrench/channel locks
d. Flashlight and radio; Do not use in contaminated environment where ignition is possible.
e. Calibrated combustible gas indicator
3. Prepare back-up team to assist recon team if necessary. Members equipment should include:
a. Full PPE and SCBA
b. Tool Box
c. Type B-C and A-B-C fire extinguisher and/or hand line
4. Recon team should complete the following task without reasonable risk.
a. Perform an initial interior atmospheric assessment through an open window or door.
b. Enter structure and perform a thorough assessment of gas concentration with a combustible gas indicator.
c. Evacuate at-risk occupants.
d. Identify and if possible, eliminate potential ignition sources.
e. Report on conditions to Incident Commander.
f. Do not operate potential ignition sources such as; light switches, thermostats, circuit breakers and unplugging appliances. Do not ring door bells.
5. If atmospheric monitoring by the Squad Company confirms that Natural Gas concentration is near or above the LEL, perform the following:
a. Shut-off gas supply as close to the leak as possible, without unreasonable risk. Unreasonable risk is attempting to shut off gas in a structure with gas concentrations above the LEL and ignition sources have not been terminated.
b. Evacuate all members and civilians from the structure.
c. Contact gas and electric company to terminate utilities, as needed.
d. Consider establishing a water supply and requesting additional resources.
e. After gas service and ignition sources have been terminated, ventilate the structure.
6. Once gas is secured at the meter, a utility representative shall reactivate gas to effected property(s).

F. Meter Leak Operations

1. General size-up
a. Limit operations to terminating single service, single meter configurations in residential and low pressure commercial meters.
b. If the meter is leaking with or without a fire, establish a water supply and fog hand line.
c. Size-up the incident from a safe distance utilizing binoculars if necessary.
2. Meter leaking/burning from customers side of valve
a. Gas is not burning from the customer's side of the ¼ turn valve, stand-by with fog line, and shut off ¼ turn valve.

b. Gas is burning from the customer's side of ¼ turn valve, shut-off valve under protection of a flowing water fog without unmeasurable risk to personnel. Do not extinguish the fire with hand line while shutting off valve. Burning gas will not explode.
c. After gas is off, and has had adequate time to air out, perform interior leak operations
3. Meter leaking/burning from supply side of valve.
a. Protect exposures
b. Request Gas Company to terminate gas supply at the street

G. Distribution Pipeline Emergencies
1. Position upwind and safe location from the leak
2. Notify utility company of exact location/address of gas leak and best upwind access
3. Burning or not burning leaking gas:
a. Eliminate ignition sources in the area of leak, if not burning
b. Monitor gas concentration in nearby structures starting with immediate area and than downwind
c. Evacuate occupants from danger area
d. Establish a water supply and stretch hose lines to protect exposures. Do not flow streams into excavation where gas is escaping or suppress gas fire.

H. Transmission Pipeline Emergencies
1. Establish command
2. Establish hot zone; 800' in all directions, a warm zone; 800 to 1600' in all directions, and a cold zone; 1600 to 2400' in all directions
3. Request additional resources
4. Position a staging area upwind and safe distance from the emergency
5. Evacuate and perform viable rescues in hot zone
6. Eliminate ignition sources without unreasonable risk if leak is not burning
7. Establish water supply and protect exposures
8. Communicate with transmission pipeline personnel while fuel is being remotely terminated.
*****Transmission Lines are extremely dangerous when leaking – it is critical that the fire department maintains action zones for public safety and stands by for the utility as long as the utility personnel want. Extended operations and unified command will be imperative to conclude this incident*****

I. Compressed Natural Gas Vehicles (CNG)
1. Identification and hazards
a. Reflective royal blue diamond-shaped label with letters "CNG" will be displayed on rear of vehicles.
b. Dual fuel vehicles such as gasoline and CNG are common. Beware of both hazards inherent to these fuels.
c. CNG cylinders are subject to failure but not to BLEVE's (Boiling Liquid Expanding Vapor Explosion's) because they do not carry liquid.
2. Controlling Leaks
a. Position upwind and safe location from leak.
b. Eliminate ignition sources.
c. Evacuate the area downwind and toward life hazard.

d. Deploy a hose line to protect exposures and occupants.
e. Stop the flow by locating “emergency shut-off” label on the side of the vehicle and turning the valve off without unreasonable risk to personnel.
f. Shut off cylinder valve located in trunk or cargo area, without unreasonable risk to personnel.
3. Controlling Fires
a. Extinguish fire by stopping flow of gas.
b. If flow of gas cannot be stopped – let it burn.
c. Use hose line to cool cylinder and protect exposures.

Electrical Emergencies

OPERATIONAL GUIDELINE 2419

Division: Operations
Section:
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)
The performance of our duties at electrical emergencies requires us to hold safety in the highest regard. This Operational Guideline will outline Atlantic City electrical equipment and how to safely operate at incidents involving electrical hazards.

PROCEDURES
A. Electrical Equipment Nomenclature:
1. **Transmission lines** carry 500kv (500,000) volts from generating station to switching station.
2. **Subtransmission lines** carry 69kv to 26kv from switching station to local Substations via underground cables or wooden poles.
3. **Primary Circuits** are supplied by Substations and carry 13kv or 4kv. Circuit supplies power to local pole transformers.
4. **Secondary Circuits** provides 120 and 240 volts to properties. Some industrial properties receive higher voltages for motor applications.
5. **Switches** found on wood pole cross arms. Mechanical means to open and close a circuit. Maybe fused or solid blade type.
6. **Recloser** is a gray tank found on wooden poles, filled with oil and contains an internal switch. An automatic or remote control switching device used to protect equipment.
7. **Lightning arrestor** will protect wires and equipment from high voltages.

8. **Capacitors** maintain correct line voltages to circuits. Found on wooden poles below primary wires.
9. **Electric meter** found on exterior or basement of dwellings and buildings. Meter enclosure has service cables running in and out of meter socket.
10. **Current meter** located on larger industrial services measure the amount of amperage and does not have service cable running into the meter.
11. **Guide wire** provides support from pole to an anchor.
12. **Wooden pole** elevates and supports equipment. Stamped numbers on pole indicate thickness, age, class and height.
13. **Transformer** steps down volts from 13kv or 4kv to 120 or 480 volts. Oil inside the transformer insulates and cools components. Found on poles, underground or in fenced areas. Padmount are found in residential areas with underground primary and service wires.

B. Loop Feed System

Electrical system is designed to supply power from two directions. If a conductor breaks or a switch opens, power will continue to be supplied from the opposite direction. This type system will energize both ends of a downed line causing a severe electrical hazard.

C. Polychlorinated Biphenyles (PCBs)

1. What are PCBs?

PCBs are a family of more than 200 chemical compounds ("congeners") each consisting of two Benzene rings and one to ten chlorine atoms. They may be found as light oils to heavier, greasy and waxy substances. Production and commercial usage of PCBs started in 1929. The EPA (US Environmental Protection Agency) banned manufacturing in 1979 over the concern of potential long term health effects on humans. For decades PCBs have been used in paints, varnishes, light ballast, plastics and insulating fluids in transformers.

2. Danger of PCBs:

PCB congeners degrade very slowly and have been found to build up in soil, fish and fish eating birds. Acute health effects have been found in animals only at extremely high doses. The EPA has determined there is sufficient evidence to consider high doses of PCBs as a potential carcinogen to animals and humans.

3. Definitions:

a. **Non-PCB** has a level of 0 - 49 ppm. All new PSE&G equipment is certified by manufacture as Non-PCB. This is the lowest level of contamination.
b. **PCB Contaminated** has a level of 50 - 499 ppm. This contamination has resulted from residual PCB oils in containers or hoses used to fill equipment. This is a moderate to high level of contamination.
c. **PCB** has a level of 500 or greater ppm. This is the highest level of contamination.

4. Atlantic City Electric Equipment:

All new equipment purchased by ACE is certified as Non-PCB. All older equipment has been tested and has been proven to be Non-PCB or PCB Contaminated. However, it is unknown if any known PCB transformers or equipment exist in structures after the main service point. Avoid contact with all oils from transformers or electrical equipment.

5. Decontamination:

a. All equipment and PPE exposed to transformer oil will be bagged, tagged and secured on the emergency scene until PSE&G can confirm levels of exposure.
b. Confirmed non-PCB oil exposure shall follow decontamination guidelines for non-toxic oil

c. Confirmed PCB contaminated or PCB exposure shall meet with ACE to evaluate levels and proper action plan.

6. PCB levels and equipment markings:

Title Labels Non-PCB

0 - 49 ppm

3" round Label Blue with white letters

Labeled "Non-PCB" on inside casing of equipment

PCB Contaminated 50 - 499 ppm

Not labeled PCB

500 or greater ppm

6" X 6" square EPA Label White with black letters and black striping Labeled "CAUTION CONTAINS PCBs" on exterior casing of equipment

D. Fires or leaks of electrical transformers or equipment:

CAUTION
Contains PCBs
(Polychlorinated Biphenyls)

A toxic environmental contaminant requiring special handling and disposal in accordance with U.S.
Environmental Protection Agency Regulations 40 CFR 761. For disposal information contact the nearest U.S. E.P.A. Office. In case of accident or spill – call toll free The U.S. Coast Guard National Response Center 800-424-8802 and Atlantic City Electric Emergency Service The contained liquid may be absorbed through the skin. Avoid contact with skin, eyes or clothing. Avoid breathing vapor. Contain any leakage. Clean up spills and return contaminated waste to fire administration for proper disposal.

FIRST AID

In case of skin or eye contact – flush with water

D. Transformers and Electrical Equipment

1. All incidents involving transformers or electrical equipment leaking or burning should be considered PCB contaminated until proven otherwise.
2. Gather information from person in charge of premises and ACE to determine location and extent of fire or emergency.
3. Control all entrances into effected area.
4. No member will attempt to cut or enter any area secured with a ACE lock. This is a high hazard area and not to be entered.
5. Leak emergencies:

a. Contact ACE and CHFD Haz-Mat to respond.

b. Wait for a ACE representative to inform you when it is safe to enter to contain a spill.

6. Fire Emergency:

a. Confirm that all electrical equipment has been de-energized.

b. Select proper extinguishing method according to materials involved.

c. Use dry chemical extinguishers on live electrical fires. Do not use Carbon Dioxide.

d. Don all PPE including SCBA. Reference Haz Mat Unit for higher level of protective clothing if necessary.

e. Evacuate fire floor and all areas exposed to smoke. Including areas with light smoke conditions.
f. Minimize exposure by channeling smoke and fire gases away civilians and members.
g. Do not direct hose stream into electrical equipment or fire proof vault. Only protect exposures on exterior of equipment or vault.
h. Wait for ACE representative to inform you when it is safe to enter to extinguish a fire or contain a spill.
i. Transformers may rupture when exposed to sudden cooling. May cause hot oil and component parts to be projected in all directions.

E. Responding to downed wires:
1. Locate hazard.
a. Illuminate area from remote location.
b. Position apparatus two pole spans from downed wires and on opposite side of street.
c. Do not park or walk in puddles or running water when locating hazard area.
d. Do not park under wires.
e. Do not park over manhole covers.
2. Locate both ends of downed wires.
a. Locate downed and hanging conductors.
b. Identify cable and telephone cables.
3. Control the scene.
a. Remove citizens and members from danger.
b. Block street and side walks utilizing cones, fire line tape or flares.
c. Utilize caution tape.
4. Establish danger zone.
a. Danger zone two pole spans in both directions of downed wires.
b. Size-up extent of danger zone:
• Is the downed wire contacting a fence, vehicle or house?
• Check the interior of surrounding buildings for hazards, odors, heat, smoke or fires.
5. Request ACE to respond. Give pole number or address closest to incident and cross street.
6. **CONSIDER ALL WIRES TO BE LIVE!** Members are not to attempt to cut, move or touch any wires. This includes cable T.V. and telephone wires. Wires appearing to be dead may become automatically re-energized by a re-closure in the circuit.

F. Motor vehicle accidents:
1. Do not touch vehicle until hazards are identified.
2. Broken utility pole could cause wires and transformers to fall, explode and energize objects below.
3. Remove members and civilians from hazard area.
4. The use of a type B extinguisher from a distance will assist in extinguishing incident fires.
5. There is no safe way to remove a patient from an energized vehicle.

G. Underground manholes and vaults:
1. Do not park or stand over electrical vaults or manholes.
2. Identify the type of service in the manhole from a safe distance.

3. Use SCBA and full PPE. Burning insulation produces Carbon Monoxide to exceed 2,000 ppm at explosive levels.
4. Check adjoining buildings for smoke, heat, fire or hazardous conditions.
5. Terminate inside electrical service, even if problem is on the outside.
6. Request response of all utility companies utilizing manhole.
7. Determine severity of problem:
a. Manhole fire extending to building.
b. Blown manhole cover or smoke issuing under pressure.
c. Smoke seeping from manhole. Conditions less severe than above.
8. Establish a liaison with utility company representative.
9. Remove apparatus and cars from surrounding area.
10. Establish danger zone:
a. Keep members and civilians out of area.
b. Mark zone with fire line tape.
11. Establish a water supply and stretch a safety line beyond predictable limits of fire or explosion.
12. Flood manhole or vault with water when ordered by Utility Company and power is terminated.
13. **NO MEMBER WILL ENTER ANY UNDERGROUND VAULT OR ATTEMPT TO REMOVE ANY MANHOLE COVER.**
H. Switching or Sub-Station emergencies:
1. Do not enter power station until power company representative arrives, unless human life is in jeopardy.
2. Do not bring metal ladders or metal tools into power station.
3. Leave haligan bars and other hand tools outside fenced area.
4. Do not direct hose lines into fenced area. Use hose line only to protect exposures.
5. Transformers involved in fire may need to be suppressed with foam after power is terminated.

I. Fire ground Emergencies:
1. Identify type of electrical service supplying structure.
2. Do not park apparatus under service or primary wires.
3. Aerial apparatus mains and ground ladders should be kept a minimum of ten feet away from all electrical cables.
4. Downed service cables shall be marked with fire line tape, cones and a safety member if necessary.
5. Terminate main service panel inside building.
6. Request priority response of ACE.
7. **REMOVAL OF METER SHALL BE COMPLETED BY ACE.**

J. Police Response:
1. Utilize Lindenwold Police at electrical emergencies requiring road closures or hazard zones being maintained.
2. Lindenwold Police may request fire police for assistance if they are unable to stand-by.
3. Lindenwold Police shall be requested to respond after 15 minutes on location at a non-storm related incident.

6. Companies will remain on location at electrical emergencies involving a fire or an imminent fire hazard.

2500 – 2599 Safety

Guidelines

Minimum Staffing

OPERATIONAL GUIDELINE 2501
Division: Operations
Section: Safety
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)
This Operational Guideline applies to all Fire Department responses in the Borough, and all Mutual Aid responses.
This Operational Guideline has been written to ensure that a safe and adequate level of staffing be maintained on all Lindenwold Fire Department apparatus that responds to all emergencies.

PROCEDURES

A. All Lindenwold Fire Department apparatus will respond with a minimum of four qualified members to all structure fires, rescues, cover assignments, alarm systems, interior fumes, and mutual aid assignments.
1. Exceptions to minimum four rule:
a) Whenever permission is granted via radio by the Incident Commander. Companies with less than four qualified firefighters will contact the established Incident Commander via radio for authorization to respond to the scene.
b) Utility and Air Cascade units can respond with a minimum of (2) members, a full crew is desirable.
2. Upon arrival on the fireground, the designated officer of the Company shall report to

the Incident Commander (face-to-face) and relay available resources for assignment.
3. Use of under-staffed companies:
a) Additional scene personnel
b) Support activity
c) Water supply
d) Special assignments other than additional responses
4. non fire related emergencies may be responded too with less than 4 personnel when appropriate time has been given for all responders to assemble (5 minutes from dispatch) and the incident may be safely handled with a reduced staff (i.e. wires down, dumpster fire, etc.)

B. All apparatus will be operated by a qualified driver/operator.

C. Personnel shall be qualified to perform the tasks of all riding positions of that company and all the tasks required of that company.

S C B A Use & Inspection

OPERATIONAL GUIDELINE 2502

Division: Operations
Section: Safety
Effective Date: 10/01/09
Revision Date:

GENERAL INFORMATION (SUMMARY)

Emergency scenes are dynamic and pose a number of hazards to our personnel; some are known and some are unknown. For these reasons the Lindenwold Fire Department provides Self Contained Breathing Apparatus (SCBA) for use in Immediately Dangerous to Life & Health (IDLH) atmospheres. This OG applies to all members of the Lindenwold Fire Department and should be reviewed periodically with PD 1305 Respiratory Protection Plan. This Operational Guideline applies to all Officers and Members of the Lindenwold Fire Department responding to and during emergency incidents.

PROCEDURES

A. Activities requiring the use of SCBA
1. Interior structural firefighting.
2. Vehicle Fires
3. Working in confined spaces where toxic products or an oxygen deficient atmosphere may be present.
4. Situations involving toxic substances.
5. Other phases of firefighting or overhaul where it is deemed necessary.

6. Firefighters shall continue to wear their SCBA until the officer in charge determines that respiratory protection is no longer required.

B. Daily Inspection
1. Check back pack and harness straps.
2. Check air cylinder pressure. Turn on the air cylinder valve and check gauge pressure.
3. Check condition of all hoses while pressurized.
4. Activate and check pass device – auto and manual activation.
5. Check SCBA face piece.
6. Connect regulator to the face piece and test operation.
7. EBSS will be connected and checked for operation. (RIT packs only)
8. Close cylinder valve and open the emergency by-pass valve to bleed pressure and activate low air alarm.
9. Close by-pass valve and restore unit for service.
10. Voice emitter will be connected to BA mask and checked for operation (officer).

C. Donning methods
1. Seat mounted
2. Over the head method
3. Coat method

D. SCBA Face Piece
1. Ensure straps are fully extended
2. Place chin in pocket
3. Bring the face piece to your face, bring webbing over your head
4. Tighten lowest two straps
5. Tighten top two straps
6. Check for proper seal
7. Pull firefighting hood over head ensuring no skin is exposed. Don helmet.
8. Attach regulator to face piece

E. Any member using an SCBA must have a Firefighter I Certification and participate in annual department training.

F. Repairs
Members are to remove any SCBA equipment from service. Properly tag the equipment describing the repairs needed. Fill out a Repair Request form and notify Fire Administration and the Deputy Chief of Operations via e-mail.

G. All applicable Federal and State Regulations will be adhered to by the Lindenwold Fire Department when using SCBA.

Fire Personal Protective Equipment

OPERATIONAL GUIDELINE 2503

Division: Operations
Section: Safety
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

Emergency scenes are dynamic and pose a number of hazards to our personnel; some are known and some are unknown. For these reasons, the Lindenwold Fire Department provides Firefighters Personnel Protective Equipment in accordance with New Jersey PEOSHA regulations. This Operational Guideline applies to all members of the Lindenwold Fire Department when engaged in emergency operations and when deemed necessary by a supervisor to safeguard the health and safety of the members.

PROCEDURES

A. Activities requiring PPE
1. Firefighting
2. Technical Rescue
3. HazMat Operations
4. Extrication
5. Patient Contact
6. Training (when required for protection)
7. As required by a supervisor

B. Firefighting PPE
1. Bunker Pants and Coat
a. To provide maximum protection these garments must be worn with the provided liners. Removal or substitution of liners is not permitted.
b. Coat collars must be turned up and fastened to protect the neck and throat areas.
2. Bunker Boots
3. Helmet
a. The helmet chin strap should be secured firmly in place when the helmet is worn.
b. Ear flaps should be pulled into place during interior firefighting operations.
4. Firefighting Gloves
a. Structural firefighting gloves will be utilized during all firefighting operations.
b. Gloves should be worn in conjunction with the firefighting coat to protect the wrist area of the member.
5. Protective Hood
a. The hood should be donned prior to the firefighting coat
b. The protective hood should cover the head and overlap the SCBA face piece, ensuring no skin is exposed.
6. SCBA Face Piece
7. Safety Glasses
8. GEMTOR Personal Harness
9. Hearing Protection:
a. Does not apply to working in emergency situations where it would create an additional hazard.

b. Does apply during testing of equipment and non-emergency situations.
c. Should be used when noise is above 90 decibles.
10. Reflective vests when operating on highways and not engaged in firefighting operations

D. Care, Maintenance & Inspection
1. Each member has the responsibility to inspect their PPE on a regular basis and inform Fire Administration and the Deputy Chief of Operations with any deficiencies for corrective action.
2. The SCBA face piece will be inspected as before every use with the SCBA
3. The Gemtor Harness will be inspected in the following manner:
a. Members should inspect their harness daily
b. The following procedure will take place when this piece of PPE is placed out of service:
1. The Deputy Chief of Operations will be notified via e-mail.
2. The member will place a tag on the harness with the Firefighters ID Number, date and the reason the harness is being placed out of service.
3. The Deputy Chief of Operations will take the harness OUT OF SERVICE and issue a spare one if warranted.
4. The Deputy Chief will forward the harness to the appropriate vendor for repair or recertification.
5. The harness will not be placed back in service without the proper documentation.

E. PPE contaminated with large amounts of products of combustion and fire debris must receive a general spray down at the incident scene before returning to quarters. Members should clean their PPE at least annually based on this condition. This annual cleaning can be accomplished at the Linden Avenue station utilizing the commercial gear extractor.
1. The Deputy Chief of Operations will perform an annual Firefighter PPE inspection in order to evaluate the condition of all PPE used in the field, in preparation for replacement purchase. It is the responsibility of each member, officer and unit leader to present their PPE during this scheduled inspection.
2. No member shall remove any manufacturer tag or label from their PPE.

F. General Safety
1. All members are to wear N95 or N100 respirators when in the presence of a patient suspected of possessing a communicating airborne pathogen.
2. All members are to utilize appropriate and available PPE to protect themselves from blood borne pathogens. This includes the use of gloves, masks and gowns when required.
3. Firefighters should avoid wearing their firefighting PPE when rendering BLS care on medical emergencies and don the appropriate level of EMS PPE.
G. Members will use only department approved items.

H. All members operating at emergency scenes will be in full PPE (hoods do not have to be worn when SCBA is not used).

I. Command Officers should wear at minimum their PPE (coat & helmet) when operating at a command post involving suppression activities. If an officer chooses to leave the command post they will then be required to comply with all other applicable provisions of this Guideline.

J. In special situations such as Haz Mat or Technical Rescue the Incident Commander shall make decisions on PPE based on the conditions at hand.

K. All members with the exception of the driver will don pants & coats prior to responding to situations that would require the use of PPE.

L. Chauffeurs will don PPE upon arriving at the scene of any fire incident based on the following:
1. Fire Attack Engine – Full PPE once water lines are established, gloves as needed.
2. Water Supply Engine – PPE as necessitated by the climate, but a minimum of gloves as needed.
3. Ladder Companies – Full PPE when engaged in firefighting operations, this includes turntable operations.

M. Members will not be allowed to unfasten seat belts in order to don PPE. If a company receives a call while the vehicle is in motion, the apparatus can pull over and stop to allow PPE donning or the company should wait until the vehicle arrives at the scene to don PPE. Members may don any PPE that does not require them to remove their seat belt.

N. Company Officers may use discretion in enforcing this Guideline when extreme weather or unusual situations exist. Company Officers are reminded that they hold the ultimate responsibility for the safety of the members operating under their supervision.

Personal Accountability System

OPERATIONAL GUIDELINE 2504

Division: Operations
Section: Safety
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This guideline has been written to provide a means to track and locate all fire department members operating at any incident or activity in which this department becomes involved. It is the intention of this department to provide the optimal level of firefighter safety; while ensuring that all applicable laws, regulations and accepted national standards are met. The adoption and application of this guideline will enable us to meet all these goals.
This Operational Guideline applies to all members of the Fire Department when:
1. Operating at the site of any/all emergency responses.
2. Involved in training conducted outside of a classroom setting.
3. Any time a fire department officer feels that the use of this system could be advantageous to either firefighter safety or operational effectiveness.

PROCEDURES

Accountability System

A. Every Firefighter will be issued two (2) Personnel Accountability Tags (PAT's). When not in use, the PAT's will be affixed to the front of the member's turnout coat.
B. Each Apparatus will be issued two (2) collector rings with their unit number. The Ladder Company collector rings will be detachable and identified as an outside team and inside team. The rings will be kept in the cab of the Apparatus by the Officers seating area. One (1) collector ring will be identified as the Apparatus Collector Ring; the second collector ring will be identified as the Entry Point Collector Ring. It is the responsibility of each Member and Officer to ensure his or her accountability tag is attached to the proper collector ring as outlined in this Operating Guideline.
C. Members will attach their One PAT to the Apparatus Collector Ring and their Entry PAT to the Entry Point Collector Ring when they enter the apparatus for duty. Members will retrieve their PAT's from these locations when going off duty.
D. Whenever Members make entry into a hazardous area, i.e. any structure, confined space and wild land area, the Entry Point Collector Ring will be utilized.
E. Each Company will be assigned a point of entry collection container. This collection container will be utilized as a collection point when entry is made into a hazardous environment.

Accountability Officers

A. Accountability Officers may be Chauffeurs, Division Officers or Personnel specifically assigned to Divisions to serve as Accountability Coordinators.
B. The first engine to each geographic side where there is a point of entry will serve as the Initial Accountability Location. The Chauffeur will serve as the Entry Point Accountability Coordinator. All crews making entry will deliver their Entry Point Collector Ring to this location.

C. If an incident escalates, the Incident Commander will assign the Entry Point Accountability Coordinator responsibility to "Division" Officers, Staff Personnel or other Fire Suppression Members, as needed. These personnel may serve other functions as long as they are able to perform the Accountability Function in their assigned Division. PAT's must be collected from the Initial Entry Point Accountability Location by this individual.

D. Members are responsible to retrieve the entry PAT from the Accountability Officer when they are not involved in the hazardous area. Members shall not be in the hazardous area with their entry PAT, until the situation is placed under control by the Incident Commander, at which time a Personal Accountability Report (PAR) must be obtained.

E. Crews exiting for Rehab and SCBA cylinder replacement must notify their Accountability Coordinator of their status and retrieve their PAT. Crews also exiting at a different entry point and remaining out of the hazardous area must notify their accountability coordinator and retrieve their PAT.

F. Ladder Companies may split their Entry Point Collector Ring into an outside team and an inside team. The Collector Rings will be left in the following locations:

Inside Team - First Ladder

Outside Team (VES) - Ladder at Point of Entry

Roof Operations - Ladder or Turntable at Point of Entry

G. When VES is performed, radio communications must be made to the Incident Commander, Division Officer or Company Officer, as appropriate.

Command Post

A. The Incident Commander will be responsible to see that the Apparatus Collector Rings are brought to the Command Post.

B. At any incident where entry is made into a hazardous area, the Command Post will record Company assignments and locations on the Lindenwold Fire Department Tactical Worksheet. It will be the responsibility of the Company Officer and/or Members to report their status as they complete assigned tasks.

C. The Safety Officer will meet with the Incident Commander upon arrival and receive a briefing on where Companies are operating.

D. Any Member arriving at the scene independent of any Apparatus must report to the Command Post with their PAT's. They will place their entry PAT at an entry point as they are given an assignment.

Loss of PAT

If a Member loses a PAT, they must immediately report this to there company officer. The Company Officer will contact the Deputy Chief of Operations for a replacement. Fire Administration will maintain spare PAT's @ Fire Administration building.

F A S T Unit

OPERATIONAL GUIDELINE 2505

Division: Operations
Section: Safety
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department that respond to emergency operations at all structure fires in Lindenwold or other communities during any other situation deemed potentially hazardous by the Incident Commander. This Operational Guideline ensures that a designated Company is available on the emergency scene to assist trapped or distressed firefighters.

PROCEDURES

A. FAST Unit Dispatch

When the Incident Commander determines the need based on fireground conditions, especially when interior firefighting operations are underway, he/she will request Camden County Communications to dispatch an additional engine or ladder company to the scene to operate as a "FAST Unit" if one is not already on the scene, (An uncommitted unit already on location can also be utilized if appropriate).

B. Command Post

The Officer of the FAST Unit shall report to and remain at the Command Post, unless directed otherwise by the Incident Commander. All members will be in full PPE and equipped with an SCBA and PASS device.

1. The entire FAST Unit shall remain near the Command Post, within verbal contact distance, at a position from which they can be readily deployed. Do not interfere with the business of running the Command Post.
2. At a High Rise fire or other large scale event, the Operations Command Post is the preferred location for the FAST Unit.
3. At large scale incidents, additional FAST Units may be positioned at strategic locations as determined by the Incident Commander.

C. Duties

1. The FAST Unit shall remain intact as a unit, ready to initiate immediate action as directed by the Incident Commander. The F.A.S.T. Officer will monitor the Accountability System to become familiar with unit assignments, and their location on the emergency scene.
2. While standing by, the FAST Unit shall determine the location and availability of portable ladders for possible deployment. They shall also do a 360o of the fire building for F.A.S.T. size-up.
3. They shall determine the location of the EMS sector on the scene.
4. The FAST Unit shall maintain at a state of constant readiness in order to react immediately to changing fireground conditions.
5. The fireground frequency shall be monitored for any indication of members in distress.

6. If a Firefighter declares a "May Day", the F.A.S.T. Team will go in service under direction of the Incident Commander on the primary Fireground radio frequency

D. Tools/Equipment

1.Irons, saws, & appropriate forcible entry tools.
2. The FAST Unit shall utilize the RIT PAK and attached equipment.
3. RIT search rope
4. Radios, SCBA, & flashlights

E. Restrictions

1. The FAST Unit will not be used to provide relief for operating units until the situation has been declared “under control”. The Incident Commander should anticipate this need and have other units available for this purpose.
2. The FAST Unit shall not be used for firefighting. If the Incident Commander directs the FAST Unit to perform duties other than those related to “distress duties”, and additional company will be called to the scene to operate as a FAST Unit.

F. Apparatus and Personnel Deployment

1. The primary company to respond from the Lindenwold Fire Department is Squad 63. Squad 63 is equipped specifically for FAST assignments.
2. The secondary company to respond to Fast assignments is Ladder 63.
3. Staffing of 4 qualified personnel is required for the response of the company to a FAST assignment.
4. All attempts should be made to deploy the most experienced and highest trained personnel to a FAST assignment.

G. Response

1. The FAST company will respond at any emergency speed until directed otherwise.

Emergency Vehicle Response

OPERATIONAL GUIDELINE 2506

Division: Operations
Section: Safety
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire who operate or supervise those who operate fire department apparatus. Responding to any emergency call, the Lindenwold Fire Department places a great deal of responsibility on the drivers of our emergency vehicles. Not only must emergency vehicle drivers provide prompt conveyance of the apparatus, equipment and personnel to provide service to those in need, but as importantly, must accomplish this task in the safest and most prudent manner possible. Emergency vehicle drivers have in their care, custody and control most of the major assets possessed by this organization (the vehicle, portable equipment, personnel). Emergency vehicle drivers also have a higher standard of care to provide to the general motoring public and must make every attempt possible to provide due regard for the safety of others. Drivers must constantly monitor and reduce the amount of risk and exposure to potential losses during each and every response. Safe arrival at the emergency scene shall be, and must always remain, the first priority of all emergency vehicle drivers. In order to accomplish this enormous task all emergency vehicle drivers shall become familiar with and constantly abide by the following policies and procedures.

PROCEDURES

A. Circle of Safety

Prior to entering the cab and starting the vehicle, the emergency vehicle driver shall make a circle of safety around the vehicle to see that all equipment is secured, that all compartment doors are securely closed and any physical obstructions moved out of the way. During the circle of safety the emergency vehicle driver shall encircle the vehicle and visually inspect all 4 sides and the top of the vehicle before entering the cab. He/she should also verify right side and rear clearance with the person riding in the officer position. This shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or a non-emergency.

B. Warning Devices and True Emergencies

[1] The definition of a true emergency is a situation in which there is a high probability of death or serious injury to an individual or significant property loss, and actions by an emergency vehicle driver may reduce the seriousness of the situation.

When responding to a true emergency[1], all audible and visual warning devices will be operated at all times regardless of time of day and/or traffic conditions. All emergency vehicle drivers must understand that warning devices are not always effective in making other vehicle operators aware of your presence. Warning devices only request the rightof-way, they do not insure the right-of-way.

C. Vehicle Control and Right-of-Way

All drivers will maintain control of the vehicle that they are operating in such a manner as to provide the maximum level of safety for both their passengers and the general public. Emergency vehicle drivers should be aware that the civilian vehicle operators may not react in the manner in which is expected or felt to be appropriate. An attempt should be made to have options available when passing or overtaking vehicles. If another vehicle operator fails to yield the right-of-way to an emergency vehicle, the emergency vehicle driver cannot force the right-of-way, nor can you assume the right of way, therefore you do not have the right-of-way until the other vehicle yields to you. The emergency vehicle driver shall be aware of his/her rate of closure on other vehicles, and pedestrians, at all times to make sure that a safe following distance is established and maintained. All drivers shall follow the rule for safe following distance and allow one (1) second of following distance for every ten (10) feet of vehicle length for speeds under 40 mph and add one (1) additional second for speeds over 40 mph.

D. Response Speeds

When responding to emergencies, drivers will operate their vehicle with all due regards to safety. Examples of conditions requiring slower response speeds include but are not limited to:

- Slippery road conditions
- Inclement weather
- Poor visibility
- Heavy or congested traffic conditions
- Sharp curves

E. Intersection Practices

Extreme care should be taken when approaching any intersection as intersections are the locations responsible for a large percentage of major accidents involving emergency vehicles. Drivers are required to practice the following guidelines during all emergency responses:

1.Uncontrolled Intersections:

Any intersection that does not offer a control device (stop sign, yield or traffic signal) in the direction of travel of the emergency vehicle or where a traffic control signal is green upon the approach of the emergency vehicle all emergency vehicle drivers should do the following:

a) Scan the intersection for possible hazards (right turns on red, pedestrians, other vehicles etc.). Observe traffic in all four (4) directions (left, right, front, rear).

b) Slow down and cover the brake pedal with the drivers foot and be prepared to stop.

c) Change the siren cadence not less than 200' from intersection.

d) Avoid using the opposing lane of traffic if at all possible.

e) Emergency vehicle drivers should always be prepared to stop and have the vehicle under control at all times.

2. Controlled intersections

Any intersection controlled by a stop sign, yield sign, yellow traffic light or a red traffic light requires a complete stop by the emergency vehicle driver. In addition to bringing the vehicle to a complete stop these additional steps must be followed as well:

a) Do not rely on warning devices to clear traffic.
b) Scan the intersection for possible hazards (right turns on red, pedestrians, other vehicles etc.) as well as driver options.
c) Begin to slow down well before reaching the intersection and cover the brake pedal with the drivers foot, continue to scan in four (4) directions (left, right, front, back).
d) Change the siren cadence not less than 200' from intersection.
e) Scan intersection for possible passing options (pass on right, left, wait etc.) avoid using the opposing lane of traffic if at all possible.
f) Come to a complete stop.
g) Establish eye contact with other vehicle drivers; have the Company Officer communicate all is clear; reconfirm all other vehicles are stopped.
h) Proceed one lane of traffic at a time, treating each lane of traffic as a separate intersection.

3. Railroad intersections
At any time an emergency vehicle driver approaches an unguarded rail crossing he/she shall bring the apparatus or vehicle he/she is operating to a complete stop before entering the grade crossing. In addition the emergency vehicle driver shall perform the following prior to proceeding:
a) Turn off all sirens and air horns
b) Operate the motor at idle speed
c) Turn off any other sound producing equipment or accessories
d) Open the windows and listen for a train's horn

F. Response to emergencies by type, rate of speed, and report:

- Fire alarm activation– first due company is emergency speed, all others will travel at reduced speed.
- Structure – All companies emergency speed
- Rescue Assignments – All companies emergency speed
- Wires, dewatering, co detector activation, smoke investigation, exterior gas leaks, highway hazard, lock-outs, public assist, police assist, cover assignments, ems lift assists, investigate a fire alarm, lighting assignments, cascade assignment, water recovery assignment, investigations for non-property or life threatening incidents will all be at a reduced speed.
- Interior gas leaks, emergency ems assist, helicopter landing, dumpster fire, vehicle fire, brush and mulch fire and any investigation threatening life or property will be responded to at an emergency speed.
- In the event that further information is received on any incident, it will be required that the company make the appropriate decision with the updated information.
- Police or public safety person asking for a reduced speed, recall, or expedite shall be adhered to by the companies.
- Secondary reports of a false alarm with no reports of smoke or fire shall be handled by the first due company at a reduced speed. (i.e. improper password, steam from a shower, workman on location, etc.)

- Second and 3rd due companies may stand-by at the edge of their local when it appears that there company will not be needed for the incident.

- Company officers will have the ultimate responsibility to make decisions on all responses with the company.

Communicable Disease Exposure

OPERATIONAL GUIDELINE 2507

Division: Operations
Section: Safety
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department involved in an Emergency Medical Incident that involves exposure and contamination.
The purpose of this OG is to ensure that a standard Guideline is followed when a Department member is exposed to a communicable disease and Department equipment is contaminated.

PROCEDURES

A. Personnel Exposure

1. The Company Officer will notify the Duty Chief of the exposure. The Duty Chief will review Appendix II of the Lindenwold Fire Department Communicable Disease Policy 1304.
2. The Duty Chief will evaluate the possible exposure by using the guidelines outlined in Appendix II of Infectious Disease Control for Level I and Level II exposures. The actions outlined should be followed.
3. If the exposure is classified as a Level III exposure, the Duty Chief and the firefighter(s) will report this on the incident form (NFIRS) and fill out an Exposure Form.
4. The Safety Chief will be notified on all Level III exposures. The Safety Chief and Duty Officer will confer and determine the best method of serving the Exposure Form to the appropriate hospital.
5. The Safety Officer or Duty Officer will make a copy of the Exposure Form and deliver the original to the Supervising Emergency Room nurse. Record their name, date and time on the Exposure Form.
6. If the hospital personnel are not helpful in evaluating our inquiry, the Camden County Department of Health will be notified immediately.
7. The Safety Division will coordinate follow-up care, based on the exposure, with the Department Occupational Health physician.

B. Contaminated Equipment

1. Reusable contaminated emergency medical equipment used in patient treatment will be decontaminated at the Linden Avenue Station.
a) Delicate equipment such as AEDs or radios shall be thoroughly cleaned with an approved disinfectant solution immediately upon returning to quarters.
b) Large rescue equipment such as; stokes, stretchers, traction splint, backboards, K.E.D. boards, M.A.S.T., etc. shall be washed with an approved disinfectant solution and air dried immediately upon returning to quarters.
2. Disposable emergency medical equipment must be placed in the BLS unit at the scene.
• Small to medium amounts should be placed in BLS unit receptacle.
• Large amounts should be placed in red bag and placed in BLS unit.
• No infectious waste bags shall be returned to any Lindenwold Fire Department facility for disposal. Infectious waste can be disposed of at the nearest hospital if necessary.

C. Contaminated PPE and Station Wear

1. Clothing contaminated with blood or body fluids are to be changed and decontaminated as soon as possible. The washing machine at Fire Administration should be used for this purpose only.
2. Run clothing in cold water to avoid staining. Pre-wash in soap and water and launder in a normal manner.
3. Boots and shoes should be scrubbed with soap and water.
4. Heavily contaminated PPE will be placed in the appropriate waste bag. The Company Officer will notify the Duty Chief of the contamination upon returning to quarters. The waste bag must be labeled to the contents.
5. The duty Chief will transport the contaminated PPE to Fire Administration for cleaning purposes.
6. The Duty Chief shall issue replacement PPE from Logistics during non-business hours.
7. Replacement PPE will be supplied until the primary PPE is returned.

D. Contaminated Vehicles

1. Passenger spaces and seats in vehicles and apparatus should be scrubbed with disinfectant solution when they have been in contact with contaminated clothing or PPE, then thoroughly rinsed and air-dried.

Appendix

The following information is provided as a quick reference guide to the common communicable diseases that pre-hospital care personnel may encounter.

A communicable disease should be suspected when fever, skin rash and/or weeping lesions, jaundice, diarrhea or cough are present. The following chart by no means gives completed information or recommendations regarding the diseases. You are encouraged to call the Health Programs Coordinator if you have any further questions.

Injury and Investigation

OPERATIONAL GUIDELINE 2508

Division: Operations
Section: Safety
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department who experience an injury in the performance of their official duties.
This procedure has been written to accomplish several goals. Among its intended purposes are:
1. The proper documentation of all injuries to ensure our members receive fair and just treatment.
2. All unsafe conditions and practices are identified and corrected in order to prevent future occurrences.
3. The Department has the required documentation to fulfill any statutory, regulatory, or civil requirement.

PROCEDURES

A. Reporting

1. Documentation for on-duty injuries must be done within 24 hours of the injury.
2. All injuries must be reported, even if the individual does not seek medical attention. The Injury Form Packet outlines the reporting responsibility for an on-duty related injury.
3. Injuries that do not require treatment will be documented using the Member Report of Injury The Duty Chief will document the injury and forward his/her report within 24 hoursSafety Division.

B. Notification

1. All members who are injured while functioning as a member of the Lindenwold Fire Department will report their injuries immediately to a supervisor.
2. The supervisor receiving a report of injury must immediately contact the Duty Chief who will respond with an Injury Forms Packet and initiate reporting as required.
An entry will also be made on the NFIRS.
3. The Duty Chief or Company Officer will immediately contact the Chief in the event of:
a) Any fireground injury.
b) Any injury requiring hospitalization (in or out-patient).*
4. The Duty Chief will document the injury and forward his/her as soon as possible to the Safety Division.

C. General

1. Medical care for all duty related injuries will be provided by physicians designated by the Department. Serious injuries will be treated at the nearest hospital or as directed by EMS personnel.
2. If ongoing care or treatment is required, it will be the responsibility of the Safety Division to manage such care or treatment to include scheduling visits with our Occupational Health Provider.
3. The Safety Chief will meet bi-weekly with the Office of the Fire Chief to review all open injury files, to report the status of the member and any actions that the Department needs to

take to prevent a future occurrence.
4. The Safety Chief will investigate all duty-related injuries and accidents to develop
sufficient documentation as the Department's Advocate.

* In the event of hospitalization, family or closest loved ones will be notified immediately by the Safety Chief or his/her designee.

Refilling SCBA Cylinders

OPERATIONAL GUIDELINE 2509

Division: Operations
Section: Safety
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department utilizing an SCBA re-charging station, whether stationary or mobile.
This operating procedure has been written to ensure the health and safety of our members; and to ensure that SCBA cylinders are re-charged safely and properly.

PROCEDURES

A. Cylinder Pressure

1. Check the cylinder pressure gauge for "FULL" indication. If re-charging is required, proceed as follows.
a) If a cylinder is found empty and it is not known how it was emptied, DO NOT refill the cylinder until it is determined that the cylinder can be safely re-filled. It is possible that the cylinder has a flaw that caused the cylinder to leak.
b) Don approved safety glasses (see OG 2513)
c) Visually inspect the cylinder and valve assembly for hydrostatic test date (within 3 years for fiberglass composite cylinders, within 5 years for carbon cylinders & steel/aluminum cylinders), manufacturer date (within 15 years for composite cylinders -fiberglass or carbon . No limit for steel/aluminum), deep nicks, cuts, damage the cylinder valve, or heat damage. IF THE HYDROSTATIC OR MANUFACTURE DATES ARE EXCEEDED, OR DAMAGE IS FOUND, DO NOT REFILL. TAG CYLINDER "OUT OF SERVICE" AND INDICATE REASON ON TAG.
d) Place cylinder in a suitable fragmentation container. DO NOT USE WATER WHILE CHARGING CYLINDER AS THIS CAN DAMAGE THE CYLINDER'S WRAPPINGS.
e) Inspect charging fitting including nipple O-ring and hose for cracks, blisters, bad threads, etc. If defects are found, DO NOT USE.
f) Connect charging fitting from air source to outlet port of cylinder valve. HAND TIGHTEN ONLY.
g) Open the valve on the cylinder to be charged. Slowly open the charging valve on the fill station. Using the Air system's gauge, not the cylinder's, fill the cylinder to 2216 psig or 4500 psig, whichever is applicable. FILLING RATE SHOULD NOT EXCEED 1500 psig PER MINUTE. DO NOT OVER PRESSURIZE THE CYLINDER AND COOL TO SERVICE PRESSURE. DO NOT STAND AROUND OR LEAN OVER FRAGMENTATION CANISTER WHILE RE-FILLING.
h) Close the cylinder valve and the charging valve.
i) Bleed the residual pressure from the charging line before disconnecting the charging fitting.
j) Disconnect the charging fitting.
3. All applicable Federal & State regulations will be adhered to by the Lindenwold Fire Department in regards to the re-filling of SCBA cylinders.

4. The Lindenwold Fire Department will use breathing air tested in accordance with CGA specification G-7.1, Type 1, Grade E or better. This Quarterly Certificate will be posted at each fill station.

Fire Apparatus Backing

OPERATIONAL GUIDELINE 2510

Division: Operations
Section: Safety
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department
The critical component to safe vehicle operations is the mindset and behavior of the Chauffeur. The behavior is directly related to that particular individual's attitude, knowledge, judgment, habits and driving characteristics. The Department recognizes that backing emergency vehicles is made hazardous by the fact that the Chauffeurs cannot see everything behind their vehicle. The New Jersey Commercial Drivers Manual identifies
backing as a dangerous maneuver.

PROCEDURES

A. Chauffeur Responsibility

1. The Chauffeur is accountable for the safe operation of Fire Department vehicles.
2. Do I need to back-up?
a) Unnecessary movement of vehicle at emergency scene.
b) Will the Company be going out of the Station within the next 15 minutes
c) Can I move forward instead of backwards?
d) Don't allow yourself to get boxed-in, if at all possible.

B. Company Officer Responsibility

The Officer in charge of the vehicle is responsible for the safety of all vehicle operations and managing compliance of this operating guideline.

C. Use of Spotter

1. A spotter will be put in place near the left rear of the apparatus. The spotter should be safely positioned so that the Chauffeur can see him/her at all times. If at any time the Chauffeur loses sight of the spotter, he/she shall stop immediately.
2. Vehicles should be kept from unnecessary movement when possible.
3. When backing, back slowly and cover the brake.
4. Back and turn vehicle towards the driver's side, when at all possible.
5. Roll down the window and turn the radio down.
6. Look at your path prior to backing up (size-up). Get out of the vehicle if you have to.
7. If conditions exist that make use of spotters impossible, all drivers before attempting to back-up any Fire Department vehicle, will stop and make a circle of safety to see that no person(s) are directly behind the vehicle; that all equipment is secured and compartment doors shut; and that any physical obstructions are moved out of the way.
8. Failure to use a spotter, when one is available, will constitute discipline from the appropriate Supervisor.

To limit the exposure of the Fire Department to backing accidents, all members will see that the above actions are taken when apparatus is backed-up. This shall exclude staff cars, however, if a staff vehicle is in a position that would pose a hazard, the driver shall use a spotter for a safe operation.

1

Incident Safety Officer

OPERATIONAL GUIDELINE 2511

Division: Operations
Section: Safety
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to the Incident Safety Officer.
It shall be the policy of the Lindenwold Fire Department to maintain the highest level of safety for its members. For this reason, the Incident Safety Officer (ISO) is to assist the Incident Commander by performing the ISO function. Company Officers and Members must also share in a safe operating environment.

PROCEDURES

A. Safety

1. This procedure applies to all members who operate as an Incident Safety Officer.
2. The ISO is to assist the Incident Commander in assuring the safety of the operating forces and to minimize the threat of death or injury to the members.
3. The Safety Officer can initiate actions to protect personnel from life threatening situations.
4. The Safety Officer will respond to the following:

a) "All Hands" fires and hazardous material incidents.
1. HazMat team entry
2. Technical decon set-up
b) When requested by the Incident Commander.
1. Technical rescues
c) Additional Safety Officer.
1. Large commercial buildings.
2. Second alarm or greater fires.

5. Each Department member is responsible for the safety of themselves and other firefighters.

B. Authority

1. Emergency Scene Risk Management Survey
a) Activities that present a significant risk to the safety of the members shall be limited to situations where there is a potential to save endangered lives.
b) Activities that are employed to protect property shall be identified as inherent risks to the safety of the members, and actions shall be taken to reduce or avoid these risks.
c) No risk to the safety of the members shall be acceptable when there are no lives or property to save.
2. Actions
a) Alter – Change position of an engine company operating in a collapse zone.
b) Suspend – Delay a search of the floor above a fire until a hose line is in position.
c) Terminate – Order members to stop action due to imminent hazard.

***The Safety Officer must consider the impact of his/her actions and**

communicate this to the Incident Commander immediately.
The Safety Officer will keep the Incident Commander updated on conditions and recommend any modifications to the operation that would address safety issues as soon as they arise.

C. Responsibility
1. Report to Incident Commander
a) Ascertain if there are specific concerns.
b) Observe incident from a safety perspective.
c) Be mobile to get different perspective of the incident. Perform a 360-degree view of the incident.

2. Time Management - Obtain From Camden County Radio as Needed
a) Time of first call reporting fire
b) Time of dispatch
c) Time first line was in-service
d) Time of the length of fire attack

3. Fire Building
a) Size up building and surrounding exposures
b) Construction of building
c) Observe stability of building
d) Evaluate smoke conditions
e) Identify, evaluate, and prioritize hazards
f) Status of utilities

4. Serious Injuries or Fatalities (Firefighter)
[Refer to PD 1311 and OG 2508]
a) Tape off area
b) Establish a log
c) Secure evidence
d) Identify witnesses
e) Investigate - identify and prevent future accidents

5. Firefighter Safety
a) Apparatus safety - water supply, outriggers, and wheel chocks set
b) F.A.S.T. in place
c) Monitor radio transmissions
d) Accountability - determine location of units on scene
e) Identify a collapse zone, if required
f) EMS in Division "A" with equipment
g) Rehabilitation
h) May Day - transmitted
1. Meet with Incident Commander
2. Establish communication with member
(develop field check list)

Firefighter MayDay Procedures

OPERATIONAL GUIDELINE 2512

Division: Operations
Section: Safety
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department who engage in operations at the scene of an emergency.
Firefighting is an inherently dangerous undertaking. Often, members must operate in environments or under conditions which pose great harm. Should a member become lost, trapped, or otherwise distressed quickly, decisive actions will be necessary for the member to survive This OG contains the actions which individual members should take if they are in a situation which poses significant risk or harm.

PROCEDURES

A. May Day Situation

For the purpose of this OG, a “May Day” situation will be any time that a member:
1. Becomes lost or disorientated in a fire building;
2. Becomes trapped and/or cannot move on their own;
3. Is cut off by fire from exiting the building; or
4. Becomes distressed in such a way that they require assistance (low air, partner is injured, etc.) . Members should remain alert at all times so as to prevent a situation from deteriorating to the point where a May Day must be called.
5. Member becomes entangled

B. May Day Transmission

1. The member should make a “May Day” transmission on the ***primary*** fireground band by using the term “May Day”, which will be repeated three (3) times.----In the event that one transmission may be able to be made, do not wait for May Day acknowledgment, proceed to Step 2.

C. Mayday Acknowledgement

1. Once a May Day transmission is made, the Incident Commander will immediately order radio silence on the primary fireground radio channel and advise the member with the May Day to proceed.
2. Once acknowledged, the member declaring the May Day will provide the information called for in the L.U.N.A.R. report. This information includes:
(a) Location
(b) Unit
(c) Name
(d) Activities involved with at time of May Day (search, hoseline, etc.)
(e) Resources needed to remove the member (air,tools, FAST team, etc.)

D. May Day Declaration

Once a May Day is declared, all members will refrain from using the primary fireground channel. If a member has information which will be helpful in rescuing the distressed firefighter, they will contact Command after the member has made their L.U.N.A.R. report. Members making supplementary reports should advise Command that they have an emergency message.

Once a May Day has been declared, Command will:

1. Order a Personnel Accountability Report by the Safety Officer.
2. Ensure that firefighting operations continue.
3. Order the F.A.S.T. into service.
4. Order all other units to switch over to the secondary frequency.

E. Non-acknowledgement of Mayday

1. If Command does not immediately acknowledge a "MayDay" transmission, attempt to re-transmit the May Day and use any form of communication possible.

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F. Member actions

1. In a situation where a member can still move, and they know their way out of the building, they should try to evacuate the building. If the member is unsure of their location or egress, they should remain stationary.
2. Should a collapse be imminent, members should try to seek some type of shelter. Examples of shelter include large pieces of furniture or in doorways.
3. Members who are stationary should turn on any and all flashlights they have. If more than one flashlight, the beams of the light should be aimed in different directions.
4. Members should conserve air, remain calm, and practice skip breathing techniques
5. If member is able to extricate and evacuate safely, be sure to recall the FAST team.

G. Pass Devices

Members will activate their Pass Devices when:

1. Contact via "May Day" and/or activation of emergency radio signal is not successful.
2. Directed to do so by the Incident Commander to assist in location identification.
3. Any time a member is in distress and is attempting to notify other firefighters.

*Pass Devices could hamper the ability to communicate effectively over the radio.

Safety Glasses

OPERATIONAL GUIDELINE 2513

Division: Operations
Section: Safety
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire utilizing power tools and/or striking material that may splinter and become airborne.
The purpose of this OG is to ensure the safety of members by requiring the use of safety eye wear.

PROCEDURES

A. All members of the Lindenwold Fire Department will be provided with approved safety glasses that will be considered part of their Personal Protective Equipment.
1. Loss or theft of these glasses shall be reported to your supervisor immediately. Although inexpensive, these glasses are a component of your PPE and should be treated as same.
2. Broken glasses should be packaged and returned to Fire Administration for replacement.

B. Approved safety glasses* will be worn under the following conditions:
1. Use of power or mechanically operated tools.
2. Striking material with hand tools.
3. Vehicle extrication.
4. Forcible entry.
5. Cutting battery cables.**
6. Completing house duties that could present eye injuries.
7. Overhaul Operations

* Approved Safety Glasses will meet the ANSI-Z287.1-1989 standard.
** When protection from corrosive dusts or liquids is required safety goggles designed for splash protection shall be used.

Operations in Buildings in Transition

OPERATIONAL GUIDELINE 2514

Division: Operations
Section: Safety
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

Fires in transitional buildings can pose unique and challenging situations to firefighters in terms of the structure, fire load and operations. This Operational Guideline will serve to define company actions at incidents involving buildings deemed to be transitional as outlined herein.
Although the traditional incident scene objectives of life safety, incident stabilization and property conservation remain the same at these incidents, the primary focus of our actions will be for the safety of our members. This could dictate the method we deploy to manage the incident. Operations will be determined by any known or indicated presence of life within the building, location and extent of fire, exposure problems and available resources.

PROCEDURES

A. Identification

A transitional building will be considered any structure that, by its existing condition, provides for additional hazards to Department members. These buildings will include but not be limited to:

- Vacant/vandalized structures
- Buildings under construction
- Buildings under demolition
- Buildings undergoing extensive renovations
- Previously fire damaged buildings (un-repaired)
- Buildings with previous structural damage

Members should expect the unexpected while operating within these buildings. Items to be considered will include rapid fire spread, falls, falling objects, partial and complete structural collapse due to compromised building components. Hazards may also have been intentionally set to injure emergency responders. It is imperative that companies familiarize themselves with any dangerous building within their local. Once a dangerous building has been identified and surveyed, an E-Mail should be generated to All Hands indicating the property name (if any), address, and a brief description of the potential hazards. Company Officers will monitor the building's status during block inspections, noting any favorable or non-favorable changes in building conditions.

B. Size-Up

1. Size-up begins prior to the receipt of the alarm. Prior knowledge of hazards contained within transitional buildings will help first-in Officers in determining initial actions.
2. Protection of life will be the most important consideration in size-up. Since these buildings will normally have a low potential for trapped victims, the Officer in charge

must weigh the factors presented to him/her and keep in mind that ***the safety of members involved in the operations is the paramount concern***.

3. The decision as to the method of attack will be made by the Incident Commander after the following has been taken into consideration:

a) Construction, size and shape of the building;
b) Previous occupancy;
c) Length of time building has been vacant;
d) Structural stability of the building;
e) Stage of construction; and
f) Prior knowledge of existing hazards.

C. Operations

1. Companies will use the emergency scene risk management survey as outlined in OG 2511 for Fireground Operations.
2. Advancement into the building for interior operations shall be performed with extreme caution. Floors and stairs may be weakened. Floor openings and shafts may be unprotected, posing a falling hazard to members. Members will sweep the floor in front of them with a hook or available tool as they advance into the building.
3. Evaluate the effectiveness of built-in fire protection systems as they may be vandalized, shut down or otherwise made inoperable. An alternate plan of attack should be available.
4. Continuously monitor the building for structural integrity.
5. Personnel should avoid operating on the street opposite fire attack in buildings under construction. Heavy debris may become dislodged and showered down onto members by large caliber hose streams due to the lack of exterior walls that would otherwise contain the debris.
6. Members should be prepared to encounter fires involving hazardous materials such as diesel fuel, gasoline and liquefied petroleum gas within buildings under construction.
7. Expect rapid vertical fire spread due to unprotected floor openings and non-existent firestopping materials.

2600 – 2699 Rescue Guidelines

Vehicle Rescue/Riding Position

OPERATIONAL GUIDELINE 2601

Division: Operations
Section: Rescue
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department.
Riding positions are the foundation for safe, coordinated and successful fireground operations. Company members must possess the skills required to fulfill their assigned position. This procedure will enhance our ability to manage emergency incidents through a coordinated effort. This procedure applies to all members operating on a company or as part of a team.

PROCEDURES

For ease of discussion the following number scheme will be used to identify the seats on Squad 63 in the Lindenwold Fire Department

A. Seat 1 will be titled CHAUFFER:
1. Position apparatus for scene safety.
2. Place cones for traffic safety/action zones.
3. Select required handline or fire extinguisher as directed by Officer.
4. Set tool staging.

Tools:
Radio
Cones
Handline/Extinguisher
Rescue Tools

B. Seat 2 will be titled OFFICER:
1. Meet with or establish command.
2. Size up rescue operations.
3. Give secondary report indicating scope of operation.
4. Establish action zone and maintain.
5. Evaluate operation and modify as needed

Tools: Radio
Windshield Kit

C. Seat 3 will be titled TECHNICIAN:
1. Stabilize vehicle.
2. Set up tool staging.
3. Secondary tool operator.

4. No EMS on scene; Primary BLS care as needed
Tools: Radio
Step Chocks (2)
Wedge Bag

D. Seat 4 will be titled TECHNICIAN:
1. Stabilize vehicle.
2. Set up tool staging.
3. Primary tool operator.
Tools: Radio
Step Chocks (2)
Irons

E. Seat 5 will be titled RESOURCE:
1. Assist chauffeur.
2. Procure needed equipment.
3. Backup or additional tool operator.
4. No EMS on scene; Primary BLS care as needed
Tools: Radio

CAB LAYOUT

FRONT

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REAR

Vehicle Rescue Operations

OPERATIONAL GUIDELINE 2602

Division: Operations
Section: Rescue
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department t while engaged in vehicle rescue operations.
Vehicle rescue operations are complex incidents that can pose many challenges to the rescuers. To insure the optimal outcome for the patient a standard approach to these incidents is critical. This Og should serve as a guide for these operations.

PROCEDURES

A. The following will be the sequence of operations at all vehicle rescue operations:
1. Give preliminary report. NATURE/CONDITIONS
2. Establish command.
3. Conduct size-up; determine scene safety, patient assessment.
4. Vehicle stabilization.
5. Coordinate extrication operations with EMS.
6. Assist with patient removal and packaging.

B. The following safety measures must be taken at all vehicle rescue operations:
1. Apparatus should be placed with scene safety in mind.
2. All personnel actively engaged in the rescue will wear full PPE.
3. Eye protection will be used by all personnel operating at the scene. Members are reminded that helmet eye shields do not provide effective eye protection. Safety glasses or goggles are the preferred means of eye protection.
4. A charged 1 3/4" handline or appropriate portable extinguisher will be deployed upon incident size-up.

C. The following scene control measures will be taken at all vehicle rescue operations.
1. All rescue scenes will be divided into an inner and outer circle.
2. The inner circle is that area in which the involved vehicles are located and the area in which the actual rescue operations will take place.
3. The inner circle will be identified by the incident commander
4. Access to the inner circle should be limited to:
a) Fire Department personnel directly involved with the extrication.
b) EMS personnel required to provide patient care.
5. The outer circle will consist of:
a) Tool staging area.
b) A pool of non-committed fire departmental personnel.
c) The command post.

D. Vehicle stabilization will be performed at all accidents where c-spine precautions are being administered.

Engine & Ladder Co. Action at Tech Rescue Incidents

OPERATIONAL GUIDELINE 2603

Division: Operations
Section: Rescue
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire when responding to or operating at a technical rescue incident. that respond to incidents involving water/ice rescues.
This Operational Guideline exists to provide guidelines for Engine and Ladder Company response to Technical Rescue Incidents.

PROCEDURES

A. Upon receipt of a call identifying a possible technical rescue incident the Company Officer should use the following guidelines:

1. Nature of call.
2. Who requested the Fire Department/number of calls?
3. Type of facility or construction type involved.
4. Number of victims.
5. Any specific hazards known.

B. Once on location the Company Officer should follow the following guidelines:

1. Apparatus should park in such a manner that secondary collapse, vibrations or exhaust fumes are not endangering the incident scene.
2. Information to be gathered:
3. Locate responsible party.
4. Determine number, locations and status of victims.
5. Determine if this is a rescue or a recovery.
6. Evaluate any known or potential hazards.
7. Determine what level of evacuation if any is needed.
8. Call for needed resources if they have not already been dispatched.
9. Refer to Specific Operating Guidelines for further tactical information.

Lockout/Tagout

OPERATIONAL GUIDELINE 2604

Division: Operations
Section: Rescue
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Department might be called to respond to incidents involving confined spaces, moving machinery and/or other mechanical hazards. In order to provide for the safety of our members and to comply with all relevant regulations, standards and laws the following operational guideline is adopted
The guidelines contained in this document will be used whenever any of the following occurs:
1. Members of this Department must operate on or around machinery.
2. Members of this Department must operate in a confined space.
3. Any time an Incident Commander feels the use of this guideline will enhance firefighter safety.
4. The use of these guidelines is required by law, regulations or standards.

PROCEDURES

A. When it has been determined that a situation requires the use of lockout/tagout, the Officer will:
1. Ensure the proper method of lockout/tagout is used.
2. Ensure that **all** hazards are controlled before personnel are allowed to operate in the hot zone.
3. Secure the master key ring (large brass ring) from the lockout/tagout kit and keep this ring on their person throughout the entire operation.

B. Once it is determined that lockout/tagout is required the rescue group leader will immediately apply a lockout device to all effected equipment and secure the device with a short shackle padlock.

C. The Officer will complete a lockout tag and affix this tag to the lockout device.

D. Once the Officer has applied a fire department lockout device any lockout devices that were put in place by either the property owner, agents thereof, or contractors operating at the site will be removed.

E. Each member entering the hot zone will affix a color coded, long shackle lock to the lockout device. This lock will be removed by the member every time they exit the hot zone.

F. The lockout device and short shackle lock will remain affixed until all fire department operations are complete and all personnel are clear of the hot zone.

Structural Collapse Operations

OPERATIONAL GUIDELINE 2605

Division: Operations
Section: Rescue
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department while operating at the scene of a structural collapse.
This OG is intended to provide general guidelines for the fire department operations at the scene of a structural collapse

PROCEDURES

A. Response

1. The Lindenwold Fire Department will assume command and control of any incident involving structure collapse or substantial damage in the Borough of Lindenwold.
The following resources will respond to these incidents.
- Squad Company
- Ladder Company
- Duty Chief
- Safety Officer (upon size-up of Incident Commander)
- BLS/ALS

Rescue 13

2. Apparatus will respond to Level I staging while a size-up of the incident is conducted. Attention to a secondary collapse should be considered.

B. Pre-Rescue Operations

1. Scene size-up will be performed prior to any operations.
a. Is the building framed or unframed
b. Number and location of victims
c. Additional resources as needed (Squad Co. 1365)
2. Secondary Collapse
a. Walls out of plumb
b. Smoke/water movement through bricks
c. Beams pulling away
d. Buckled steel beams
e. No water run off, soggy floors
f. Large cracks
3. Fire conditions - stretch lines as needed
4. Presence of hazardous materials; need to monitor air
5. Void Detection (see photos below)
a. Lean to floor collapse
b. V-shape
c. Pancake collapse

C. Rescue Operations
Stage I
1. **Reconnaissance** - Provide for a general survey of the area and size up of the damage. Find out the following information:
a. Building Use
b. Number of Occupants
c. Number of Victims trapped and their possible location
d. Are any rescue operations currently underway?
e. Secure Hazards
- Gas and utilities
- Flammable
- Electrical
- Flooding from burst mains
- Plumbing and sewer disruption

f. Structural stability and adjoining buildings
2. **Immediate Rescue of Surface Casualties**
a. Victims found on top of the debris or lightly buried should be removed first.
b. All rescue efforts should be directed to the victims who can be **seen** or **heard.**
c. Rescue efforts should also be directed to reach those victims whose locations are known even if you cannot see or hear them.
3. **Scene Organization and Management**
a. Working within the incident command system is essential to a successful operation
b. The following checklist may Assist:
- Are all utilities shut down?
- Is structural integrity assured or evaluated and safety officer on site?
- Has an engineer or architect been requested?
- Are rescue operations being directed?
- Is the collapse area divided into manageable areas?
- Triage, treatment, transport area established

Stage II
1. **Exploration and Rescue from likely survival places**
a. Establish an action plan.
b. Once a victim location has been identified, consider the space the victim is in as a confined space, (air monitoring).
c. Seek out casualties by looking in places which could have afforded a reasonable chance for survival.
d. Typical areas that should be searched are
- Spaces under stairways
- Basement and cellar locations
- Locations near chimneys or fireplaces
- Voids under floors which are not entirely collapsed
- Un-demolished rooms whose egress is barred
- Voids created by furniture or heavy machinery

2. **Locating Casualties using the Hailing System**
a. Place rescuers in call and listen positions.

b. Have the operations officer call for silence.
c. Going clockwise each rescuer calls out or taps on something. A period of silence should follow each call.
d. All members should attempt to determine a fix on any return sound.
e. After a sound has been picked up, at least one additional fix should be attempted from another angle.
f. Once communications with the victim have been established, it should be constantly maintained.

3. **Breaching and Shoring**

a. Initially try to avoid the breaching of walls. This may undermine the structural integrity of the rest of the building.
b. For safety cut holes in floors.
c. If you must breach a wall or cut a floor, cut a small hole first to assure that you are not going into a hazardous area.
d. Shores should not be used to restore the structural elements to their original positions.
e. An attempt to force beams or walls into place may cause collapse.
f. Keep the following in mind when shoring:
1. Keep timber shores as short as possible
2. The maximum length of a shore should be no more than 50 times its width
3. The strength of a shore is dependent on where it is anchored. If anchored to a floor, it will be dependent on the strength of the floor.
4. Air shoring may be used in the place of timbers and will provide a stronger shoring system
5. Shoring should never be removed once placed

Stage III

Selected Debris Removal

1. This stage of the rescue process will consist of reducing the size of the rubble
2. This must be accomplished based on a predetermined plan
3. Cranes and heavy equipment may be needed to accomplish this portion of the rescue
4. Remove debris from the top down
5. Remove debris from selected areas where information suggests that victims might be

Stage IV

General Debris Removal

1. This should be employed after all other methods have been used
2. This should be used only after the decision has been made by the incident commander that no other victims may be found alive
3. This basically amounts to the demolition phase
4. During this operation, if a victim is located, selective debris removal shall be conducted to remove the victim

D. Additional Considerations

1. Heat and cold: consider crew rotations
2. What affect is rain or snow having on the operation?
3. Time of day - lighting needs
4. Construction Office notification

E. Termination

1. Ensure all personnel are accounted for.
2. Inventory and restore equipment.
3. Secure scene.

Confined Space Rescue

OPERATIONAL GUIDELINE 2606

Division: Operations
Section: Safety
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline is designed to provide guidance for the personnel of the Lindenwold Fire Department during all phases of confined space entry and rescue operations. A major cause of confined space injuries and /or fatalities are the failure to recognize the incident for what it is - a Confined Space Incident. Do not underestimate the seriousness of confined space incidents. More than half of the casualties of confined space incidents are RESCUERS.
To provide guidelines for the safety of our members and survivability for the victims during the operations of a confined space incident

DEFINITIONS

1. NIOSH (National Institute for Occupation Safety and Health) has three classifications for confined spaces based on life threatening characteristics.
a) Class "A" - an environment that is immediately dangerous to life or health. (Entry by permit only; usually has a posted sign.)
b) Class "B" - an environment that has the potential for causing injury and illness if preventive measures are not used, but is not immediately dangerous to life or health
c) Class "C" - an environment that has potential hazards, which would not require any special modifications of the work procedures.
2. Confined Space:
a) An area large enough and so configured that a person can bodily enter and perform work.
b) One that has limited or restricted means of entry or exit
c) One that is not designed for continuous human occupancy
3. Lockout/Tagout:
The placement of a lock/tag on the energy isolating device in accordance with an established procedure, indicating that the device will not be operated until the removal of the lock/tag
4. Hazardous Atmosphere
a) Any atmosphere which may cause immediate or delayed death, injury or disease and exposures are toxic, poisonous, corrosive, flammable or has the ability to be physically incapacitating or dangerous
b) Hazardous atmospheres including; levels of flammability of 10% of the lower explosive limit (L.E.L.), oxygen deficient atmospheres with levels below 19.5%, or enriched atmospheres above 21.5% or airborne combustible dust greater than its L.E.L
5. Open Topped Enclosures - Depths that restrict the natural movement of air (degreasers, pits, and selected types of tanks and excavations).
6. Enclosures - Extremely limited openings for entry or exit (Sewers, casings, tanks,

manholes and silos).

PROCEDURES

A. Response

1. Any incident that is determined to be a "Confirmed" confined space emergency will immediately receive the following resources:
a) Squad Company
b) Ladder Company
c) Duty Chief
d) Rescue 13
e) Safety Officer (upon size-up of Incident Commander)
f) BLS and ALS
g) LBMUA
2. All emergency vehicles will respond to Level I staging while a size-up of the incident is conducted.

B. Pre-Entry Operations

1. Scene Preparation - First-due Company
Upon arrival at a confined space incident the first due company officer should obtain the following information from the site foreman, bystanders or anyone else that is a reliable witness.

Assessment

· What type of space is this
· Are their product storage hazards?
· Secure the job foreman or a reliable witness
· Determine location and number of victims
· Obtain blue prints, maps or have site personnel; draw a sketch of the site
· Determine the mechanisms or entrapment or nature of illness
· Make a conscious decision as to whether this is a recovery or rescue
· Determine number of entry points and locations
· Determine electrical/mechanical/chemical hazards

Make the General Area Safe

· Establish a perimeter with fire line tape and assign police to assure
· Start ventilation of the general area if needed
· Ventilate the space with the PPV
· If possible, open all additional openings into the space to assist with the ventilation process
· Assure fire control measures if needed
· Do not allow sources of ignition on the site

2. Considerations

1. Hazard identification - hazards will be identified for each confined space. The hazard identification process will include, but is not limited to, a review of the following:
a) The past and current uses of the confined space which may adversely affect the atmosphere of the confined space.
b) The physical characteristics, configuration and location of the confined space.
c) Biological hazards
d) Mechanical / physical hazards
e) Potential hazards in the confined space such as FLAMMABLE AND TOXIC ENVIRONMENT (FATE)

2. Four distinct categories of hazardous atmospheres.
a) Flammable
b) Toxic
c) Irritants and or corrosive
d) Asphyxiating
3. Common gases found in below grade or confined space operations
a) Carbon Dioxide
b) Carbon Monoxide
c) Hydrogen Sulfide
d) Methane
e) Sulfur Dioxide

3. Entry Operation

1. Assure Lock out / Tag out procedures are completed **(**Lock out /Tag out kit is on Squad 63) Refer to OG-2604 for procedures
2. All personnel that enter the confined space should be equipped with a SAR, using 300 ft as a maximum distance from entry. If you can enter with standard SCBA, you will not enter any further then 25 feet from the entrance. Entry with standard SCBA should be limited to reconnaissance only, unless the victim is easily accessible and members stay in line of sight of the entry point.
3. Ensure one back up team for every entry team (2 for 2)
4. No one will enter a confined space alone; always work in teams of two.
5. No one will enter a space with non-intrinsically safe devices unless approved prior to entry, based on atmospheric monitoring.
6. Each entry team will be equipped with the following items:

· At least one member will have a hard wire communication system, worn with the SAR.
· Explosion proof lighting.
· Atmospheric monitor.
· Proper protective gear as deemed necessary by the incident commander.
An entry/egress line shall accompany the first entry team and be anchored at their furthest point of penetration.
· Some form of extrication/retrieval system for a victim.
· If the entry team must enter a vertical shaft or greater than 8 feet each member will wear a class three harness and be attached to a safety line as well as the lowering line.

D. Atmospheric Monitoring

1. Atmospheric monitoring shall occur prior to and during all entries into confined space. It should be stressed that the lack of positive or alarm level readings does not eliminate the requirement for proper respiratory protection.
2. Atmospheric monitoring will be tested at all levels.
3. All atmospheres will be tested for:

· Oxygen deficiency
· Oxygen excess
· Toxicity
· Flammability

4. The following levels shall be considered as immediately dangerous to life and health:

· Oxygen Deficient <19.5%

· Oxygen Enriched > 23.0%
· Flammability at 10% of Lower Flammable Limit (LEL)
5. Atmospheric monitoring shall occur at all times when rescuers are in the confined space.
6. All atmospheric monitoring shall be recorded on the entry permit.
7. Once the best method and location for entry has been determined teams shall begin entry and reconnaissance/rescue/recovery operations in the space.
8. Entry decisions shall be made based on location of victim, safety of the opening, atmospheric readings and ease of recovery points.
9. Prior to entry, each team member shall be logged in on a work sheet with his or her time of entry.
10. Entry teams should be limited to thirty minutes of work in any confined space
11. Once inside the space:
· assure adequate communications
· Move towards the victims location as a team
· Beware of elevation differences and unstable footing
12. Once the victim has been located, decide:
· Is this a rescue or recovery?
· If a rescue, can an SCBA be placed on the victim
· Can the victim be easily moved towards the opening?
· Is additional personnel needed to move the victim?

E. Communications
a) Voice or eye contact is preferred, although in many cases this is not practical.
b) Explosion proof Portable Radios
c) Hard wire communication is preferred for confined space. A Con-Space communication system is located on Rescue 1335.
d) Rope signals (if all else fails)
OUTSIDE TO ENTRY TEAM
One pull - up or out
Two pulls - down or in
Three pulls - distress or help
ENTRY TEAM TO OUTSIDE
One pull - up or out
Two pulls - moving down or going in
Three pulls - distress or help

F. Victim Removal
1. Once the victim is set for removal assure the following:
· Assure as much C-spine control as possible based on the space and the victims condition
· Mechanical advantage systems are preferred over manual hauling
· Do not use electric winches, etc. to remove victims; these allow little control and could result in dismemberment or additional injury
· Decide if the victim is to be removed head first or feet first.
· Avoid the use of wristlets on patients with burns
2. Once the victim is clear from the space remove the entry team personnel and equipment.

G. Safety Considerations
In the event of an air line failure with the SAR, the entire entry team shall IMMEDIATELY leave the space.

- Notify the exterior immediately that there is a problem and identify the line and the problem
- Never leave your partner unless you must clear the way for his exit.
- In the event that the 10 minute escape bottle runs out before you have exited and the air line problem has not been corrected: buddy breathing by passing the mainline (which is still functional) back and forth

H. Termination
1. Double check personnel list and assure all personnel are accounted for.
2. Inventory all equipment and replace.
3. Equipment that was damaged during the confined space will be tagged and sent out for repair or replacement.
4. Have contractor or responsible party seal entry points to assure no additional entry.

Trench Rescue Operations

OPERATIONAL GUIDELINE 2607

Division: Operations
Section: Rescue
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department engaged in trench rescue and collapse emergencies.

Included in this procedure are incidents involving:

1. Trench or excavation collapses.
2. Incidents that involve victims who are pinned by heavy objects inside an unprotected trench or excavation.
3. Persons experiencing medical emergencies in an unprotected trench or excavation.

This procedure is designed to provide guidelines for safe and effective tactical operations at the scene of trench rescue and collapse emergencies.

PROCEDURES

A. Response

1. The Lindenwold Fire Department shall assume command and control of any incident involving a trench or excavation collapse in the Borough of Lindenwold.

The following resources will respond to these incidents:

- Squad Company
- Ladder Company
- Rescue 13
- Duty Chief
- Safety Officer (upon size-up of Incident Commander)
- BLS/ALS

2. All emergency vehicles shall be parked at least 100 feet from the collapse site. The exception to this shall be the Technical Rescue Unit that may park no closer than 50 feet if conditions permit.
3. All traffic shall be stopped or detoured at 300 feet from the site of the emergency.

B. Pre-Entry Operations

1. Gathering all available information; Job Foreman, Witness, etc.
2. Identifying and control on-scene hazards such as:

a) Vibrations
b) Disrupted utilities
c) Flowing water
d) Mechanical hazards\heavy equipment
e) Exposed but intact utilities
f) Hazardous materials
g) Monitor air in trench

3. Establishing a hazard control zone of at least 75 feet and clearly marking this zone with fire line tape.
4. Denying entry into the trench by anyone. All trenches and excavations will be "safe and protected" using approved means prior to entry by emergency personnel.

5. Ventilate the trench.
6. Establish eye contact with the victim and provide reassurance that steps are being taken to remove them as soon as possible.
7. Transfer all pertinent information to the initial Incident Commander.

C. Entry Operations
1. NFPA 1670 & CFR 1910, 146 will be followed
2. Approach the trench from the ends, if possible.
3. Stabilize the spoil piles and secure perimeter of trench:
a. Remove tripping hazards
b. Provide level area for ground pads
c. Place ground pads around lip of trench
4. Secure sidewalls of uncollapsed area with shoring/panels.
5. Place ladders no more than 50 feet apart in trench for access into trench.
6. Remove dirt from collapsed area from trench.

D. Victim Removal
1. Create a safe zone around victim.
2. Remove debris, trapping victim.
3. Access victim's condition; crush syndrome and hypothermia.
4. Package patient for removal; prepare for a vertical or horizontal removal.

E. Termination
1. Rehab personnel prior to equipment breakdown.
2. Remove trench-shoring system (last in/first out).
3. Beware of secondary collapse.
4. Stage, clean and inventory equipment.
5. Secure the scene:
a. This may include leaving shoring in place.
b. Back filling the trench.
c. Contact OSHA to respond to incident

Rope Rescue Operations

OPERATIONAL GUIDELINE 2609

Division: Operations
Section: Rescue
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department who may be involved in a rope rescue operation.
To provide guidelines for the safe and effective use of technical rope rescue equipment during emergency operations. It must be understood that rope rescue operations are to be attempted only as a last option. All other means of access and egress must be considered first. It should also be understood that this OG in no way is intended to be all-inclusive. During rope rescue operations judgement, experience, training and coordination among Fire Department is an absolute necessity.

PROCEDURES

A. Response
1. The Lindenwold Fire Department shall assume command and control of any incident involving a Rope Rescue Operation, in the Borough of Lindenwold
The Following resources will respond to these incidents:
· Squad Company
· Ladder Company
· Rescue 13
· Duty Chief
· Safety Officer (upon size-up of Incident Commander)
· BLS/ALS
2. All Emergency Vehicles will respond to Level I staging, while a size-up of the incident is conducted.
B. Pre-Rescue Operations
1. Secure a witness and gather information
· What is the victim's location?
· How is he/she suspended?
· Is the victim injured?
· Is the victim hanging or simply stranded?
· Can the victim be reached by any other method?
2. Make the general area safe
3. Make the rescue area safe
· Utilities
· Debris
· Other Hazards
C. Rescue Operations
1. NFPA standards 1983 & 1670 will be followed.
2. Can the victim be talked into a self-rescue if they are not exposed to a lifethreatening situation?

3. All victim transport systems (stokes basket, sked LSP, harness, etc.) will be securely attached to the victim. All knots & rigging must be checked and no victim will be transported without a safety line.
4. Any point where the rope passes a stationary object, it must be padded or a change of direction applied to prevent the rope to chaff.
5. All single line rappels will be belayed, if not from the bottom than from the top.
6. Helmets, gloves and eye protection will be worn. Firefighting PPE is not required for this operation, unless fire operations are in progress.
7. The rigging and operations area should be cleared of non-essential personnel.
8. Members will be secured in full protection when working near edges.
D. Victim Removal
1. Rescuers shall build the necessary hauling or lowering system to remove the victim.
2. The victim shall be packaged properly in the appropriate transport system.
E. Termination
1. Rehab personnel prior to equipment breakdown.
2. Stage, clean and inventory equipment.
3. Secure the scene.

Water/Ice Rescue

OPERATIONAL GUIDELINE 2610

Division: Operations
Section: Rescue
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department that respond to incidents involving water/ice rescues.
Presently, LFD is the lead agency at water rescue emergencies in Lindenwold.
Types of water rescue incidents LFD is prepared to handle are as follows:

- Still water
- Ice

PROCEDURES

A. General Incident Response

1. LFD is only equipped for surface water/ice rescue. We will only operate in a support role or attempt a surface search for submerged victims.
2. When working the shoreline no personnel are permitted to be within 15' of the water edge without a PFD (***Personal Flotation Device)***.
3. At no time will Fire Department personnel enter the water without Water Rescue PPE and a tether line
4. Fire fighting PPE should not be utilized in the water or near its edge.
5. Careful evaluation ***should*** be made prior to committing personnel if a vehicle has entered the water. Haz-mats could be present in the water; the vehicle could be unstable and trap a rescuer.
6. Where appropriate, dive agencies should be notified early in the incident to provide SCUBA Diver support.
7. The incident will remain classified as a RESCUE until a ***victim*** has been reported submerged for greater than 1.5 hours. Incident will then be classified a RECOVERY. In incidents where down time is unknown, operations will continue in the RESCUE mode until 1.5 hours after arrival.

B.Duty Chief's Duties

1. Size-up: Ascertain number of victims, circumstances of the incident, location of the victims, weather conditions. Issue radio report to Camden County.
2. Incident Commander to designate personnel to interview witnesses to determine; activities of the victim, description of the victim, how long victim has been in water, last known location (Triangulate)
3. Incident Commander to determine and request additional resources, (water rescue technicians, boats, rehab units, helicopters for search, divers, etc.)

C. Engine/Truck Company Duties

1. Size-up and witness interviews to determine victim location.
2. Perform Reach & Throw Rescue Techniques if appropriately equipped.
3. Encourage the victim to perform self-rescue/survival techniques

4. Triangulate and mark the victim location in the event the victim becomes submerged prior to the Rescue Company arrival.
5. Establish a location to set-up a possible launch point for the boats.
6. Assist with equipment set-up and line tender functions.
7. Set-up Lighting and Decon as necessary.
8. Establish a safe operating perimeter with traffic cones and fireline tape.

D. Squad Company Duties
1. Enroute to the assignment, personnel should don entry suits. On arrival the personnel in entry suits should be prepared for immediate victim assistance by ensuring; Water rescue PPE is properly donned, all accessories are donned, life ropes are attached to the rescuer as tether lines, and the victim rescue sling is ready.
2. Conduct a rescue size-up, formulate a plan in conjunction with the Incident Commander, monitor rescue progress and ensure rescuer safety.
3. Develop a Profile Map that includes the following information; draw shoreline with landmarks, point which you are standing in relation to the victim, location of witnesses in relation to the victim, draw opposite shore with landmarks and ranges.
4. The rescue techniques will be prioritized in the following order; Reach, Throw, Row and Go.
5. Only 1 rescuer should engage the victim and attempt rescue, the 2nd rescuer should remain in shallower water as the back up, unless additional assistance is required. Immediately after victim contact is made establish victim buoyancy with the rescue sling.
6. Line tenders should be constantly aware of the entry teams progress and should remain alert for Hand/Light signals by the entry team.
7. The following are the Signals to be used to communicate between line tenders and rescuers:
STOP Hand-Arm straight up with fist.
Light - Hold light straight up, pointed towards the shore.
Audible - 1 whistle blast.
Rope Tug - 1 line pull.
SLACK Hand/Light - Wave arm or light up and down vertically.
Audible - 2 whistle blasts.
Rope Tug - 2 line pulls.
TAKE UP Hand/Light - Wave arm or light in large circular motion.
SLOW Audible - 3 whistle blasts.
Rope Tug - 3 line pulls.
HELP Hand/Light - Arm or light up, sweeping side to side over head.
Audible - 4 whistle blasts followed by 4 more if possible.
Rope Tug - 4 line pulls.
8. During ice rescues a Rescue sled or boat should be utilized to distribute the weight and assist with victim removal.
9. Upstream spotters should be employed during a swift water/flood rescue to signal when a victim or hazard is approaching the rescue target site.
10. Have multiple downstream back-ups during swift water/flood rescues, in the event the initial attempts fail i.e. (Throw bags, tensioned diagonal lines and inflated firehose).
11. Swim in a defensive posture in swift water, unless approaching Strainers or

Hydraulics.
12. If while performing the rescue, the victim becomes submerged and cannot be retrieved mark the area with a floating buoy.

E. Boat Operations/Recovery

1. At no time will the boat motor be operated when approaching a victim or when operating with divers in the water.
2. Only 2 rescuers should operate in the boat, so as to not exceed its capacity if a victim needs to be brought on-board.
3. All personnel operating in the boat should be wearing water rescue PPE and a PFD.
4. At no time will the rescue boat enter the water without all its safety gear and paddles.
5. During a Swift water Rescue attempt with a boat, the motor should not be utilized and a Highline Tyrolean should be set-up upstream for maximum safety.
6. When performing a surface search for a submerged victim utilize a reach pole or other device to sweep bottom. Sweep bottom using circular motions 2'-3' diameter, overlapping each previous sweep.
7. When using a boat for search operations a coordinated sweep/drag will be done with hooks.

F. Patient Care/EMS Operations

1. Preparations for victim recovery and rescuer rehab should be made.***(Long back board)***
2. Tape blankets to LBB, which will be utilized for patient care.
3. Obtain extra wool blankets and towels. Begin to warm them in the EMS Unit.
4. Drowning/Near-drowning victims are extremely fragile medically and should be handled carefully. Similar to a Trauma Patient.
5. Resuscitation should be attempted on any victim submerged in cold water for 1.5 hours or less regardless of absence of vital signs.
6. Personnel who have entered the water should be decontaminated and medically evaluated by EMS. Our Occupational Physician or Emergency Room Physician should see personnel who have ingested water.

ELEVATOR INCIDENTS AND EMERGENCIES

OPERATIONAL GUIDELINE 2612

Division: Operations
Section: Rescue
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)
Elevators are a common feature within buildings that are more than one story in height. Unfortunately, there will be times when an elevator system will malfunction with civilians confined inside. Working in and around elevators during this "Rescue Period" can be extremely dangerous. The purpose of this Operational Guideline is to provide safe guidelines to our members while operating at elevator emergencies and incidents.

PROCEDURES
A. Classifications
1. Elevator Incident: Occupants are confined to the elevator car with no immediate danger and no evidence of injury.
2. Elevator Emergency: Occupants are confined to the elevator car and are injured or ill, in a state of panic, or endangered by problems associated with a fire or elevator malfunction.
3. The condition of the occupants should be monitored at all times during the removal process.
B. Stuck or Stalled Elevator Car
1. Malfunctions caused by electrical problems are the most common reason for stuck or stalled elevators. Some causes for electrical malfunctions are:
a. Car and hoist way door contacts are open;
b. Blown fuses;
c. Electrical short circuits;
d. Power outages.
2. Size-Up the Incident
a. Locate the car by using:
- Lobby panel;
- Intercom or telephone;
- Floor selector in machine room.
b. Communicate with passengers by using:
- Elevator car phone;
- Intercom;
!-Converse through doors.
c. Determine the method to remove passengers:
- Primary removal procedures;
- Secondary removal procedures;
- Emergency removal procedures.
C. Removal Procedures

1. Primary
a. This method is performed without turning off the main power to the car in question.
b. Check electrical contacts.
1. Have an occupant deactivate the emergency stop;
2. Have an occupant press the door open button;
3. Have an occupant press the lobby call button;
4. Have the occupants push the car door toward the closed position to help complete door contact;
5. Have Fire Department members close all hoist way doors on the shaft in question to close the interlock.
c. Activate Phase I
1. Firemen's service will override the emergency stop button;
2. If the car returns to the lobby or does not respond, deactivate firemen's service.

2. Secondary
a. Have building maintenance have an elevator mechanic respond.
b. Secure main power by sending a LFD member with a portable radio, hand light, and forcible entry tools to the elevator equipment room. Forcible entry tools may be needed to enter the machine room if **KEY** or **CODE** is not available. The facility Knox Box should be checked for any keys and/or codes. LFD member must remain in the machine room after securing power to the car unless OSHA compliant lockout/tagout kit is used. LFD member must **not** restore power to car once this procedure is used.
NOTE: Elevator machine rooms are extremely dangerous places.LFD members must use caution due to high voltage, openings in floors and walls, moving parts on machines, and hydraulic fluid which has escaped from reservoir and hose.

d. Inform occupants in a stalled/stuck car of Fire Department operations and what to expect as far as noise, movements, etc.
e. LFD members are **not** to open hoist way door, enter shaft or remove occupants until power is secured. Personnel operating in and around the shaft are to be secured by Life Safety Rope.
f. Open hoist way door or doors with elevator key or by poling.
g. If manual lowering of a hydraulic elevator is the procedure selected by the OIC, the occupants must be advised of this procedure before beginning the lowering of the car. LFD members must be stationed at the open hoist way above and below the car in question to observe the status of the car during the lowering operations. The car is to be lowered until it is even with the closest landing.
1. Direct the occupants of the car to open the car door by exerting pressure toward the open position.
2. Removal of Occupants:
When removing occupants from a car between floors, they should be taken up and out of the car when possible. If they must be removed to a lower landing, precautions must be taken to protect the open shaft way (ladders, tables, etc.).
3. Emergency
a. Secure main power by sending a CHFD member with a portable radio, hand light, and forcible entry tolls to the machine room. Forcible entry tools may be needed to enter the machine room if **KEY** or **CODE** is not available. LFD member must remain in the

machine room after securing power to the car unless OSHA compliant lockout/tagout kit is used. LFD member must **not** restore power to car once this procedure is used.
b. Size-up of the incident should determine the best method to use in removing the occupants.
1. Top Hatch Removal
a. Secure members working in and around hoist way with life safety rope;
b. Provide adequate lighting;
c. Lower ladder to roof of car;
d. Open hatch with hand tools or forcible entry tools as necessary;
e. Lower ladder into elevator car;
f. Have LFD member with portable radio enter car, determine order of removal and secure each removed occupant with life safety rope. LFD member must be in physical contact with occupants as they are being removed from the car.
2. Side Hatch Removal
a. Bring rescue car even with a stalled/stuck car;
b. Provide adequate lighting;
c. Remove power to rescue car;
d. Open side exit of stalled/stuck car in the same fashion;
e. Create a bridge between cars using planks of sufficient length or other appropriate and safe means;
f. Have LFD member, secured with life safety line and portable radio, cross over into the car. This member will determine order of removal, secure each occupant to life safety line, and assist them into the rescue car. Power to the rescue car may be restored only after all occupants are safely removed to the rescue car.
D. Forcible Entry of Hoist Way/Elevator Car Doors
These procedures are to be used only as a last resort as they often cause deforming of doors and locks, and complicate and delay the rescue of the occupants. There are two methods to force hoist way and car doors: Air Bags, Rabbit Tool or Hydra Ram.
1. Airbag system: This is the preferred method because it is less likely to damage the door.
a. Make small purchase point with tool;
b. Place bags as high as possible between door and jamb so as to apply pressure as close as possible to the locking mechanism;
c. Make sure that the center of the bag is as close as possible to the door edge;
d. Inflate bag until hoist way door opens;
e. Open car door manually.
2. Rabbit Tool / Hydra Ram
a. Make small purchase point with tool;
b. Insert jaws as high as possible between door and jamb;
c. Make sure that the tool is flush with the hoist way door;
d. Operate tool to open door. **CAUTION** – *If door begins to come off track, stop the tool from operating;*
e. Open car door manually.
E. Removal of victim from between Car and Hoist Way
The following procedures should be performed :
1. Secure main power by sending a LFD member with a portable radio, hand light, and forcible entry tolls to the machine room. Forcible entry tools may be needed to enter the machine room if **KEY** or **CODE** is not available. LFD member must remain in the machine room after securing

power to the car unless OSHA compliant lockout/tagout kit is used. LFD member must **not** restore power to car once this procedure is used.

2. Have EMS respond and stabilize victim;
3. Provide adequate lighting;
4. LFD Members working in and around hoist way need to be protected by life safety line;
5. Stabilize elevator car with Come Along or other appropriate and safe means;
6. Only move the car door **horizontally (never up or down)** with air bags or hydraulic tools until victim is freed;
7. Airbags – Slow controlled deliberate expansion of bag;
8. Hydraulic Tools – More likely to damage car or hoist way. Not as easy to control speed as with air bags;
9. If more spread is needed than air bags and hydraulic tools can provide, removing the anchor to the guide rails is an option.

F. Fires in Machine Room, Hoist Ways, Pits and Car

1. Machine Room

a. Elevator equipment usually involves an electrical fire. These fires can produce large amounts of smoke. Secure the main power. Use caution due to low visibility.
b. Combustible storage – Forbidden by the fire code, but still may be cause for concern.
c. Hydraulic fluids – exist in all elevators.

2. Hoist Ways – No longer a major problem, however still possible.

a. Rails
b. Cables

3. Pits

a. Secure power to elevator prior to entering an elevator pit
b. Combustibles – Class A extinguishment method
c. Hydraulic fluid – Class B extinguishment method – foam line application to extinguish large fires involving hydraulic oil tanks

4. Cars

a. Fan motors
b. Light ballast
c. Secure power
d. Have maintenance contact their elevator service company

Industrial Accidents

OPERATIONAL GUIDELINE 2613

Division: Operations
Section: Rescue
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)
Industrial accidents come in a wide range of incidents; from a child with their hand caught in a vending machine, a person entangled in machinery, to hanging scaffolding on a high rise building. This Operational Guideline applies to members who respond to these types of incidents.

PROCEDURES
A. Response
1. The Lindenwold Fire Department will assume command and control of any incident involving an Industrial Accident in the Borough of Lindenwold.
The Following resources will respond to these incidents:
• Squad Company
• Ladder Company
• Rescue 13
- Duty Chief
• BLS/ALS
2. Apparatus will respond to Level I staging while a size-up of the incident is conducted.
B. Incident Command
1. Develop an action plan
2. Assign a Safety Officer as needed
3. Provide progress reports to Camden County Fire Radio
C. Pre-Rescue Operations
1. Scene size-up will be performed prior to any operations.
2. Ensure personnel safety. Many hazards may be encountered in an industrial accident; noise, moving machinery, pneumatic & hydraulic devices, CAT walks, electrical wiring, falling debris, and dangling equipment. Caution should also be used around cylinders, springs and actuators.
3. Gather as much information about the incident.
a. What happened?
b. How many victims?
c. Rescue/Recovery
d. Plant Manager to Command Post
e. Facility Engineer/Machinery Mechanic assigned to Operations Officer
4. Secure power to all machinery/equipment in question and post a member at these sources or secure the power with the lock out/tag out kit.
5. Place a charged 1¾ hand-line in place for any fire potential / when applicable.
6. Request additional resources as needed.
D. Rescue / Removal Operations

1. Implement action plan
2. Stabilize and prevent any moving parts using wedges, cribbing, airbags, porta power, grip hoist and/or rope. Check and recheck stabilization during extrication.
3. Have BLS/ALS assess the patient and stabilize for removal. Areas of concern should be spinal immobilization and crush syndrome.
4. Disassemble machinery whenever possible. It may be necessary to remove victim to trauma center with an impaled object. The rescue company may need to respond to the hospital to assist in final removal of an impaled object.
5. If cutting metal components with torches or saws, utilize heat sinks and fire blankets to prevent the patient from being injured further. Monitor the object being cut regularly for heat transfer. Also have a charged hand-line and several pressurized water extinguishers ready.
6. The Rescue Chauffeur should coordinate the Logistics for the rescue operation. Provide electric, lighting, air, hand-tools, etc. as necessary. Consider using on-site industrial tools; they may prove efficient and save valuable time.
7. If you must move or run a machine, try to use manual power from personnel. Utilize pipe wrenches and pry bars. Remember moving or reversing the machines operation under power is uncontrollable and should only be used as a last resort.
8. Be aware of Hydraulic systems as they operate at extremely high pressure. The loss of pressure can cause large components to collapse or change position; stabilize by chocking. Also the fluid under pressure if released could injure the victim or rescuers.
9. Be prepared to deal with auxiliary systems of machinery. This includes lubrication, cooling and vacuum systems. Although these systems usually are not part of a rescue, breaking into them could release chemicals.
10. Department Operating Guidelines should be adhered to when confronted with an industrial accident involving the following:
a. Structural Collapse – OG2605
b. Confined Space – OG 2606
c. Trench Collapse – OG 2607

2800 Haz-Mat Guidelines

Response to Hazardous Materials or WMD Incidents

OPERATIONAL GUIDELINE 2801

Division: Operations
Section: Haz-Mat
Effective Date: 10/1/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department that respond to incidents involving hazardous materials.
The purpose of this OG is to provide guidelines for engine and or ladder company response to possible hazardous materials incidents. Hazardous Materials are defined as any substance that when released from its container accidentally or otherwise is capable of being a threat to the safety of life, property and the environment when it touches or impinges upon them.

PROCEDURES

A. Response

1. Investigation
a. Squad 63 & Ladder 63
b. Additional resources as needed
2. Hazardous Materials or WMD Incident
a. Local Company
b. Haz-Mat 13
c. BLS Unit
d. Duty Chief

B. General Guideline

1. When responding to a possible Hazardous Materials Incident, the following guidelines will assist the Incident Commander in the initial size-up.
a. Request all available information from the dispatcher:
1. Nature of the call.
2. Who requested the Fire Department/number of calls.
3. Type of facility or vehicle(s) involved.
4. Number of victims injured.
5. The identity of the specific chemical(s) involved, if known.
b. Obtain wind velocity and direction from the dispatcher.
c. SAFETY OF THE FIRST RESPONDING FIRE PERSONNEL IS TO BE GIVEN FIRST CONSIDERATION BEFORE ANY ACTION IS UNDERTAKEN.
d. **Signs of a Hazardous Materials or WMD Incident**
1. Placards, Labels or Hazard Symbols
2. Chemical Facilities or Containers
3. Odors, Product or Vapor Cloud

4. Unexplained number of sick, injured or dead (people and/or animals)
5. Multiple victims with no apparent cause
6. Extensive damage to structures, property or vehicles
7. Disseminating device found
8. Mass hysteria
9. Warning given or credit taken for incident
2. When personnel encounter any of the following chemicals or materials, the Hazardous Materials Unit will be required to respond to the scene
a) Poisons - any amount.
b) Radioactive - any amount.
c) Organic Peroxides - any amount.
d) Etiologic Agents - any amount (Biomedical materials).
e) Irritants - any amount.
f) Explosives or Blasting Agents - any amount.
g). Flammable Solids - any amount.
h) Flammable Liquids - **15 gallons or more**.
i) Flammable Gases - any amount.
j) Corrosives - **10 pounds and/or 1 gallon or more**.
k) Oxidizers - any amount.
l) Chlorine/Ammonia - any amount.
m) Combustible Liquids - **15 gallons or more**.
n) Petroleum spills of greater than **15 gallons**.
o) Flammable liquid spills which enter a storm drain or sewer system in any amount.
p) Unidentified discarded chemicals - any amount.
3. The HMU will also respond when requested by the Camden County Health Department or NJDEP for any type of incident in Cherry Hill.

B. Fixed Site

1. Apparatus should stage "UP-HILL AND UP-WIND" at a SAFE distance from the incident.
2. Provide an on-location report and establish command.
3. Information to be gathered:
a) Determine if any **lives** are in immediate jeopardy.
b) Locate the person who requested the Fire Department and verify the reason for requesting assistance.
c) **Isolate** the area, deny entry and establish hot, warm and cold zones. Use the Department of Transportation Emergency Response Guide as a Reference (ERG).
d) Determine if additional resources will be needed.
e) Attempt to identify or confirm the material or chemicals involved.
f) Determine the quantity of the material or chemical involved.
g) Try to obtain Material Safety Data sheets on the chemical involved.
h) Obtain all available information on the health hazards of the chemical(s) involved.
i) Gather all available information on the physical and chemical properties of the chemicals involved and if they react with other products/chemicals.
4. Based upon the information gathered, determine if the company is capable of providing the actions required to MITIGATE the hazards of the incident.
5. Request the Hazardous Materials Unit (HMU) if specialized assistance is required.
6. Determine if evacuation is necessary or if any other action(s) should or could be

initiated safely prior to the arrival of the "HMU".

C. Transportation

1. Attempt to locate the driver of the vehicle and ascertain what products are in the shipment. Ask driver for the shipping papers or their location if not in his possession. Attempt to retrieve the Bill of Lading if it can be done SAFELY.
a) Normally located in a pouch on the driver's side door or on the driver's seat when the driver is away from the vehicle.
b) If two trailers are being drawn in tandem the Bill of Lading for the rear trailer may be locked in that trailer and unavailable. (PIGGY-BACK)
2. Observe the vehicle from a safe distance noting trailer style, configuration and construction.
a) Box trailer.
b) Tank trailer and shape of the tank.
c) Identify the material(s) involved.
3. LOOK FOR PLACARDS OR LABELS ON THE CONTAINER (TANK/TRAILER) AND RECORD THEM.
4. Look for obvious leaks or spills:
a) Amount of product that has spilled or leaked.
b) Potential danger of entering waterways, storm sewers, or other areas.
5. Note type and location of structural damage to trailer.
6. Observe vapor production, smoke and steam and direction of the plume.
7. If the vehicle is involved in fire and a liquid or vapor product is burning:
a) DO NOT EXTINGUISH VALVE FIRES IF CONTAINER IS PRESSURIZED UNLESS THE LEAK CAN BE STOPPED IMMEDIATELY AFTER EXTINGUISHMENT. (Consider tank cooling to prevent a B.L.E.V.E.)
b) DO NOT ATTEMPT TO EXTINGUISH FIRES USING FOAM UNLESS ENOUGH FOAM IS AT THE INCIDENT TO SUCCESSFULLY EXTINGUISH THE FIRE.

D. Roadway Spills

1. For small quantity fuel spills (less than 15 gallons) on the highways, from a passenger and/or small commercial vehicle (defined as fuel in the vehicles storage tank), designed for vehicle operation, the Local Company shall spread absorbent material and contain the spill from entering any waterway.
2. The Company Officer will inform Camden County Communications of any spill in excess of fifteen (15) gallons.
3. The 15 gallon threshold will require the response of the HMU. The HazMat Officer will access the incident and inform Camden County Communications of what Environmental notifications need to be made.
4. Where there is responsible party as defined in Operating Guideline 2814, any cleanup will be coordinated with the On-Duty CHFD Hazardous Materials Officer and/or Battalion Chief and the Camden County Health Department.

E. WMD Incidents

1. Types of Threats
a) Biological use ERG Guide #158
b) Incendiary use ERG Guide #118, 127, 134, 136, 139
c) Chemical Agents use ERG Guide #123, 153
d) Explosives use ERG Guide #112, 114
e) For all other hazardous materials refer to labeling or placards for information. Then consult the ERG Guide based on labels and placards found.
2. Keys to Self-Preservation
· TIME – Minimize any exposure

· DISTANCE – Maximize distance between you and the hazard
· SHIELDING – Use cover as protection and wear all PPE & SCBA at a minimum

3. Actions to be Taken
a) Be aware of potential terrorist targets
b) Be alert for secondary devices
c) Establish exclusion zone – 1500 feet
d) Be aware of people departing scene
e) Place apparatus upwind/uphill
f) Alert all personnel to don PPE & SCBA
g) Do not create more casualties by rescuing the dead
h) Do not enter an area with an obvious vapor cloud, mist, smoke or active liquid leak
i) Request additional resources and the Haz-Mat Taskforce
j) Set up command post and staging area in a safe location
k) Establish sectors
l) Isolate and deny entry
m) Evacuate surrounding areas quickly and safely
n) Conduct Emergency Decontamination as outlined below
o) Alert area hospitals of situation and possibility of walk-in victims
p) Triage & Treat Victims after decon
q) Do not touch, cover or move devices
r) Coordinate activities with Law Enforcement in the interest of SAFETY, SECURITY & PRESERVATION OF EVIDENCE

4. Chemical Protective Clothing Guide (Level B)
a) To be used by First Responder Companies for rescue of live victims only!
b) Do not enter an area where only dead victims, vapor clouds, mists or active liquid are present
c) Don Tyvek F Suit over street clothing or station uniform, use bunker boots under suit if a safety shoe is unavailable
d) Zip up suit and close flap over the zipper, use chemical tape to secure the flap
e) Place on thin inner gloves (EMS Glove), then the Butyl Gloves (Black), use chemical tape to secure suit over gloves at wrist
f) Put on Latex Boot covers (yellow) over suit booties and secure to suit with chemical tape
g) Don SCBA, ensure proper fit and face piece seal
h) Use Buddy System and portable radio for safety

3000 Training Guidelines

I have found that great people do have in common an immense belief in themselves and in their mission. They also have great determination as well as an ability to work hard. At the crucial moment of decision, they draw on their accumulated wisdom. Above all, they have integrity."

3500 Training Bulletins

4000 Logistics Guidelines

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Emergency Repairs

OPERATIONAL GUIDELINE

Division: Logistics
Section: Repair
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)
This Operational Guideline applies to all members of the Fire Department.
The Facilities and Building Equipment of the Lindenwold Fire Department shall receive necessary maintenance and emergency repairs in order to support the Department's response capability and minimize the negative impacts on the health and safety of the Department's membership.
The following areas are included:
(to be developed)

PROCEDURES
A. Responsibility
1. All members shall immediately report deficiencies regarding facilities and equipment associated with the facilities to Fire Administration.

B. Notification
(to be developed)

5000 Fire Marshal’s Office Guidelines

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6000 Management Support Guidelines

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OPERATIONAL GUIDELINE 6001

Division: Operations
Section: Management Support
Effective Date: 10/01/08
Revision Date:
L

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department.

The Lindenwold Fire Department values the input of its members. The Idea Management Process (IMP) is a method by which input from members of the Department is captured, evaluated and implemented if the idea will result in improving the delivery of services either to the members or the citizens.

PROCEDURES

A. IMP Methods

A member of the Fire Department can be involved in the change process by two main methods. These are:

1. Personal Involvement – Through participation in a standing committee, sub-committee, project team or task group.
2. Written Submittal of a Suggestion – The submission of a suggestion that the member thinks will contribute to the success of the Fire Department by improving the Department's ability to provide services either externally or internally. This will include changes to equipment, apparatus and procedure.

B. Personal Involvement

Members desiring to participate in a Standing Committee can express their interest by contacting the Deputy Fire Chief of Operations via the chain of command.

Standing Committees are varied in their composition, based on the issue being addressed. Members must generally be willing to attend these types of meetings on their own time.

C. Written Submittal of a Suggestion

A member wishing to submit a suggestion shall submit a written memorandum to his/her Company Officer, with the intended suggestion. The Officer will initial and forward the written suggestion to the Office of the Fire Chief via chain of command.

D. Process

There are three potential outcomes for a written suggestion: acceptance, acceptance in part, and nonacceptance. Acceptance in part means that there is agreement with the suggestion in principle; however, it will be implemented in a different fashion than was originally suggested. A member, whose idea is not accepted, will be given those reasons in writing for non-acceptance.

A list of suggestions will be published by a General Memorandum, allowing all members of the Lindenwold Fire Department to review the submitted suggestion.

8000

E M S

GUIDELINES

I have found that great people do have in common an immense belief in themselves and in their mission. They also have great determination as well as an ability to work hard. At the crucial moment of decision, they draw on their accumulated wisdom. Above all, they have integrity."

Patient Privacy/Confidentiality

OPERATIONAL GUIDELINE 8001

Division: EMS
Section:
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

All patients attended to by the Members of the LFD have a legal and moral right to privacy. All information pertaining to any medical calls will follow the guidelines as set forth in the HIPPA Regulations. This Operational Guideline applies to all Officers and Members of the Lindenwold Fire Department responding to and during emergency incidents.

PROCEDURES

All victims attended to by the department squad have a legal and moral right to privacy. All information and circumstances in connection with calls are to remain confidential.
A. Patients are to be assured of privacy when they are providing you with personal information.
B. When treating the sick, injured, disabled and even fatalities, employees will protect their rights and care for them with respect and decency.
C. At no time will any information regarding a call or patient information be given out to anyone, including news media, lawyers, or concerned parties.
1. All requests for information must be directed to the Office of the Fire Chief.
2. Information may be provided to an investigating officer of the Lindenwold Police Department or to the Fire District Attorney upon request.

Patients Found Dead On Arrival

OPERATIONAL GUIDELINE 8002

Division: EMS
Section:
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

There will be times when Fire Department units are dispatched to medical emergencies where they will encounter patients that are deceased. This Operational Guideline applies to all Officers and Members of the Lindenwold Fire Department responding to and during emergency incidents.

PROCEDURES

A. Assessment
1. Primary patient assessment will be performed.
2. When unnatural or suspicious death is suspected, the scene should not be unnecessarily disturbed.
3. After the patient assessment concludes that there is obvious death, the responding MICU will be recalled.
4. If CPR Is being performed prior to the Fire Department's arrival, efforts will continue until an order by a MICU is given to stop CPR or obvious death is present.

B. Resuscitation will not be initiated on the following:
1. Rigor mortis is present
2. Dependent lividity is evident
3. Evidence of tissue decomposition
4. Injury is incompatible with life
5. A New Jersey DNR Directive is produced and/or a New Jersey approved DNR wristband or anklet is found on the patient.

C. The patient's body is not to be moved from the position it was found if it is an obvious DOA or the patient has been pronounced.

D. All situations of obvious death or pronouncement whether natural or unnatural shall be turned over to the police department. The EMS crew must remain on location until the scene is transferred to the Police Department.

E. A patient report and addendum must be completed with the following **minimum** documentation:
1. Patient information.
2. Estimated anoxic time.
3. Absence of vital signs.
4. Physical findings.
5. Initial cardiac rhythm, (if applicable)
6. Past medical history.
7. Time of pronouncement.
8. Pronouncing authority.
9. Position and location of patient found on arrival.
10. Criteria for determination of obvious death or pronouncement.
11. Wording and authority on any written directives.

Automated External Defibrillators

OPERATIONAL GUIDELINE 8003

Division: Operations
Section: General
Effective Date: 10/01/08
Revision Date:

GENERAL INFORMATION (SUMMARY)

This Operational Guideline applies to all members of the Fire Department that respond to incidents involving automatic external defibrillators.
The Automatic External Defibrillators is a critical piece of equipment in the pre-hospital environment used for emergencies involving cardiac arrest. This procedure will apply to all personnel.
Definitions related to automatic external defibrillators include:

- **Defibrillation Electrodes –** Self-adhesive electrodes to be attached to patient's chest.
- **Joule –** Electrical charge delivered to patient
- **Patient Report –** Fire Department NFIRS and/or Fire Department EMS Report completed for each use of Defibrillator
- **DNR –** Do No Resuscitate

PROCEDURES

A. Contraindications - When not to use

1. Children under 1 year
2. Trauma Codes with obvious mortal injuries
3. Patients who are DNR
4. Patients with pulses
5. Never put Defibrillator pads on a patient who is conscious

B. Safety

1. Do not operate around water, pools.
2. Do not operate around flammable liquids or gases.
3. Do not operate around anything that conducts electricity.

C. Scene Operation

1. Police on scene first
a) Continue use of Police Unit
b) Provide BLS Patient Care
c) Under ALS supervision, Police Defibrillator is disconnected, ALS defibrillator is utilized.
d) BLS Transports without ALS
1. Police AED is disconnected
2. BLS AED connected (may use pads previously applied, if compatible with BLS AED).
3. Continue BLS Patient Care
2. Engine or Ladder Company on scene first.
a) Fire Apparatus Defibrillator should be used first.
b) Continue BLS patient care.
c) Transfer of patient care.
i. BLS arrives after Engine or Ladder and transports without ALS.
a) Exchange defibrillator with Engine or Ladder.

b) Continue to use same defibrillator during transport.
c) Continue BLS patient care.
d) Return to station and complete NFIRS report. Transport BLS will complete AED report.
ii. ALS arrives after Engine or Ladder but prior to BLS
a) Allow shocking cycle to end.
b) Under ALS supervision Engine/Ladder Defibrillator is disconnected, ALS Defibrillator is utilized.
3. BLS Unit on scene first.
a) BLS Defibrillator should be utilized.
b) Support with BLS patient care.
c) Under ALS supervision BLS Defibrillator is disconnected, ALS Defibrillator is utilized.
4. ALS on scene first.
a) ALS Defibrillator should be utilized.
b) Support with BLS patient care.
5. Public Access Defibrillator in-use first.
a) Continue use of public access unit.
b) Provide BLS patient care.
c) Under ALS supervision, public access defibrillator is disconnected. ALS defibrillator is utilized.
d) BLS Transport without ALS
1. Public Access AED is disconnected
2. BLS AED connected (may use pads previously applied, if compatible with BLS AED).
3. Continue BLS Patient Care

D. Documentation

Fire Apparatus

1. A Fire Department NFIRS report must be completed within 24 hours of call. This will be the acceptable means of documentation of the event.

The following information should be included on the report in a detailed narrative:

- How the patient was found upon arrival.
- Did the patient complain of anything prior?
- What was the onset of chief complaint (time)?
- How did the patient present to you?
- Any additional care, i.e. suctioning, spinal precautions?
- Any unusual circumstances, i.e. extended time on scene?
- CPR continued after each analyze where there was a non-shockable rhythm?
- Was CPR started prior to arrival, and by whom?
- Describe clinical signs of death if no resuscitative efforts were not initiated.
- Which hospital transported to and if ALS was present?
- Was patient an initial save, pronounced in the field or ED?

E. Training & Equipment Maintenance

Maintenance

1. All Defibrillators will be checked at the beginning of each shift and documented on the forms provided. Maintenance indicators will be reported to Field Command Office and EMS Office for attention and replacement units.
2. Battery Status/Procedures

a) FRX

- Good Battery – Green Flashing Light
- Low Battery – Voice Prompt Warning (min. 20 shocks remain)

· Dead Battery – No Light

3. Any malfunction of an AED must be documented, reported and the unit placed out of service.

4. The AED may provide a prompt regarding battery or pad status. When the corrective action is taken (i.e. pad or battery replacement), the prompt will cease.

Training

1. All new members will receive initial training as designated by the Training Division.

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